

# CONTINUING EDUCATION REQUIREMENTS FOR MICHIGAN PROFESSIONAL ENGINEERS

Authority: Public Act 299 of 1980, as amended

This notice is for information only

This document has been developed to explain the requirements and the license renewal process to professional engineers licensed to practice engineering in Michigan.

The Michigan Occupational Code and administrative rules requires every professional engineer to complete the required number of continuing education hours during the 2-year renewal period. An applicant for license renewal who has been licensed during the 2-year period immediately preceding the expiration date of the license shall obtain not less than 30 hours of continuing education in activities approved under R 339.16041 during the 2-year period immediately preceding the expiration date of the license.

## **REQUIREMENTS FOR RENEWAL**

The continuing education requirements apply to every professional engineer renewing a license who has been licensed during the 2-year renewal period. The requirements apply whether or not the professional engineer is actively engaged in the practice of engineering. No one is exempt from this requirement.

Each professional engineer is required to accumulate 30 hours of continuing education in activities relevant to the profession, during the 2-year renewal period.

Every professional engineer who is renewing his/her license should retain records documenting the completion of continuing education. Those documents must be retained for 4 years from the date of applying for license renewal.

Not more than 12 continuing education hours can be earned during a 24-hour period.

**DO NOT SEND THE CONTINUING EDUCATION DOCUMENTS** to the Bureau when renewing your license. The Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing will conduct an audit at the conclusion of the renewal period. Professional engineers chosen for an audit through an automated random selection process will be contacted by letter to submit documented evidence of the completion of the continuing education requirement.

## **DO NOT RENEW YOUR LICENSE IF YOU DO NOT HAVE THE REQUIRED HOURS OF CONTINUING EDUCATION.**

A professional engineer who is unable to provide evidence of completion of the continuing education requirements, when requested, is in violation of the Michigan Occupational Code and subject to one or more of the following possible license sanctions: reprimand, probation, denial, suspension, revocation, limitation, restitution, and fine.

## **REQUIREMENT FOR RELICENSURE**

**“Relicensure” means the granting of a license to an individual whose license has lapsed for failure to renew the license within 60 days after the expiration date.**

Relicensure applicants, both lapsed less than 3 years after the expiration date of the last license and whose license has lapsed for 3 years or more, must meet the continuing education requirements under R 339.16025.

## **ACCEPTABLE CONTINUING EDUCATION**

The Board of Professional Engineers has established acceptable ways in which continuing education hours may be earned. Continuing education hours shall be relevant to the occupation. The following is a brief description of the different activities in which continuing education can be earned:

- A. Successfully completing a continuing education program**
- B. Passing an academic course related to professional engineering**
- C. Presenting or attending a seminar, in-house course, workshop, or professional or technical presentation made at a meeting, convention, or conference**
- D. Teaching, instructing, or presenting an acceptable course or activity listed in sections A - D above**
- E. Publishing a peer-reviewed paper, article, or book in the licensee’s area of professional practice**
- F. Serving as a member of the state board of professional engineers or attending a state board of professional engineers meeting**
- G. Attending a Michigan board of professional engineers meeting**
- H. Serving as a mentor to an engineering student in a school-sponsored program**
- I. Participating in a company sponsored seminar or training that is designed to enhance professional development in the licensee’s area of professional practice**

## **RENEWAL PROCEDURES**

Professional engineer licenses are renewed every 2 years. The expiration date of the license can be found on the bottom of the license you are renewing. Submission of the online renewal application certifies that the requirements are met. If the renewal requirements have not been completed, the renewal should not be submitted.

**Continuing Education Waivers** The Michigan Occupational Code authorizes the Board of Professional Engineers to waive the continuing education requirements for a license renewal applicant if, upon written request, the Board finds the failure of the licensee to complete the required number of continuing education hours was due to the licensee's disability, military service, absence from the continental United States, or a circumstance beyond the control of the licensee which the board considers good and sufficient.

A written request for a waiver must be submitted by mail to Bureau of Professional Licensing, Attn: Board of Professional Engineers, P.O. Box 30670, Lansing, MI or by email to [BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov) and shall include supporting documentation for the reason for the waiver. A waiver cannot be requested after the renewal has been submitted or a licensee has been selected for a CE audit. The Board cannot prospectively waive continuing education requirements.

To summarize:

- \* All Michigan licensed Professional Engineers who have held a license for 24 months or more from the date of initial licensure shall obtain 30 hours of continuing education for the renewal period.
- \* Submission of the renewal application and fee is considered a statement that the CE requirement has been met.
- \* Failure to complete the CE requirement is considered a violation of the Occupational Code.
- \* Continuing education hours are not granted for a program or activity that has substantially the same content of a program or activity for which the applicant has already earned CE during the renewal period.
- \* Not more than 12 continuing education hours shall be earned during a 24-hour period.

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American's with Disabilities Act, you may make your needs know to this agency.