

## CHECKLIST FOR CERTIFICATE OF AUTHORIZATION

Before mailing your application to the Board, please check the following items carefully. Your attention to these details will make it possible for us to process your application promptly and without delay.

**NOTE:** Business Entities seeking a Certificate of Authorization from this Board may also need to file organizational documents with the Secretary of State's office (208/334-2301).

Have you:

- Included the complete name and mailing address of the business entity?
- Checked the type of work (Engineering, Land Surveying, or Engineering and Land Surveying) being performed by the business entity?
- Included the name and address of the person or persons in responsible charge? Included their Idaho registration number? (If the individual is in the process of applying, indicate "pending".)
- Had the individual or individuals named as in responsible charge sign the application in the designated area?
- Checked whether the person in responsible charge is full-time, part-time or an officer of business entity?
- Listed the purpose or purposes of the business entity?
- Listed the titles and names of Officers and Directors?
- Indicated the Ownership of the business entity?
- Had the proper officers sign the application?
- Included a brochure or statement describing the business entity's activities?
- Had the application notarized?
- Attached a check in the amount of \$ 165.00 payable to the **Board of PE and PLS?**

**APPLICATION FOR CERTIFICATE OF AUTHORIZATION FOR  
ENGINEERING AND/OR LAND SURVEYING BUSINESS ENTITY**

State of Idaho  
Board of Professional Engineers and Professional Land Surveyors  
5535 West Overland Road, Boise, Idaho 83705  
Phone: (208) 373-7210

1. The name of the business entity as organized is: \_\_\_\_\_

Organized under the laws of the State of \_\_\_\_\_

Date of organization \_\_\_\_\_ Form of Business Entity (Corp, LLC, etc.) \_\_\_\_\_

2. Complete mailing address of business entity to which all correspondence should be sent:

\_\_\_\_\_  
\_\_\_\_\_

Telephone:( ) \_\_\_\_\_ Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

3. Indicate the type of service:

- Professional Engineering only  
 Professional Land Surveying only  
 Professional Engineering and Professional Land Surveying

4. The following designated person(s), registered in the State of Idaho as professional engineer(s) or land surveyor(s) will have responsible charge of the business entity's engineering or land surveying in the State of Idaho. See Idaho Code 54-1235(4) for qualifications.

Name: \_\_\_\_\_ Idaho Registration No. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Please check one or more of the following:

- Full-Time Employee of Business Entity       Consultant to the Business Entity  
 Part-Time Employee of Business Entity       Occasional Employee of Business Entity  
 Officer of Business Entity

\_\_\_\_\_  
Signature of Designated Professional Engineer or Land Surveyor

Name: \_\_\_\_\_ Idaho Registration No. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Please check one or more of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Full-Time Employee of Business Entity | <input type="checkbox"/> Consultant to the Business Entity      |
| <input type="checkbox"/> Part-Time Employee of Business Entity | <input type="checkbox"/> Occasional Employee of Business Entity |
| <input type="checkbox"/> Officer of Business Entity            |   |

\_\_\_\_\_  
Signature of Designated Professional Engineer or Land Surveyor

.....

Name: \_\_\_\_\_ Idaho Registration No. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Please check one or more of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Full-Time Employee of Business Entity | <input type="checkbox"/> Consultant to the Business Entity      |
| <input type="checkbox"/> Part-Time Employee of Business Entity | <input type="checkbox"/> Occasional Employee of Business Entity |
| <input type="checkbox"/> Officer of Business Entity            |   |

\_\_\_\_\_  
Signature of Designated Professional Engineer or Land Surveyor

.....

Name: \_\_\_\_\_ Idaho Registration No. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Please check one or more of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Full-Time Employee of Business Entity | <input type="checkbox"/> Consultant to the Business Entity      |
| <input type="checkbox"/> Part-Time Employee of Business Entity | <input type="checkbox"/> Occasional Employee of Business Entity |
| <input type="checkbox"/> Officer of Business Entity            |   |

\_\_\_\_\_  
Signature of Designated Professional Engineer or Land Surveyor



8. The foregoing statements are true to the best of my knowledge and belief. I certify that I have read and agree to abide by the Rules of Professional Responsibility of the Board of Professional Engineers and Professional Land Surveyors that are in force at the time of this application.

Dated \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
President or Chief Executive Officer

\_\_\_\_\_  
Attested to by: (Secretary or Other Officer)

**(TO BE COMPLETED BY NOTARY)**

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_,

being first duly sworn, on their respective oaths do depose and say: \_\_\_\_\_

That they are the \_\_\_\_\_ and \_\_\_\_\_, respectively, of the business  
(Title of Office) (Title of Office)

entity named in the foregoing Application for Certificate of Authorization.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Notary Signature

Notary Public for \_\_\_\_\_

Residing at \_\_\_\_\_

My Commission (or Bond) Expires: \_\_\_\_\_

**ATTACHMENTS TO APPLICATION**

The following attachments to this application for certificate of authorization in engineering and/or land surveying through the business entity are herewith submitted.

1. Brochure describing Business Entity's activities in engineering and/or land surveying or related field. (A statement will suffice if a brochure is not available.)
2. Application fee in the amount of \$ \$165.00.

## Excerpt from Idaho Code regarding engineering and land surveying business entities

54-1235. Practice by a business entity. (1) The practice of or offer to practice professional engineering or professional land surveying, as defined in this chapter, by professional engineers or professional land surveyors, through a business entity, or by a business entity through professional engineers or professional land surveyors, as employees, or officers, is permitted subject to the provisions of this chapter, provided that all personnel of such business entity, who act in its behalf as professional engineers or professional land surveyors in this state are registered as provided by this chapter, or are persons lawfully practicing under the exemptions enumerated in this chapter, and further provided that said business entity, except utilities regulated by the Idaho public utilities commission, has been issued a certificate of authorization by the board as provided by this chapter. No business entity shall be relieved of responsibility for the conduct or acts of its employees or officers by reason of its compliance with the provisions of this chapter, nor shall any individual practicing professional engineering or professional land surveying as defined in chapter, be relieved of responsibility for engineering or land surveying services performed by reason of his employment or relationship with such business entity. All final drawings, specifications, plats, reports, or other engineering or land surveying papers or documents involving the practice of professional engineering or professional land surveying as defined in this chapter, which shall have been prepared or approved for the use of or for delivery to any person or for public record within this state shall be dated and bear the signature and seal of the professional engineer or professional land surveyor who prepared or approved them.

(2) A business entity organized pursuant to this section may provide or offer to provide allied professional services as defined in section 30-1303, Idaho Code, in connection with the providing of engineering or land surveying services, by persons licensed in allied professions acting as employees or officers, provided such persons are duly licensed or otherwise legally authorized to render such allied professional services within this state.

(3) A business entity desiring a certificate of authorization for engineering, for land surveying, or for both, shall file with the board a description of the engineering or land surveying service to be offered or practiced in the state, an application upon a form to be prescribed by the board and the designation required by the following paragraph, accompanied by the application fee.

(4) Such business entity shall file with the board a designation of an individual or individuals duly registered and certified to practice professional engineering or professional land surveying in this state who shall be in responsible charge of the practice of professional engineering or land surveying, as applicable, by said business entity in this state. In the event there shall be a change in the individual or individuals in responsible charge, such changes shall be designated in writing and filed with the board within thirty (30) days after the effective date of such change.

If all requirements of this chapter are met, the board shall issue to such business entity a certificate of authorization for professional engineering, for land surveying, or for both; provided, however, the board may refuse to issue a certificate if any facts exist which would entitle the board to suspend or revoke an existing certificate.

A professional engineer or professional land surveyor who renders occasional, part-time or consulting engineering or land surveying services to or for a business entity may not be designated as the person in responsible charge for the professional activities of the business entity.

(5) The secretary of state shall not accept for filing from any person any assumed business name which includes within its name any of the words "engineer," "engineering," "land surveyor," "land surveying," or any modification or derivation thereof, unless the board shall have issued a letter indicating that the person has a licensed professional in responsible charge of the professional activities of the sole proprietorship or business entity. The board may notify the secretary of state, in writing, that it waives any objection to the name if the person is clearly not governed by chapter 12, title 54, Idaho Code. The secretary of state shall not accept for filing the organizational documents of an Idaho business entity, or authorize the transaction of business by any foreign business entity which includes, among objects for which it is established or within its name, any of the words "engineer," "engineering," "land surveyor," "land surveying," or any modification or derivation thereof, unless the board shall have issued for said applicant a certificate of authorization or a letter indicating the eligibility of said applicant to receive such certificate. The board may notify the secretary of state, in writing, that it waives any objection to the name or purpose of any business entity if it is clearly not governed by chapter 12, title 54, Idaho Code. The business entity applying shall include such certificate or letter from the board with any filings submitted to the secretary of state.

**BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS  
QUALIFICATION AND FEE INFORMATION FOR APPLICANTS**

Examination for Professional Engineers (including Structural), Professional Land Surveyors, Engineers Intern and Surveyor Intern will be held in Spring and Fall, and applications **MUST be postmarked on or before January 10 or August 1, respectively.** Only completed applications will be presented to the Board for assignment. Approximately 3 to 4 weeks is needed for processing applications. Board meetings are generally scheduled for February and September for assignment to examinations.

The Fundamentals of Engineering (FE) and Fundamentals of Surveying (FS) examinations, for certification as an Engineer Intern or Surveyor Intern are given at the University of Idaho, Idaho State University and Boise State University.

**Checks should be made payable to the Board of PE and PLS.**

**BUSINESS ENTITY CERTIFICATE OF AUTHORIZATION APPLICATION FEE:**

Business Entity Certificate of Authorization..... 165.00

**EXAMINATION APPLICATION FEES**

Professional Engineer (**Non-Structural**) examination or re-examination (comity fee below).....50.00\*  
 Structural Engineer (both Structural I and II) examination or re-examination\* (comity fee below) .....50.00\*  
 Professional Land Surveyor examination or re-examination (comity fee below)..... 50.00\*  
 Fundamentals of Engineering examination or re-examination for certification as an Engineer- Intern.....No application fee\*  
 Fundamentals of Surveying examination or re-examination for certification as a Surveyor Intern..... No application fee\*

**\*UPON ASSIGNMENT TO AN EXAMINATION, A FEE FOR THE EXAM AND ADMINISTRATION WILL BE ASSESSED BY ELSEES.**

**COMITY (RECIPROCAL) APPLICATION FEES:**

Professional Engineer (May include "base discipline" **and** structural)  
 If applicant does not have an NCEES Record.....\$ 120.00  
 If applicant has an NCEES Record.....100.00  
 Professional Land Surveyor  
 If applicant does not have an NCEES Record.....120.00  
 If applicant has an NCEES Record.....100.00

**CERTIFICATE FEES:**

Issuance of an additional certificate.....10.00

\*For additional information, contact the Board office at (208) 373-7210 or see our website: <http://www.idaho.gov/ipels>.

**ALL FEES ARE NON-REFUNDABLE**  
**BIENNIAL RENEWAL FEES**

Business Entity..... **(Annual not Biennial)** \$ 50.00  
 Professional Engineer.....80.00  
 Professional Land Surveyor.....80.00  
 Professional Engineer/Land Surveyor (combined).....160.00  
 Engineer Intern.....20.00  
 Surveyor Intern.....20.00  
 Retired ..... 10.00

Business Entity Certificates of Authorization expire annually on July 31. Renewal notices are sent in late June. Licenses and certificates issued to individuals expire on the last day of the month in which the individual was born, in even-numbered fiscal years for individuals born in even-numbered calendar years and in odd-numbered fiscal years for individuals born in odd-numbered calendar years. Individual renewal notices are sent out near the end of the month preceding their expiration.

Idaho's fiscal year begins on July 1 and ends on June 30 and is numbered to correspond with the calendar year in which the fiscal year ends.

Branch examinations for the PE exam are given in the following categories:

Agricultural	Environmental	Mining/Mineral
Architectural	Fire Protection	Naval Architecture & Marine Engineering
Chemical	Geological	Nuclear
Civil	Industrial	Petroleum
Control Systems	Mechanical	Structural
Electrical & Computer	Metallurgical	

Any applicant passing the examination to which he or she is assigned is issued a license as a Professional Engineer with special qualification in a particular branch of engineering, but his or her practice as a Professional Engineer is not legally limited to the branch specified. It is left to his or her professional integrity to practice only in those fields in which he or she considers himself or herself to be qualified and competent.

Idaho has no reciprocity "agreement" with any state; however, it is the policy of the Idaho Board to honor the written examinations given by other states, and wherever possible give full credit to the examinations given by the applicant's home state. (This applies to Surveyor Intern, Engineer Intern, Professional Engineer and Professional Land Surveyor examinations). If the applicant has taken examination(s) in his home or "comity" state equal to those given in Idaho as to length of exam and quality, Idaho will usually not require the applicant to take additional examination(s). However, if the "comity" state requires Idaho registrants to take an additional examination, the Idaho Board may require applicants from that state to take an additional examination to comply with Idaho Law (Section 54-1219, Idaho Code). Applicants for licensure as a Professional Land Surveyor by comity must take, as a minimum, a 2-hour Idaho-specific examination.

In order for the Board to be able to verify experience, only experience up to the date of submittal of the application will be considered as valid. Experience anticipated between the date of the application submittal and the date of the examination or issuance of registration will not be considered and should not be listed on the application.

All Professional Engineer candidates with less than twelve (12) years of experience will be required to (1) take, or provide evidence that they have passed, an approved 8-hour Fundamentals of Engineering (FE) examination, and (2) take and pass an 8-hour Principles and Practice examination, for a total of 16 hours, to be eligible for registration. They must also receive a passing grade on the Questionnaire.

Applicants in the discipline of structural engineering will be required to first be licensed in a "base discipline", have a minimum of two (2) years of experience in structural engineering after first becoming licensed, and then take and pass the 8-hour NCEES Structural I and the 8-hour NCEES Structural II examinations.

All Professional Land Surveyor candidates will be required (1) to take, or provide evidence that they have passed, an approved 8-hour Fundamentals of Surveying (FLS) examination, (2) take and pass a 6-hour Principles and Practice of Land Surveying examination and (3) take and pass the Idaho-specific examination for a total of 16 hours of examination, to be eligible for registration.

Persons applying for assignment to the Fundamentals of Engineering examination who have a bachelor degree in a major other than engineering should contact the Board office at (208) 373-7210 to obtain a list of requirements which must be met in order for the Board to consider them to possess knowledge and skill approximating that attained through graduation from an approved four year engineering curriculum as required by section 54-1212(3)(b), Idaho Code.

Persons applying for assignment to the Fundamentals of Surveying examination who do not qualify for assignment under Idaho Code Sections 54-1212(4)(a) or 54-1212(4)(b) must submit evidence that they possess knowledge and skill similar to that attained upon completion of an approved college curriculum as required in Idaho Code Section 54-1212(4)(c).