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STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

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ACTING DIRECTOR

**MICHIGAN BOARD OF PROFESSIONAL ENGINEERS
RULES COMMITTEE WORK GROUP
MEETING**

**MINUTES
NOVEMBER 21, 2023**

The Michigan Board of Professional Engineers Rules Committee Work Group, met on November 21, 2023. The meeting was held via Zoom.

CALL TO ORDER

Weston MacIntosh, JD, Departmental Specialist, called the meeting to order at 8:02 a.m.

ATTENDANCE

Members Present: Dima S. El-Gamal, Ph.D., PE, LEEDAP
Nancy M. McClain, PE
Deveron Q. Sanders, PE
Steven Warren, PE

Members Absent: None

Staff Present: Weston MacIntosh, JD, Departmental Specialist,
Boards and Committees Section
Stephanie Wysack, Board Support Technician,
Boards and Committees Section

Public Present: James McLaughlin

WELCOME

RULES DISCUSSION: Professional Engineers – General Rules (A copy of the draft rules, pursuant to today’s discussion, is attached.)

MacIntosh stated that the purpose of opening the rules was to include mandated stylistic requirements, update standards, and make any other necessary updates while providing a forum for the public to contribute to the rulemaking process.

R 339.16001 Definitions

Subrule (d): MacIntosh stated that the phrase “an instructional” was included as part of this definition in the past and he included it in the working draft for the committee to view, as a possible addition. He stated that it could clarify that continuing education is separate from a licensee’s day-to-day activity.

The committee agreed to leave the subrule as written, without the addition of this phrase.

R 339.16021 Educational requirements.

El-Gamal stated that she was part of discussion to allow licensure via endorsement with the United Kingdom.

MacIntosh stated that he was aware that it was under consideration, however it is in the early stages. At this time, an applicant from the United Kingdom could have their education evaluated for equivalency under subrule (d).

R 339.16025 Relicensure requirements.

MacIntosh stated that he updated the rule to have the same relicensure continuing education requirements as what is needed for renewal. The rules are currently written to only require half of the requirement.

The committee agreed with the language as presented.

R 339.16026 Examination requirements.

MacIntosh stated that he had received a request from Warren to consider additional work experience to be recognized in lieu of completing the NCEES Fundamentals of Engineering examination.

Warren stated that there are currently three states that have a waiver requirement.

MacIntosh provided suggested language for another pathway, not a waiver, as subdivision (b)(iii). The language suggested 10 years of experience beyond the licensure requirements in R 339.16022(1).

Discussion was held on how many years of experience to require.

El-Gamal and Warren suggested 5 or 6 years.

The committee agreed to the new language as presented by MacIntosh, requiring 6 years of experience.

R 339.16040 Continuing education required for renewal; certification of compliance; document retention; continuing education waiver.

Subrule (1): MacIntosh stated that he provided clarifying language to this rule in subdivisions (a) and (b).

The committee agreed with the language as presented.

R 339.16041 Acceptable continuing education; limitations.

MacIntosh stated that only minor edits were made that did not equate to substantive changes.

MacIntosh stated that Sanders asked for clarification under subdivision (g) and “Attending a Michigan board of professional engineers meeting” that this did not include attendance at “shorter” committee meetings.

MacIntosh suggested changing the language to “...full board of professional engineers meeting.”

The committee agreed with the suggested language change.

McLaughlin asked how a licensee would get credit if attending the meeting virtually.

Wysack explained how that was done during the pandemic when meetings were electronic.

ADJOURNMENT

MacIntosh stated that the draft would be ready for the board to discuss at the January 10, 2024, meeting.

MacIntosh adjourned the meeting at 8:42 a.m.

Prepared by:
Stephanie Wysack, Board Support Technician
Bureau of Professional Licensing

November 21, 2023

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

DIRECTOR'S OFFICE

PROFESSIONAL ENGINEERS – GENERAL RULES

Filed with the secretary of state on

These rules become effective immediately after filing with the secretary of state unless adopted under section 33, 44, or 45a(9) of the administrative procedures act of 1969, 1969 PA 306, MCL 24.233, 24.244, or 24.245a. Rules adopted under these sections become effective 7 days after filing with the secretary of state.

(By authority conferred on the board of professional engineers by section 308 of the occupational code, 1980 PA 299, MCL 339.308; and on the director of the department of licensing and regulatory affairs by sections 205 and 2009 of the occupational code, 1980 PA 299, MCL 339.205 and 339.2009; and Executive Reorganization Order Nos. 1991-9, 1996-2, 2003-1, and 2011-4, MCL 338.3501, 445.2001, 445.2011, and 445.2030)

R 339.16025, R 339.16026, R 339.16040, and R 339.16041 of the Michigan Administrative Code are amended as follows:

PART 1. GENERAL PROVISIONS

R 339.16001 Definitions.

Rule 1. (1) As used in these rules:

(a) "Board" means the board of professional engineers created under section 2002 of the code, MCL 339.2002.

(b) "CEAB" mean the Canadian Engineering Accreditation Board.

(c) "Code" means the occupational code, 1980 PA 299, MCL 339.101 to 339.2677.

(d) "Continuing education" means a course or activity designed to bring licensees up to date on a particular area of knowledge or skills relevant to the licensee's area of professional practice.

(e) "Course" means any qualifying activity with a clear purpose and goal that keeps, improves, or expands the skills and knowledge relevant to the licensee's area of professional practice.

(f) "Department" means the department of licensing and regulatory affairs.

(g) "EAC/ABET" means the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

(h) "NCEES" means the National Council of Examiners for Engineering and Surveying.

(2) A term defined in the code has the same meaning when used in these rules.

PART 2. LICENSURE

R 339.16021 Educational requirements.

Rule 21. An applicant for licensure shall provide proof, as directed by the department, verifying 1 of the following to satisfy the educational requirement under the code:

(a) Transcripts verifying that the applicant received a baccalaureate degree or higher in engineering from a program accredited by the EAC/ABET or the CEAB.

(b) Transcripts verifying that the applicant received a master's degree or doctorate in engineering from a school and program with an EAC/ABET-accredited or a CEAB-accredited baccalaureate degree program that is in the same engineering discipline as the applicant's master's degree or doctorate.

(c) A credentials evaluation from NCEES that verifies all the following:

(i) The applicant for licensure received either of the following:

(A) A baccalaureate degree in engineering from a non-United States-based program.

(B) A master's degree or doctorate in engineering from a non-EAC/ABET-accredited program.

(ii) The applicant for licensure completed not less than 32 college semester credit hours in the areas of mathematics and basic science.

(iii) The applicant for licensure completed not less than 48 college semester credit hours in engineering science or engineering design courses that satisfy the course requirements established under the NCEES Engineering Education Standard.

(d) A credentials evaluation that verifies the applicant received a baccalaureate degree in engineering from an educational program that is substantially equivalent to an EAC/ABET-accredited baccalaureate degree program in engineering. The credentials evaluation must be generated by a company that is a current member of the National Association of Credential Evaluation Services (NACES).

R 339.16022 Professional engineering experience; credit for work experience; credit for educational experience.

Rule 22. (1) Under section 2004(2)(a) of the code, MCL 339.2004, an applicant for licensure shall document not less than 8 years of professional experience in engineering work, including not more than 5 years of education granted under subrule (4) of this rule. An applicant shall satisfy the requirements of this rule to receive credit for professional experience.

(2) An applicant for licensure shall provide proof, as directed by the department, verifying either of the following to receive credit for professional experience in engineering work:

(a) Except as otherwise provided under subrules (1) and (4) of this rule, the applicant has obtained not less than 4 years of experience practicing as a licensed or registered professional engineer in another state or a province of Canada.

(b) All of the following:

(i) The dates of performing engineering work that qualifies as professional experience under subrule (3) of this rule.

(ii) The supervising individual's name and license or registration number and the state or province of Canada in which the supervising individual is licensed or registered as a professional engineer.

(iii) Documentation from the supervising individual attesting to the work experience, dates of work, and supervision.

(3) Engineering work that satisfies all the following requirements qualifies as professional experience:

(a) The work involves the use of engineering principles and data.

(b) The work is in the form of consultation, investigation, evaluation, planning, design, or review of materials or completed phases of work in the construction, alteration, or repair in connection with a public or private utility, structure, building, machine, equipment, process, work, or project.

(c) The work is performed while under the direction of a professional engineer licensed in this state or licensed or registered in another state or a province of Canada.

(4) The department shall grant not more than 5 years of professional experience credit to an applicant holding a degree that satisfies the requirements under R 339.16021. Credit is limited to the following amounts:

(a) Not more than 4 years of professional experience for a baccalaureate degree in engineering. Experience is granted for only 1 baccalaureate degree.

(b) Not more than 1 year of professional experience for a post-baccalaureate degree in engineering. Experience is granted for only 1 post-baccalaureate degree.

R 339.16025 Relicensure requirements.

Rule 25. (1) An applicant whose license has lapsed for less than 3 years after the expiration date of the last license may be relicensed under section 411(3) of the code, MCL 339.411, by satisfying all the following requirements:

(a) Provides a completed application on a form provided by the department.

(b) Pays the required fee to the department.

(c) Provides proof, as directed by the department, verifying that the applicant has completed ~~15~~ **30 credit** hours of continuing education, **2 credit hours of which must be in professional ethics related to engineering**, in activities approved under R 339.16041, during the ~~12 months~~ **2-year period** immediately before the date of filing the relicensure application. ~~Of the 15 hours, at least 1 hour of continuing education must be earned in ethics, as it relates to professional engineering.~~ If the department determines that the amount of continuing education **credit** hours provided with the application **is are** deficient, the applicant has 1 year after the date of filing the application to provide proof of completing the deficient **credit** hours.

(2) An applicant whose license has lapsed for 3 years or more after the expiration date of the last license may be relicensed under section 411(4) of the code, MCL 339.411, by satisfying all the following requirements:

(a) Provides a completed application on a form provided by the department.

(b) Pays the required fee to the department.

(c) Establishes that the applicant has met all the requirements for initial licensure under the code and these rules.

(d) Provides proof, as directed by the department, verifying 1 of the following:

(i) The completion of 30 **credit** hours of continuing education, **2 credit hours of which must be in professional ethics related to engineering**, in activities approved under R 339.16041, during the ~~24 months~~ **2-year period** immediately before the date of filing the relicensure application. ~~Of the 30 hours, not less than 2 hours of continuing education must be earned in ethics, as it relates to professional engineering.~~ If the department determines that the amount of continuing education **credit** hours provided with the application **is are** deficient, the applicant has 1 year after the date of filing the application to provide proof of completing the deficient **credit** hours.

(ii) The applicant holds or has held a valid and unrestricted license or registration in another state or a province of Canada during the ~~24 months~~ **2-year period** immediately before the date of filing the relicensure application.

R 339.16026 Examination requirements.

Rule 26. An applicant for licensure shall provide proof, as directed by the department, verifying both of the following to satisfy the examination requirements under the code:

(a) The applicant achieved a passing score as determined by NCEES on either of the following examinations:

(i) The NCEES Principals and Practice of Engineering examination.

(ii) Both parts of the NCEES Structural Engineering examination, known as SE-I and SE-II.

(b) ~~Either~~ **One** of the following:

(i) The applicant achieved a passing score as determined by NCEES on the NCEES Fundamentals of Engineering examination.

(ii) The applicant received a doctorate in engineering from a school and program with an EAC/ABET-accredited or a CEAB-accredited baccalaureate degree program that is in the same engineering discipline as the applicant's doctorate in engineering.

(iii) In addition to providing documentation of not less than 8 years of professional experience in engineering work, including not more than 5 years of education under section 2004(2)(a) of the code, MCL 339.2004, and R 339.16022, the applicant for licensure also provides proof, as directed by the department, verifying not less than 6 additional years of professional experience in engineering work by either of the following:

(A) Practicing as a licensed or registered professional engineer in another state or a province of Canada.

(B) The dates of performing engineering work that qualifies as professional experience under R 339.16022(3), the supervising individual's name and license or registration number and the state or province of Canada in which the supervising individual is licensed or registered as a professional engineer, and documentation from the supervising individual attesting to the work experience, dates of work, and supervision.

PART 3. STANDARDS OF PRACTICE AND PROFESSIONAL CONDUCT

R 339.16031 Professional conduct; requirements; restrictions.

Rule 31. (1) A licensee shall follow all the rules of conduct under this part.

(2) A licensee shall do all the following:

(a) If the licensee is the individual in responsible charge, the licensee shall notify the licensee's employer or client, and any other appropriate authority, when the licensee's judgment is overruled under circumstances that endanger life or property.

(b) If the licensee is not the individual in responsible charge, the licensee shall notify the individual in responsible charge when the licensee's judgment is overruled under circumstances that endanger life or property.

(c) Participate in phases of a project in which the licensee is competent.

(d) Undertake assignments in which the licensee is qualified by education or experience in the specific technical field or fields involved.

(e) Complete, sign, seal, or approve engineering documents that conform with the law and applicable professional standards.

(f) Be objective and truthful in professional reports, statements, or testimony and include all relevant information in these reports, statements, or testimony.

(g) Disclose to an employer, client, or public body that the licensee serves, all known or potential conflicts of interest that could influence or appear to influence the licensee's judgment or the quality of the licensee's services.

(3) A licensee shall not do any of the following:

(a) Disclose confidential information obtained in a professional capacity without the prior consent of the client or employer, unless authorized or required by law or these rules.

(b) Partner, practice, or offer to practice with any individual or firm or assist any individual or firm that the licensee knows is engaged in fraudulent or dishonest business or professional practices or the unlawful practice of professional engineering.

(c) Falsify the licensee's qualifications or the qualifications of the licensee's associates or allow misrepresentations of the licensee's qualifications or the qualifications of the licensee's associates.

(d) Misrepresent or exaggerate the licensee's experience or qualifications.

(e) Knowingly make statements containing a material misrepresentation of fact, omitting a material fact, or knowingly make statements that deceive the public.

(f) Attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice, or employment of other licensed professional engineers.

(g) Give or offer to give, directly or indirectly, to a client, potential client, the agent of a client, or the agent of a potential client, a commission, contribution, gift, or other valuable consideration to secure or retain engineering work. This restriction does not include payments to an employment agency for securing employment or employees for salaried positions.

(h) Solicit or accept a compensation, contribution, gift, or other valuable consideration, directly or indirectly, from more than 1 individual for services on the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.

(i) Solicit or accept a commission, contribution, gift, or other valuable consideration, directly or indirectly, from other parties dealing with the licensee's clients or employers, or from outside agents who have no dealings with the licensee's client or employer, in connection with the work for which the licensee is responsible, unless the circumstances are fully disclosed and agreed to by all interested parties.

(j) Solicit or accept a commission, contribution, gift, or other valuable consideration, directly or indirectly, when the licensee's judgment may be compromised.

(k) Complete, sign, seal, or approve engineering documents that do not conform with the law or applicable professional standards.

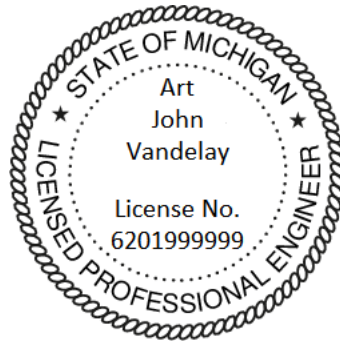
(4) Work for which the licensee is responsible, the procedures followed, and the decisions made by individuals under the licensee's supervision must be subject to sustained review and approval by the licensee.

R 339.16032 Professional engineer seal.

Rule 32. (1) The seal of a professional engineer must include the licensee's name and full license number, as shown on the licensee's state-issued professional engineer license and indicate "State of Michigan" and "Licensed Professional Engineer" in the legend surrounding the seal. The seal must have a design substantially equivalent to figure 32 below.

(2) A licensee's seal must be used by the licensee whose name appears on the seal for as long as the license is in effect. A licensee is responsible for the security of the licensee's seal.

FIGURE 32



PART 4. LICENSE RENEWAL AND CONTINUING EDUCATION

R 339.16040 Continuing education required for renewal; certification of compliance; document retention; continuing education waiver.

Rule 40. (1) An applicant for license renewal who has been licensed during the 2-year period immediately before the expiration date of the license shall obtain ~~not less than~~ 30 **credit** hours of continuing education ~~in activities approved under R 339.16041~~, during the 2-year period immediately before the expiration date of the license. ~~Of the 30 hours, not less than 2 hours of continuing education must be earned in ethics, as it relates to professional engineering.~~

(a) Obtain 2 of the 30 credit hours of continuing education in an activity that focuses on the area of professional ethics related to engineering. The professional ethics related to engineering is not required to focus on areas specific to the rules or statutes.

(b) Obtain all 30 credit hours of continuing education in activities that satisfy the requirements under R 339.16041.

(2) Submission of an application for renewal constitutes the applicant's certification of compliance with this rule and R 339.16041.

(3) A licensee shall maintain documentation of satisfying the requirements of this rule and R 339.16041 for a period of 4 years after the date of filing the application for license renewal.

(4) A licensee is subject to an audit under this part and may have to provide documentation as described by R 339.16041 on request of the department.

(5) ~~The department must receive~~ **An applicant must submit** a request for a waiver of continuing education requirements **to the department** for the board's consideration not less than 30 days before the last regularly scheduled board meeting before the expiration date of the license.

R 339.16041 Acceptable continuing education; limitations.

Rule 41. (1) The department shall grant credit for in-person or online continuing education hours that satisfy the requirements in the following chart:

| Activity Code | Activity and Proof Required | Number of Continuing Education Credit Hours Granted for Activity and Allowed for Licensure Cycle |
|---------------|---|---|
| (a) | <p>Completing a continuing education program or activity related to professional engineering that is approved or offered for continuing education credit hours by any of the following:</p> <ul style="list-style-type: none"> - Another state's board of engineers. - A professional engineering association, organization, or society. - NCEES. - ABET. <p>If audited, a licensee shall provide documentation or a certificate of completion showing the licensee's name, total continuing education credits credit hours earned, sponsor name and contact information, program title, and the date the program was held or completed.</p> | <p>The number of continuing education credit hours approved by the sponsor or the approving entity. are granted for this activity.</p> |
| (b) | <p>Passing an academic course related to professional engineering offered by a college or university that offers a baccalaureate degree or higher in an engineering program that is accredited by EAC/ABET or CEAB.</p> | <p>Fifteen continuing education credit hours are granted for each semester credit, or 10 continuing education credit hours are</p> |

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| | If audited, a licensee shall provide a copy of the transcript showing the number of credit hours of the academic courses related to professional engineering. | granted for each quarter credit. |
| (c) | <p>Attending a seminar, in-house course, workshop, or professional or technical presentation related to professional engineering.</p> <p>If audited, the licensee shall provide a copy of the presentation notice or advertisement showing the date of the presentation, the licensee's name listed as a presenter or attendee, and the name of the organization that approved or offered the presentation.</p> | One continuing education credit hour is granted for every 50 minutes attending the activity. |
| (d) | <p>Teaching, instructing, or presenting on a subject related to professional engineering.</p> <p>If audited, a license shall provide documentation by the college or university confirming the licensee as the teacher, instructor, or presenter of the academic course, the dates of the course or presentation, the number of classroom hours spent teaching, instructing, or presenting, and the course title.</p> | <p>Two continuing education credit hours are granted for every 50 minutes of teaching, instruction, or presenting.</p> <p>A maximum of 12 continuing education credit hours are granted for this activity during each renewal period.</p> |
| (e) | <p>Publication of a peer-reviewed paper, article, or book related to professional engineering.</p> <p>If audited, the licensee shall provide a copy of the publication that identifies the licensee as the author or a publication acceptance letter.</p> | <p>Six continuing education credit hours are granted for this activity.</p> <p>Credit hours is are not granted for multiple publications of the same peer-review paper, article, or book.</p> <p>A maximum of 18 continuing education credit hours are granted for this activity during each renewal period.</p> |
| (f) | Serving as a voting member on a state or national committee, board, council, or association related to professional engineering. To receive credit , credit hours , | Three continuing education credit hours are granted for the year in which the |

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| | <p>a licensee must take part in not less than 50% of the regularly scheduled meetings of the committee, board, council, or association.</p> <p>If audited, a licensee shall provide documentation satisfactory to the department verifying the licensee's participation in not less than 50% of the regularly scheduled meetings of the committee, board, council, or association and provide verification of the licensee's status as a voting member on the committee, board, council, or association.</p> | <p>licensee serves as a member.</p> <p>A maximum of 6 continuing education credit hours are granted for this activity during each renewal period.</p> |
| (g) | <p>Attending a full Michigan board of professional engineers meeting. To receive credit, credit hours, the licensee shall obtain a form provided by the department from a department employee present at the meeting and have that employee complete, sign, and date the form. The licensee shall present a valid government-issued photo identification to the department employee for verification.</p> <p>If audited, the licensee shall provide a copy of the form completed, signed, and dated by the department employee who was present at the meeting.</p> | <p>One continuing education credit hour is granted for each meeting attended.</p> <p>A maximum of 6 continuing education credit hours are granted for this activity during each renewal period.</p> |
| (h) | <p>Serving as a school-sponsored mentor to an engineering student in a school-sponsored program. To receive credit, credit hours, this activity must not be part of the licensee's regular job description.</p> <p>If audited, the licensee shall provide a letter from an authorized official from the school verifying the licensee's role and the number of mentoring hours the licensee provided.</p> | <p>Four continuing education credit hours are granted for this activity.</p> <p>A maximum of 8 continuing education credit hours are granted for this activity during each renewal period.</p> |
| (i) | <p>Participating in a company-sponsored or hosted seminar or training that is designed to enhance professional development in the licensee's area of professional practice.</p> <p>If audited, a licensee shall provide documentation or a certificate of completion issued by the company presenting the seminar or training showing the licensee's name,</p> | <p>One continuing education credit hour is granted for every 50 minutes of the seminar or training.</p> |

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| | company name, subject of seminar or training, and the date the seminar or training was held. | |
| (j) | <p>Studying an article related to professional engineering published in a peer-reviewed journal or professional or scientific journal that expands the licensee's knowledge of the professional engineering field.</p> <p>If audited, a licensee shall provide the title and author of the article, publication name of the peer-reviewed journal or professional or scientific journal, and the date, volume, and issue of publication, as applicable, and the date read.</p> | <p>Two continuing education credit hours are granted for each article studied.</p> <p>A maximum of 4 continuing education credit hours are granted for this activity during each renewal period.</p> |
| (k) | <p>Obtaining a patent related to professional engineering.</p> <p>If audited, a licensee shall provide a copy of the patent grant letters showing the licensee as the author of the patent and the date the patent was issued.</p> | <p>Ten continuing education credit hours are granted for each patent.</p> <p>A maximum of 20 continuing education credit hours are granted for this activity during each renewal period.</p> |

(2) Continuing education **credit** 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 continuing education **credit** hours during the renewal period.

(3) Not more than 12 continuing education **credit** hours may be earned during a 24-hour period.