
**SUBCHAPTER 13.
PROFESSIONAL ENGINEERS; CONTINUING PROFESSIONAL
COMPETENCY REQUIREMENT**

13:40-13.1 CONTINUING PROFESSIONAL COMPETENCY REQUIREMENTS

- a) Except as provided in (b) below, each applicant for biennial license renewal shall complete, during the preceding biennial period, 24 CPC credits as specified in N.J.A.C. 13:40-13.4, at least two, but no more than eight, of which shall be in professional practice ethics. Each applicant shall certify on the biennial renewal application form that he or she has completed, during the preceding biennial period, 24 CPC credits, subject to N.J.A.C. 13:40-13.3(a).

- b) For the renewal period beginning May 1, 2012, licensees shall have completed 15 CPC credits, of which two shall have been in professional practice ethics. A licensee who has completed CPC credits in courses meeting the requirements set forth in this section between May 1, 2010 and April 30, 2012, shall be permitted to apply such credits to qualify for the renewal of his or her license for the biennial period commencing on May 1, 2012.

13:40-13-2 DEFINITIONS

As used in this subchapter, the following terms shall have the following meanings:

"Continuing professional competency credit" or "CPC credit" means one 60-minute clock hour of an educational activity with no less than 50 minutes of instructional content within the hour relating to the practice of professional engineering in accordance with N.J.S.A. 45:8-35.12(b).

"Educational program" means any advanced course offered in an ABET, Inc. (ABET) accredited program that directly and materially relates to the practice of professional engineering with the clear purpose and objective to maintain, improve, or expand the skills and knowledge relevant to the practice of engineering. Those courses that must be completed in order to qualify for initial licensure are not considered to be advanced courses and shall not be considered qualifying courses.

"Equivalent educational program" means a program, other than an educational program, relating to the practice of professional engineering with the clear purpose or objective to maintain, improve, or expand the skills and knowledge relevant to the practice of engineering. Equivalent educational programs include, but are not limited to:

- 1) Meetings of members and subgroups of professional engineering associations and other appropriate professional and technical associations when an engineering topic is presented as a principal part of the program;
- 2) Research and preparation of examinations, papers, or publications;
- 3) Presentation of technical presentations, management, leadership or ethics courses, or exhibits;
- 4) Management or leadership courses relating to a licensee's responsibilities pursuant to N.J.A.C. 13:40-9.1 or ethics courses;
- 5) Correspondence or distance learning courses on engineering topics where a final examination is required;
- 6) Teaching or instruction of a course for the first time or teaching a course previously taught if substantial time was spent updating the material;

- 7) Employer sponsored in-house courses;
- 8) Workshops and seminars at professional meetings and conferences; and
- 9) Courses taken at schools, universities, and colleges that are not part of an ABET accredited program.

13:40-13.3 CARRY OVER OF EXCESS CPC CREDITS; DUAL LICENSEES; REINSTATEMENT OF LICENSE

- a) A maximum of 12 CPC credits may be carried over into the next biennial renewal period.
- b) Except as provided in (c) below, each person licensed as both a professional engineer and professional land surveyor shall complete at least 36 CPC credits relating to the practice of professional engineering and professional land surveying as a condition of biennial renewal. At least 12 of the required 36 credits must be completed in professional engineering, of which two, but no more than eight, shall be in professional practice ethics, and at least 12 credits must be completed in professional land surveying. The remaining 12 credits may be completed in either professional engineering or professional land surveying.
- c) For the renewal period beginning May 1, 2012, each person who is licensed as both a professional engineer and a professional land surveyor shall have completed at least 27 CPC credits relating to the practices of professional engineering and professional land surveying. At least 12 of the required 27 credits shall have been completed in professional land surveying and at least 12 credits shall have been completed in professional engineering, of which two shall be in professional practice ethics. The remaining three credits may have been completed in either professional engineering or professional land surveying.
- d) A licensee seeking reinstatement in accordance with N.J.A.C. 13:40-2.15 shall submit proof of completion of all delinquent CPC credits for each biennial period for which the license was suspended or inactive. If the total credits required to become current exceeds 30, then 30 shall be the maximum number required. In the case of a person licensed as both a professional engineer and professional land surveyor, if the total credits required to become current exceeds 45, then 45 shall be the maximum number required. However, an additional 24 CPC credits (or 36 CPC credits in the case of a dual licensee) will still be required at the next biennial renewal. The credits required to become current shall not be counted towards the CPC credits required for the next biennial renewal.

13:40-13.4 SOURCES OF CPC CREDITS

A professional engineer may obtain the required CPC credits from educational programs or from equivalent educational programs sponsored by Board-approved providers as provided in N.J.A.C. 13:40-13.5. All educational programs and equivalent educational programs sponsored by Board-approved providers that directly and materially relate to the practice of professional engineering with the clear purpose to maintain, improve, or expand the skills and knowledge of the licensee relevant to the practice of professional engineering are approved for credit. Courses required for initial licensure or that primarily involve practice building, practice management, or practice marketing are not approved. The Board will post on its website at http://www.njconsumersaffairs.gov/pels/pels_licensee.htm a list of CPC providers that, pursuant to N.J.A.C. 13:40-13.5(a), have applied and have been approved to sponsor equivalent educational programs for the current biennial period. Regular duties are not considered qualifying activities for CPC credits.

13:40-13.5 APPROVAL PROCEDURES FOR CPC PROVIDERS; EXCEPTIONS

- a) A provider seeking Board approval to sponsor equivalent educational programs for CPC credit shall submit an application on a form prescribed by the Board, that shall include course and program descriptions, instructor qualifications, locations, dates and times of courses, and other information as required by the Board, unless the provider is exempted from this requirement pursuant to (c) below. Upon approval, the Board will issue an approved provider number, which shall be used by the provider in identifying the courses and programs to be provided.
- b) A licensee seeking Board approval of equivalent educational programs for CPC credit for a provider that has not been approved pursuant to (a) above or (c) below, may submit an application on a form prescribed by the Board, which shall include course and program descriptions, instructor qualifications, locations, dates and times of courses, number of CPC credits, and other information as required by the Board. The Board shall notify the licensee, in writing, of its determination.
- c) Accredited schools, universities, and colleges; national and state professional engineering and closely allied professional organizations; and Federal, State, and New Jersey bi-state government agencies and independent authorities that sponsor CPC courses or programs, and CPC providers registered with the National Council of Examiners for Engineering and Surveying are approved providers and are exempt from the requirement of submitting an application to the Board and obtaining a CPC provider number.

- 1) For the purpose of this section, a school, university, or college shall be deemed accredited if it is:
 - i) Accredited by the New Jersey Department of Education;
 - ii) Approved by the New Jersey Commission on Higher Education; or
 - iii) Approved by an agency of another state with requirements substantially similar to the requirements of the New Jersey Department of Education or New Jersey Commission on Higher Education.

13:40-13.6 COMPLIANCE WITH CPC CREDITS; AUDIT

- a) Each licensee shall be subject to audit by the Board and is responsible for maintaining records to be used to support CPC credits claimed. Records required include, but are not limited to:
 - 1) A log showing the type of activity claimed, sponsoring organization, attendance date, location, duration, instructor or speaker's name, and the number of CPC credits claimed;
 - 2) Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance; and
 - 3) All documentation related to the educational program, including, but not limited to, course descriptions, printed program materials, and notes.
- b) A licensee shall maintain records for a period of five years after completion of the CPC course or equivalent educational program and shall submit such documentation to the Board upon request.

13:40-13.7 CREDIT CALCULATION

- a) CPC credits will be granted for each biennial renewal period as follows:
 - 1) For educational programs:
 - i) Successful completion of approved educational program courses: 15 CPC credits for each semester-hour credit awarded by the college or university, or 10 CPC credits for each quarter-hour credit awarded by the college or university;

- 2) For equivalent educational programs:
- i) Meetings of members and subgroups of professional engineering associations and other appropriate professional and technical associations when an engineering topic is presented as a principal part of the program: one CPC credit for each hour of instruction;
 - ii) Research and preparation of examinations, papers or publications: one CPC credit for each hour of research or preparation, not to exceed six CPC credits per biennial renewal period;
 - iii) Presentation of technical presentations, management, leadership or ethics courses, or exhibits: one CPC credit for each hour of preparation or presentation, not to exceed six CPC credits per biennial renewal period;
 - iv) Management, leadership or ethics courses: one CPC credit for each hour of instruction;
 - v) Correspondence or distance learning courses on engineering topics where a final examination is required: one CPC credit for each hour of instruction;
 - vi) Teaching or instruction of a course for the first time or teaching a course previously taught if substantial time was spent updating material: one CPC credit for each hour of preparation or instruction, not to exceed six CPC credits per biennial renewal period;
 - vii) Employer sponsored in-house courses: one CPC credit for each hour of instruction; and
 - viii) Workshops and seminars at professional meetings and conferences: one CPC credit for each hour of instruction; and
- 3) For courses taken at schools, universities, and colleges that are not part of an ABET accredited program: 15 CPC credits for each semester-hour credit awarded by the college or university, or 10 CPC credits for each quarter-hour credit awarded by the college or university.

13:40-13.8 WAIVER OF CPC REQUIREMENTS

- a) The Board may waive all or part of the CPC requirements on an individual basis for reasons of hardship, such as illness or disability, retirement of licensee, service in the armed forces of the United States of America, or other good cause.
- b) Any licensee seeking a waiver of all or part of the CPC requirements shall apply to the Board in writing at least 90 days prior to the commencement of the next biennial renewal period and set forth with specificity the reasons for requesting the waiver. The licensee shall also provide such additional information as the Board may reasonably request in support of the waiver request.
- c) A licensee shall not be required to obtain CPC credits during the biennial renewal period in which the licensee obtained initial licensure.
- d) A new licensee by way of comity shall be responsible at the first biennial renewal for one CPC credit for each full calendar month since the New Jersey license was issued.
- e) A licensee serving on active duty in the armed forces of the United States for a period of time exceeding 120 consecutive days in a calendar year shall have all CPC requirements waived for that year.

13:40-13.9 RESPONSIBILITIES OF PROGRAM PROVIDERS

- a) Program providers shall:
 - 1) Select and assign qualified instructors for the program;
 - 2) Assure that the number of participants and the physical facilities are consistent with the teaching methods to be utilized;
 - 3) Disclose in advance to prospective participants, the course objectives, prerequisites, experience level, content, required advanced preparation, teaching method, and the number of CPC credits that may be approved in the program;
 - 4) Solicit evaluations from both the participants and the instructor at the conclusion of each program;
 - 5) Evaluate the performance of the instructors at the conclusion of each program to determine their suitability for continuing to serve as instructors and advise instructors of their performance;

- 6) Systematically review the evaluation process to ensure its effectiveness;
 - 7) Furnish to each enrollee who has successfully completed the program a verification of completion, which shall include at least the following information:
 - i) The title, date, and location of the course offering;
 - ii) The name and license number of the attendee;
 - iii) The number of credits that may be awarded; and
 - iv) The name and signature of an authorized representative of the provider;
 - 8) Maintain and retain accurate records of program attendance and completion for a six-year period;
 - 9) Retain a written outline of course materials for a six-year period; and
 - 10) Provide the Board with such documentation as requested by the Board.
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