

## PROFESSIONAL ENGINEERS REGULATIONS

1. Pursuant to Section 32 of the Professional Engineers Act this order may be sited as the Professional Engineers Regulations.
2. In these Regulations, unless the context otherwise requires –
  - “Accreditation Committee” means the Committee established by section 7(2) of the Act;
  - “Act” means the Professional Engineers Act, 2004 and all Amendments
  - “Appeals Tribunal” means the Tribunal established under section 21 of the Act;
  - “applicant” means an individual applying under the provisions of this Act for registration as an engineer as the context requires;
  - “Assessment Committee” means the Committee established by section 7(4) of the Act;
  - “Association” means The Bahamas Institution of Professional Engineers or The Bahamas Society of Engineers or any other association of Engineers recognized by the Minister;
  - “Board” means the Professional Engineers Board established by section 3 of the Act;
  - “certificate of registration” means a certificate of registration issued under section 11 of the Act;
  - “certificate of temporary registration” means a certificate of temporary registration issued under section 11 of the Act;
  - “Chairman” means the Chairman of the Board appointed under subsection (4) of section 3 of the Act;
  - “discipline” means the particular sphere of engineering in which an engineer is registered as set out in the First Schedule of the Act;
  - “engineering” means any service or creative work, the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to such services or creative work or consultation, investigation, evaluation, planning, and design of engineering works and systems, planning the use of land and water, teaching of principles and methods of engineering design, engineering surveys, and the inspection of construction for the purpose of determining in general if the work is proceeding in compliance with drawings and specifications, any of which embraces such services or work, either in public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects industrial or consumer products or equipment of a mechanical, electrical, hydraulic, pneumatic, or thermal nature, insofar as they involve safeguarding the life, health, safety, property and welfare of the public; and includes such other professional services as may be necessary to the planning, progress, and completion of any engineering services;
  - “Minister” means the Minister responsible for Public Works;
  - “NCEES” means the National Council of Examiners for Engineering and Surveying
  - “prescribed examination” means the examination prescribed by the Board under the Act for the purpose of assessing the professional ability of individuals applying for registration as a Registered Engineer;
  - “Register” means the Register of Professional Engineers provided for in section 8 of the Act;
  - “Registered Engineer” means an individual whose name appears on the Register;
  - “relevant date” means the date of commencement of the Act;
  - “Registrar” means the Registrar to the Board appointed under section 6 of the Act;
  - “seal” means a seal issued to a registered engineer under this Act; and
  - “to register” means to enter the name of a professional engineer in the Register.

3. The form and method of keeping the Register is as follows:
  - (a) The Register shall in the table format shown in the First Schedule.
  - (b) Upon the Board making a determination in respect of an application for registration the Chairman shall issue a written instruction to the Registrar as to the manner of information to be placed in the Register.
  - (c) An electronic copy of the Register shall be kept at the Professional Engineers Board Office.
  - (d) An electronic copy of the Register shall be posted to the Bahamas Board of Professional Engineer's web-site.
  - (e) Within 24 hours upon receipt of instructions in (b) above, the Registrar shall cause the electronic copy detailed in (c) to be amended to incorporate the instructions of the Chairman.
  - (f) Within 48 hours upon receipt of instructions in (b) above, the Registrar shall cause the electronic copy detailed in (d) to be amended to incorporate the instructions of the Chairman.
  - (g) Upon completion of changes to the electronic Register, the Registrar shall print, date, seal and sign a hard copy of the Register.
  - (h) All printed, dated, sealed and signed hard copies of the Register are to be kept on file at the Professional Engineers Board Office.
4. The Register shall contain the following information
  - (a) The full name of the Registered Engineer as shown on a government issued form of identification
  - (b) The Registration Number assigned to the Registered Engineer
  - (c) The Post Office Box of the Registered Engineer
  - (d) The island in The Commonwealth of the Bahamas upon which the Registered Engineer normally resides.
  - (e) The discipline or disciplines for which the Professional Engineer is registered.
5. When the name of a Registered Engineer has been removed from the Register or whose registration has been suspended under any of the relevant sections of the Act, the name of the Registered Engineer may be restored to the Register in the following manner:
  - (a) The Registered Engineer shall make application to the Board for restoration of his name to the Register stating the particulars of the merits by which his name should be restored to the Register
  - (b) The Board shall consider the application for restoration of the Registered Engineer to the Register and make a determination if it thinks fit that the name of the applicant shall be restored to the Register or that a suspension shall cease with effect from such date as the Board may appoint.
  - (c) The determination of the Board with regards to the application for restoration to the Register or cessation of suspension shall be communicated in writing to the Registrar
  - (d) The Registrar shall forthwith cause the name of the applicant to be restored to the Register or, as the case may be cause a note of the cessation of the suspension to be entered therein.
  - (e) In either case a notice of the determination of the Board shall be published in the Gazette.
6. For the purposes of the Act the following shall pertain:
  - (a) The form of application for Registration shall be as shown in the Second Schedule

- (b) The form of Certificate of Registration shall be as shown in the Third Schedule
- (c) The form of Certificate of Temporary Registration shall be as shown in the Fourth Schedule
- (d) The seal and/or stamp to be issued to each Registered Engineer is as shown in the Fifth Schedule

7. The standards required for applicants under Section 9(2)(a) of the Act are the following:

(a) The applicant has to have been engaged in the practice of engineering for a period of not less than four years. The practice of engineering includes:

- i) Experience based on a 40 hour per week full-time basis in any of the disciplines listed in the First Schedule of the Act. No additional credit is allowable for overtime work, or for part-time work experience obtained while pursuing engineering education on a full-time basis, or for the part-time pursuit of a masters or doctorate degree while obtaining full-time work experience.
- ii) Experience must be shown to be progressing in the practice of engineering, projects must be of increasing complexity and requiring greater responsibility on the part of the applicant.
- iii) Experience must be gained under the supervision of a registered engineer or, if not, an explanation must be made showing why the experience should nevertheless be considered acceptable
- iv) Experience gained in engineering research and design projects by members of an engineering faculty
- v) Teaching experience, to be creditable, must be in engineering or engineering-related courses at an advanced level in a college or university offering an engineering programme approved by the Board.
- vi) Experience in construction, to be creditable, must demonstrate the application of engineering principles
- vii) Experience should include demonstration of a knowledge of engineering mathematics, physical and applied science, properties of materials, and the fundamental principles of engineering design.
- viii) Experience should include demonstration of the application of engineering principles in the practical solution of engineering problems.

(b) In order to verify the applicants practice of engineering the following must be submitted with the application:

- i) Three references from Registered Engineers detailing the time periods during which they supervised the applicant, their assessment of the applicant's capabilities and comments on the fitness of the applicant to be placed on the Register. The form of the references are included in the Application Form in the Second Schedule
- ii) A report prepared by the applicant on their practice of engineering from the time of graduation with a Bachelor of Science Degree to the date of making application for Registration. The applicant may submit samples of their designs, drawings, technical reports and assessments in support of their application

8. For the purpose of conducting examinations in the disciplines listed in the First Schedule of the Act the Board will accept a Pass Grade in examinations offered by:
  - (a) The North Carolina Board of Examiners for Engineers and Surveyors (NCBEES). The Board has entered into a Memorandum of Understanding with the NCBEES. The applicant must submit to the Board an Application for Registration under 9(2)(a). The application will be reviewed by the Accreditation and Assessment Committees as prescribed in the Act. The Committees will advise the Board if the applicant meets the criteria to sit the prescribed examination for Registration. Upon approval of the applicant by the Board the name of the applicant will be forwarded to the NCBEES who will make arrangements for the applicant to take the examination set by the NCEES on the dates arranged by the NCBEES. The applicant must sit the NCEES examination in the discipline(s) for which they are seeking registration.
  - (b) The National Council of Examiners for Engineering and Surveying (NCEES). The applicant may make direct application to sit the NCEES examination in any State of their choice in the United States of America or any of the other countries where the NCEES offers the examination. The applicant must sit the NCEES examination in the discipline(s) for which they are seeking registration.
  - (c) When the Board has completed arrangements with NCEES for the Commonwealth of the Bahamas to become a NCEES testing site the arrangements listed in (a) will become null and void.
  - (d) For Engineering Disciplines for which the NCEES does not offer examinations the Board will advise the applicant of the appropriate authorizing body in either the United States of America, Canada or the United Kingdom through which they may be examined.
  - (e) *Are we going to include any conditions governing the grant of exemptions from any of the requirements of any regulations relating to the prescribed examination?*
9. Fees payable in respect of the examination and registration of individuals, the issue, renewal and replacement of certificates of registration, certificates of temporary registration, and seals, and any alterations or additions to the Register are set out in the Sixth Schedule.
10. The Board shall conduct its proceedings in the manner as follows:
  - (a) The Chairman shall provide the Board with notice of a Board meeting at least seven (7) days prior to the date of the meeting. The notice shall be sent out by way of email or by way of an electronic invitation. Board meetings may be held in person at the office of the Board or on-line through an online meeting application. The Chairman may instruct the Registrar or any member of the Board to issue the meeting invitation. *This is contrary to the Act which states Registered Mail 14 days notice which is no longer applicable.*
  - (b) The meeting may commence immediately upon a quorum of four Board members being present in person or on line.
  - (c) The Chairman shall make arrangements for the taking of the minutes of the Board Meeting
  - (d) Board members shall attend all regularly scheduled Board meetings unless prevented from doing so by reason of court order, subpoena, business with a court which has the sole prerogative of setting the date of such business, conflict with other scheduled business, death of a family member, unavoidable travel delays or cancellations, or other extraordinary circumstances

- (e) Three consecutive unexcused absences or absences constituting 50 percent or more of the Board's meetings within any 12-month period shall cause the board membership of the member in question to become void, and the position shall be considered vacant. No Board member may be absent from three consecutive regularly scheduled Board meetings unless the absence is excused for one of the reasons stated in subsection (d) of this rule. An absence for any reason other than the reasons stated in subsection (d) constitutes an unexcused absence for the purpose of declaring a vacancy of the Board. The reason for the absence from a meeting shall be made part of the minutes of that meeting.
  - (f) The Minutes of the Meetings of the Board shall be circulated for review. Board members shall forward amendments at the earliest opportunity. At the next following Meeting of the Board all amendments will be reviewed. Upon finalizing amendments the acceptance of the minutes will be proposed by a Board Member who was in attendance at the meeting and seconded by another Board Member who was also in attendance at the meeting. The Board as a whole will vote whether to accept or reject the Minutes of the Meeting. Acceptance must be by the majority of the votes of the Board Members present at the current meeting.
  - (g) All decisions of the Board shall be by a majority of votes and, in addition to an original vote, the Chairman or other person presiding at a meeting shall have a second or casting vote in any case in which the voting is equal.
11. For clarification of the Code of Professional Conduct the Registered Engineer will be guided by the principles and practices set out in the Eighth Schedule.
12. As a condition of the annual renewal of Registration all Registered Engineers must meet the Continuing Education Requirements as set out in the Ninth Schedule. **Continuing education must consist of learning experiences which enhance and expand the skills, knowledge, and abilities of registered engineers to remain current and render competent professional services to the public. Registered Engineers may pursue technical, non-technical, regulatory, ethical, and business practice needs for a well-rounded education provided the education directly benefits the health, safety, or welfare of the public.**

Continuing education courses and activities must meet the following criteria:

- (a) There must be a clear purpose and objective for each activity which will maintain, improve, or expand skills and knowledge obtained prior to initial registration or develop new and relevant skills and knowledge.
- (b) The content of each presentation **MUST** be well organized and presented in a sequential manner.
- (c) There must be evidence of preplanning which must include the opportunity for input by the target group to be served.
- (d) The presentation must be made by persons who are well qualified by education or experience.
- (e) There must be a provision for documentation of the individual's participation in the activity, including information required for record keeping and reporting.

**FIRST SCHEDULE**

Name	Registration No.	P.O. Box	Island	Approved Discipline (s)
Last name, first name second name	10 - - -			

**SECOND SCHEDULE**

Insert copy of the PEB application form

[http://pebahamas.org/wp-content/uploads/2022/04/PEB\\_Application\\_Form.pdf](http://pebahamas.org/wp-content/uploads/2022/04/PEB_Application_Form.pdf)

**THIRD SCHEDULE**

Insert copy of the PEB Certificate of Registration

**FOURTH SCHEDULE**

Insert copy of the PEB Certificate of Temporary Registration

**FIFTH SCHEDULE**

Insert design of PEB Seal and Stamp

**SIXTH SCHEDULE**

**FEES PAYABLE TO THE PROFESSIONAL ENGINEERS BOARD**

	FEE
Application for Registration	\$200.00
Registration in First Discipline	\$200.00
Registration for each additional Discipline	\$200.00
Temporary Registration First Discipline	\$750.00
Temporary Registration each additional Discipline	\$750.00
Annual Renewal of Registration First Discipline	\$200.00
Annual Renewal for each additional Discipline	\$200.00
Delinquency Fee (per calendar year where Registration was not renewed)	\$100.00 per calendar year
Duplicate Certificate	\$100.00
Engineer Seal	\$110.00
Engineer Stamp	\$85.00

**SEVENTH SCHEDULE**

**Penalties for Breach of Act and Regulations**

<b>Penalty Range</b>		
<b>Violation</b>	<b>Minimum</b>	<b>Maximum</b>
Negligence		
Failure to date plans	Reprimand	Reprimand plus \$1,000 fine
Signing and sealing work not competent to perform	Reprimand and \$1,000 fine	Reprimand, \$1,000 fine and one (1) year suspension, (2) year probation or two (2) year suspension
Plan "rubber stamping"	Reprimand, one (1) year probation and \$1,000 fine	Reprimand, \$1,000 fine, one(1) year suspension and two (2) year probation
Violating a suspension, revocation, or other order of the Board	Reprimand and \$1,000 fine	Revocation and \$1,000 fine Refer matter to the Attorney General per Section 22 of the Act
Attempting to procure or procuring a license by bribery	Revocation and fine of \$1,000	Revocation and fine of \$1,000. Refer matter to the Attorney General per Section 22 of the Act
Licensee disciplined by another jurisdiction	Same penalty as imposed in other jurisdiction or as closely as possible to penalties set forth in The Bahamas Act	Revocation of license
Knowingly making or filing a false report	One (1) year suspension, two (2) year probation, and \$1,000 fine	Revocation and \$1,000 fine

<b>Penalty Range</b>		
<b>Violation</b>	<b>Minimum</b>	<b>Maximum</b>
Fraudulent, false or deceptive or misleading advertising	Reprimand and \$1,000 fine	Reprimand, one (1) year probation and fine of \$1000
Negligence	Reprimand, two (2) year probation and fine of \$1,000	Reprimand, fine of \$1,000 and five year probation
Misconduct: Soliciting or accepting gratuities without client knowledge	Reprimand, One (1) year probation and/or \$1,000 fine	One year suspension, and \$1,000 fine
Misconduct: Failure to preserve client's confidence'	Reprimand, one (1) year probation and/or \$1,000	One (1) year suspension and two (2) year fine. (probation if pecuniary benefits accrue to the engineer)
Misconduct: Failure to clearly present consequences if one's Professional judgment is overruled by an unqualified person	Reprimand, one (1) year probation and/or \$1,000 fine	One (1) year suspension, two (2) year probation and \$1,000 fine
Incompetence	Suspension	Revocation and \$1,000 fine
Undisclosed conflict of interest	Reprimand, two (2) year probation and/or \$1,000 fine	Revocation and \$1,000 fine

The Board shall be entitled to deviate from the above-mentioned guidelines upon a demonstration of aggravating or mitigating circumstances by clear and convincing evidence presented to the Board prior to the imposition of a final penalty. The fact that a Disciplinary Committee may or may not have been aware

of possible aggravating or mitigating circumstances prior to a recommendation of penalty in presenting a recommended judgment shall not preclude the Board from its duty to consider aggravating and mitigating circumstances brought to its attention prior to the issuance of a Final Judgment.

(a) Aggravating Circumstances; circumstances which may justify recommending a different penalty from the recommended disciplinary guidelines, and cause the increase of a penalty beyond the maximum level of discipline in the guidelines shall include, but not be limited to, the following:

- i) History of previous violations of the practice act and the rules promulgated thereto.
- ii) In the case of negligence; of the magnitude and scope of the project and the damage inflicted upon the general public by the licensee's misconduct.
- iii) Evidence of violation of professional practice acts in other jurisdictions wherein the licensee has been disciplined by the appropriate regulatory authority.
- iv) **Violation of professional practice acts in other jurisdictions** wherein a reprimand or penalty has previously been issued to the licensee.

(b) Mitigating Circumstances; circumstances which may justify recommending a different penalty from the recommended disciplinary guidelines, and cause the reduction of a penalty below the minimum level of discipline in the guidelines shall include, but not be limited to, the following:

- i) In cases of negligence, the minor nature of the project in question and lack of danger to the public health, safety and welfare resulting from the licensee's misconduct.
- ii) Lack of previous disciplinary history in this or any other jurisdiction wherein the licensee practices his profession.
- iii) Restitution of any damages suffered by the licensee's client.
- iv) The licensee's professional standing among his peers including continuing education.
- v) Steps taken by the licensee to insure the non-occurrence of similar violations in the future.

## **EIGHTH SCHEDULE**

### **CODE OF PROFESSIONAL CONDUCT PRINCIPLES AND PRACTICE**

(1) A registered engineer shall not advertise in a false, fraudulent, deceptive or misleading manner. The term "advertising goods or services in a manner which is fraudulent, false, deceptive, or misleading in form or content" shall include without limitation a false, fraudulent, misleading, or deceptive statement or claim which:

- (a) contains a material misrepresentation of facts;
- (b) omits to state any material fact necessary to make the statement in the light of all circumstances not misleading;
- (c) is intended or is likely to create an unjustified expectation;
- (d) states or implies that an engineer is a certified specialist in any area outside of his field of expertise;
- (e) contains a representation or implication that is likely to cause an ordinary prudent person to misunderstand or be deceived or fails to contain reasonable warnings or disclaimers necessary to make a representation or implication not deceptive;
- (f) falsifies or misrepresents the extent of his education, training or experience to any person or to the public at large, tending to establish or imply qualification for selection for engineering employment, advancement, or registered engagement. A registered engineer shall not

misrepresent or exaggerate his degree of responsibility in or for the subject matter of prior assignments;

- (g) in any brochure or other presentation made to any person or to the public at large, incident to the solicitation of an engineering employment, misrepresents pertinent facts concerning a registered engineer's employer, employees, associates, joint ventures, or his or their past accomplishments with the intent and purpose of enhancing his qualifications and his works.

(2) A registered engineer shall not be negligent in the practice of engineering. The term negligence is herein further defined as the failure by a registered engineer to utilize due care in performing in an engineering capacity or failing to have due regard for acceptable standards of engineering principles. Registered engineers shall approve and seal only those documents that conform to acceptable engineering standards and safeguard the life, health, property and welfare of the public. Failure to comply with the procedures set forth in the Code of Professional Conduct as stated in the Act shall be considered as non-compliance with this section unless the deviation or departures therefrom are justified by the specific circumstances of the project in question and the sound registered judgment of the registered engineer.

(3) A registered engineer shall not be incompetent to practice engineering. Incompetence in the practice of engineering shall mean the physical or mental incapacity or inability of a registered engineer to perform the duties normally required of the registered engineer.

(4) A registered engineer shall not commit misconduct in the practice of engineering. Misconduct in the practice of engineering shall further include, but not be limited to:

- (f) expressing an opinion publicly on an engineering subject without being informed as to the facts relating thereto and being competent to form a sound opinion thereupon;
- (g) being untruthful, deceptive, or misleading in any report, statement, or testimony whether or not under oath or omitting relevant and pertinent information from such report, statement or testimony when the result of such omission would or reasonably could lead to a fallacious conclusion on the part of the client, employer or the general public;
- (h) performing an engineering assignment when not qualified by training or experience in the practice area involved;
- (i) affixing a signature or seal to any engineering design, plan or document in a subject matter over which a registered engineer lacks competence because of inadequate training or experience;
- (j) offering directly or indirectly any bribe or commission or tendering any gift to obtain selection or preferment for engineering employment with the exception of the payment of the usual commission for securing salaried positions through licensed employment agencies;
- (k) becoming involved in a conflict of interest with an employer or client, without the knowledge and approval of the client or employer, but if unavoidable a registered engineer shall immediately take the following actions:
  - Disclose in writing to his employer or client the full circumstances as to a possible conflict of interest; and
  - Assure in writing that the conflict will in no manner influence the registered engineer's judgment or the quality of his services to his employer or client; and
  - Promptly inform his client or employer in writing of any business association, interest or circumstances which may be influencing his judgment or the quality of his services to his client or employer;
- (l) soliciting or accepting financial or other valuable considerations from material or equipment suppliers for specifying their products without the written consent to the engineer's employer or client;

- (m) soliciting or accepting gratuities directly or indirectly from contractors, their agents or other parties dealing with the registered engineer's client or employer in connection with work for which the registered engineer is responsible without the written consent of the engineer's employer or client;
- (n) use by a registered engineer of his engineering expertise and/or his registered engineering status to commit a felony;
- (o) affixing his seal and/or signature to plans, specifications, drawings, or other documents when such document has not been personally prepared by the engineer or prepared under his responsible supervision, direction and control;
- (p) a registered engineer shall not knowingly associate with or permit the use of his name or firm name in a business venture by any person or firm which he knows or has reason to believe is engaging in business or registered practices of a fraudulent or dishonest nature;
- (q) a registered engineer shall not, directly or indirectly, attempt to supplant another engineer where definite steps have been taken towards their employment, nor shall he intervene or attempt to intervene in or in connection with engineering work of any kind which to his knowledge has already been entrusted to another engineer;
- (r) a registered engineer shall not maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of another engineer;
- (s) if his engineering judgment is overruled by an unqualified lay authority with the results that the public health and safety is threatened, failure by a registered engineer to inform his employer, responsible supervision and the responsible public authority of the possible circumstances;
- (t) if a registered engineer has knowledge or reason to believe that any person is guilty of violating any of the provisions of the Professional Engineers Act or any of these rules of registered conduct, failure to immediately present this information to the Professional Engineers Board.
- (u) violation of any law of The Bahamas directly regulating the practice of engineering;
- (v) failure on the part of any registered engineer or certificate holder to obey the terms of a final order imposing discipline upon said registered engineer or certificate holder;
- (w) making any statement, criticism or argument on engineering matters which is inspired or paid for by interested parties, unless the registered engineer specifically identifies the interested parties on whose behalf he is speaking, and reveals any interest he or the interested parties have in such matters;
- (x) sealing and signing all documents for an entire engineering project, unless each design segment is signed and sealed by the registered engineer in responsible charge of the preparation of that design segment;
- (y) revealing facts, data or information obtained in a registered capacity without the prior consent of the registered engineer's client or employer except as authorized or required by law.

#### **NINTH SCHEDULE**

##### **Continuing Education Requirements for Professional Engineer license renewal**

1. Effective January 1, 2021 all Registered Engineers in the Bahamas are required to observe the following rules in order to obtain licensure renewal. These requirements shall officially take effect for the renewal cycle starting January 1, 2022.
2. The Professional Engineers Board shall require a demonstration of continuing professional competency of Registered Engineers as a condition of license renewal or re-licensure. Every Registered Engineer must complete 9 continuing education (CE) hours for each year of the license

renewal period plus 3 CE hours for each additional discipline for which the Registered Engineer is licensed. For each renewal period for such continuing education:

- 2.1. One hour must relate to relevant Laws, Regulations and the Bahamas Building Code.
  - 2.2. One hour must relate to Professional Ethics.
  - 2.3. Four hours must relate to the Registered Engineer's area of practice plus three hours for each additional discipline
  - 2.4. The remaining hours may relate to any topic pertinent to the practice of engineering.
3. Up to 2 continuing education hours may be earned by presenting or attending seminars, in-house or non-classroom courses, workshops, or professional or technical presentations made at meetings, webinars, conventions, or conferences, including those presented by vendors with specific knowledge related to the Registered Engineer's area of practice. Up to 2 hours may be earned by serving as an officer or actively participating on a committee of a board-recognized professional or technical engineering society.
4. Definitions
    - 4.1. Area of Practice: As defined in the Professional Engineers Act 2004
    - 4.2. Continuing Education Hour (CEH): A time measurement requiring a minimum of 50 minutes of instruction of presentation per hour. A Continuing Education hour is the common denominator for other units of credit. A continuing education hour is the equivalent to a professional development hour (PDH)
    - 4.3. Course/Activity: Any qualifying course of activity with a clear purpose and objective which will maintain, improve, or expand the skill and knowledge relevant to the Registered Engineer's area of practice.
    - 4.4. Topic pertinent to the practice of engineering: For the purposes of the meeting the continuing education requirements, a topic pertinent to the practice of engineering is any topic that falls within the definition of the practice of "Professional Engineering" in Part I section 2 of the Professional Engineers Act, 2004.
5. Qualifying Activities for Area of Practice Requirements
    - 5.1. Successful completion of college courses
    - 5.2. Successful completion of short course, tutorials, webinars, and distance education courses offered through delivery methods such as live, correspondence, recorded, Internet-based; or attending seminars (including in-house engineering seminars), workshops, or professional and technical presentations at meetings, conventions or conferences presented/sponsored by provider or vendor with specific knowledge related to the Registered Engineer's area or practice as approved by the Board
    - 5.3. Authoring published technical engineering papers, article, or books
    - 5.4. Active participation in professional or technical societies. Civic or trade organizations do not qualify under this provision. Credit for this activity requires that the Registered Engineer serve as an officer of the organization or actively participate on a committee in the organization. Continuing Education credits are not earned until the end of each year of completed service
6. Conversion of Education Units to Continuing Education Hours
    - 6.1. One (1) college semester hour credit is equal to 45 hours of continuing education hours
    - 6.2. One (1) college quarter hour credit is equal to 30 continuing education hours
    - 6.3. One (1) contact hour of professional development in course work, seminars (including in-house seminars at an engineering firm), or professional or technical presenters made at meetings, conventions or conferences is equal to 1 continuing education hour.
    - 6.4. Each peer-reviewed paper or book in the Registered Engineer's area of professional practice is equal to 10 continuing education hours

- 6.5. Each published paper or article (other than in paragraph 6.4, above) in the Registered Engineer's area of professional practice is equal to 5 continuing education hours
- 6.6. Each hour of active participation in professional and technical societies is equal to 1 continuing education hour with a maximum of 2 CE hours per annum
7. Non-Qualifying Activities
  - 7.1. Activities that do not qualify as Continuing Education Hours include but are not limited to the following:
    - 7.1.1. Self-generated courses, that being courses generated and presented by the Registered Engineer to himself or herself for continuing education
    - 7.1.2. Personal self-improvement courses
    - 7.1.3. Equipment demonstration or trade show displays
    - 7.1.4. Enrollment without attendance
    - 7.1.5. Repetitive attendance of the same course
    - 7.1.6. Tours of buildings, structures, schools, museums and such unless there is a clear objective to maintain and strengthen competency in a technical field
    - 7.1.7. Regular employment
    - 7.1.8. Personal, estate or financial planning
    - 7.1.9. Courses the content of which is below the level of knowledge and skill that reflects the responsibility of engineer in charge
    - 7.1.10. Participation in Church Boards and other religious events
8. Demonstrating Compliance; Audits; Investigations
  - 8.1. In order to demonstrate compliance with continuing education requirements, Registered Engineers must affirmatively declare completion of the continuing education requirements upon licensure renewal
  - 8.2. The Board will randomly audit a preset amount of Registered Engineers to assure that the continuing education requirements are met
    - 8.2.1. In addition, Registered Engineers audited in the previous year who failed to demonstrate compliance will be included with the group of Registered Engineers audited for the current renewal cycle
    - 8.2.2. A failure to produce documentation of compliance with continuing education requirements during an audit will result in the opening of a disciplinary complaint against the Registered Engineer. If a violation is proven, the penalty shall be as determined by the Board
  - 8.3. The Registered Engineer shall retain such receipts, vouchers, certificates, or other papers as may be necessary to document completion of the continuing education pursuant to an audit for four (4) years from the date of completion of the continuing education activity
9. Record Keeping: It is the Registered Engineer's responsibility to maintain sufficient records to demonstrate completion of continuing education requirements for at least 4 licensure cycles (four years).
10. Exemption from Continuing Education Requirements
  - 10.1. Registered Engineers who have achieved Registration by examination, i.e. by sections 9(2)(a) or 9(2)(b) of the PE Act 2004, shall be exempt for their first renewal period. The exemption does not apply to Engineers who have been registered by other means of obtaining registration
  - 10.2. Registered Engineers who have been temporarily registered under section 10 of the PE Act 2004
11. Qualifying Activities for The Laws and Regulations

- 11.1. In order to comply with subsection 2. Registered Engineers shall demonstrate profession competency by:
    - 11.1.1. Either completing a continuing education course, as detailed in the subsection 11. 2. below;
    - 11.1.2. By serving as a Board member, as detailed in subsection 11.1.3 below, or
    - 11.1.3. By approval of the Board as a consulting engineer providing assistance to the Board in the performance of its duties, as detailed in subsection 11.4, below.
  - 11.2. Successful completion of a course of continuing education related to the Professional Engineers Act 2004 and the Professional Engineers Regulation, which must consist of a minimum of (1) continuing education hour
  - 11.3. Members of the Professional Engineers Board shall receive credit for the laws, rules and ethics requirements for their service as board members
  - 11.4. All consultant engineers used by the Board in the resolution of Board business, including development of Regulations and prosecution of discipline cases and complaints, shall receive credit for the laws, rules and ethics requirements.
  - 11.5. Service as a Member of Parliament or Statutory Officer shall meet the laws, rules and ethics requirements
12. Qualifying Activities for Professional Ethics
    - 12.1. Successful completion of a board approved continuing education course on Professional Ethics, which must consist of a minimum of (1) continuing education hour.
13. All courses on Laws, Regulations and Professional Ethics shall meet the requirements of the Board.