

**WEST VIRGINIA  
SECRETARY OF STATE  
JOE MANCHIN, III  
ADMINISTRATIVE LAW DIVISION**

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OFFICE WEST VIRGINIA  
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Form #6

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Board of Examiners of Land Surveyors TITLE NUMBER: 23

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: 2

TITLE OF RULE BEING PROPOSED: Mandatory Continuing Education for Land Surveyors

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) SB2001

SECTION 64-9-9, PASSED ON June 9, 2002

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE  
FOLLOWING DATE: June 27, 2002

Gary Smith  
Authorized Signature

SCANNED

FILED

**TITLE 23  
LEGISLATIVE RULE  
BOARD OF EXAMINERS OF LAND SURVEYORS**

2002 JUN 27 A 10:50

**SERIES 2  
MANDATORY CONTINUING EDUCATION FOR LAND SURVEYORS**

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**§23-2-1. General.**

1.1. Scope. -- This rule specifies continuing education requirements that are prerequisite to license renewal for land surveyors.

1.2. Authority. -- W. Va. Code §§30-1-7a and 30-13A-4.

1.3. Filing Date. --

1.4. Effective Date. --

**§23-2-2. Definitions.**

2.1. Terms Defined -- As used in this rule, the following terms have the following meanings unless the context or subject matter clearly requires a different interpretation:

2.1.1. "Dual licensee" means a person who is licensed as both a land surveyor and another related professional. The term "licensee" includes dual licensees.

2.1.2. "Continuing professional competency" means competency to engage in the practice of land surveying demonstrated by the completion of continuing education activities that meet the requirements established in this rule.

2.1.3. "Professional development hour" or "PDH" means fifty minutes of instruction or presentation that meets the requirements established in this rule. PDH units are the common denominator for other units of credit.

2.1.4. "Continuing education unit" or "CEU" means the nationally recognized and uniform unit of measure of the International Association for Continuing Education and Training (IACET) awarded for ten contact hours of continuing education and training. For continuing professional competency activities that fully follow the requirements of the IACET, one CEU is equivalent to ten PDH's.

2.1.5 "College/Unit Semester/Quarter Hour" means credit for successful completion of college or university courses accredited by the Accreditation Board for Engineering and Technology (ABET) or successful completion of other college or university courses related to the practice of land surveying and approved by the Board.

2.1.6. "Course or Activity" means any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice as determined by the Board. Qualifying courses or activities may include correspondence, televised, videotaped, Internet, and other short courses and tutorials; seminars, in-house courses and workshops; and professional or technical presentations made at meetings, conventions, or conferences.

**§23-2-3. Continuing professional competency requirements.**

3.1. Every licensee, as a prerequisite to license renewal, shall acquire eight PDH units for each renewal period year, except that through the end of the first year that mandatory continuing education is in effect, ending June 30, 2002, the requirement is four PDH units. If a licensee exceeds the annual requirement in any renewal period, a maximum of eight PDH units may be carried forward into the subsequent renewal period.

3.2. Every four years, as a part of the required 32 PDH Units, a licensee shall complete:

3.2.1. A minimum of two PDH units on minimum technical standards, in courses or activities sponsored or approved by the Board; and

3.2.2. A minimum of two PDH units on professional ethics for land surveyors at a seminar sponsored or approved by the board.

3.3. A licensee may earn PDH units as follows:

3.3.1. College/Unit Semester/Quarter Hour credit. One semester hour of acceptable university or college credit is equivalent to forty-five (45) PDH units. One quarter hour of acceptable university or college credit is equivalent to thirty (30) PDH units.

3.3.2. Successful completion of continuing education courses. Credit is based on actual instructional time. For continuing education courses that fully follow the requirements of the International Association for Continuing Education and Training (IACET), one CEU is equivalent to ten PDH units.

3.3.3. Successful completion of qualifying courses or activities. Credit for attendance is based on actual instructional or presentation time.

3.3.4. Teaching, instructing or presenting in qualifying courses, seminars and presentations. A teacher, instructor, or presenter may claim credit at twice the number of hours permitted for participants. Credit is available only the first time a course or seminar is taught or a presentation is made, unless the subject matter is revised and substantially updated. This credit does not apply to full-time faculty.

3.3.5. Authoring published papers, articles, or books related to the practice or history of land surveying. Credit is limited to the lesser of actual preparation time or ten PDH units for

each paper, article or book.

3.3.6. Active participation as an officer or committee member in professional or technical societies after completion of each year of service. A maximum of two PDH units may be claimed in any reporting period for each organization on which the licensee serves.

3.3.7. Attendance at local chapter meetings of professional or technical societies. Credit is limited to one PDH unit for each meeting the licensee attended.

3.3.8. Patents. A licensee may claim credit for ten PDH units for inventions related to the engineering or land surveying professions after a patent is issued and the licensee submits details to the board.

3.4. The Board has final authority with respect to approval of courses, seminars and presentations; credits; PDH value for courses; and determination of whether a college or university course, continuing education course or other course or activity is reasonably related to the practice of land surveying.

3.5. A dual licensee may claim PDH units for college or university courses, continuing education courses or other courses or activities that also satisfy continuing education requirements for licensure in any other related professions, when the course or activity is reasonably related to the practice of land surveying as determined by the Board.

3.6. When a person whose license to practice land surveying is inactive, expired or under suspension seeks reinstatement of a license, the person seeking reinstatement shall acquire all delinquent professional development hours for up to two years as a prerequisite to reinstatement of the license. If the Board has imposed conditions for reinstatement including the earning of a number of professional development hours, the Board may require the applicant for reinstatement to earn additional PDH units and meet all other conditions for reinstatement prior to reinstating the license.

#### **§23-2-4. Reporting and record keeping.**

4.1. A licensee shall complete, sign and submit on forms prescribed or accepted by the board, together with the application for renewal of a license and the required renewal fee, information certifying that he or she has acquired the required professional development hours. Maintaining records to be used to support credits claimed is the responsibility of the licensee. A licensee shall maintain records of compliance with the provisions of this rule for a period of four years and the Board may request copies of the records for audit verification purposes. Acceptable records may include, but are not limited to:

4.1.1. A log showing the type of activity claimed, the sponsoring organization, the activity's location, the activity's duration, the instructor's or speaker's name, and the PDH units earned;

4.1.2. Attendance verification records in the form of completion certificates or other

documents supporting evidence of attendance; or

4.1. 3. Records as maintained by the Professional Development Registry for Engineers and Surveyors (PDRES) or other similar repositories.

**§23-2-5. Exemptions.**

5.1. The following licensees are not subject to the requirements of subsections 3.1 and 3.2 of this rule and may be exempt from mandatory continuing education:

5.1.1. New licensees by way of examination are exempt for their first renewal period;

5.1.2. A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a year is exempt from obtaining the professional development hours required during that year;

5.1.3. A licensee experiencing physical disability, illness, or other extenuating circumstances may submit supporting documentation to the board and request exemption for the renewal year in which the disability, illness, or extenuating circumstance occurs. Upon review of the circumstances and approval by the board, the licensee is exempt;

5.1.4. A licensee is exempt for any renewal year in which he or she is employed as a professional land surveyor and is assigned to duty outside of the United States for a period exceeding one hundred twenty (120) consecutive days during that year;

5.1.5. A licensee who lists his or her occupation as "Retired" on the Board approved renewal form and who further certifies that he or she is no longer receiving any remuneration from providing professional land surveying services is exempt from the professional development hours required. In the event a retired licensee elects to return to the active practice of land surveying, the licensee shall acquire professional development hours for each year exempted up to two years prior to returning to active practice; and

5.1.6. A nonresident licensee, who otherwise meets all renewal requirements and is licensed in any other state or jurisdiction approved and listed by the Board that has continuing professional competency requirements which the licensee has met, may certify compliance with the continuing professional competency requirements of the other jurisdiction in lieu of compliance with the provisions of subsection 3.1 and 3.2 of this rule.

**§23-2-6. Review and audit processes.**

2.1. The staff of the Board shall scan all forms certifying acquisition of required professional development hours in order to detect obvious errors including errors in listing activities and PDH units, carryover errors, and omitted signatures. The Board may return forms containing obvious and significant errors to licensees for correction or explanation.

2.2. For each annual renewal period, the Board shall select on a random basis not less than

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five percent of renewal applications for audit. The Board shall request each selected licensee to furnish evidence of attendance at the listed activities, unless evidence satisfactory to the Board is already in the possession of the Board. Upon receipt of the requested records, the Board may request the licensee to furnish further evidence necessary to satisfy the Board that the licensee has complied with the continuing professional competency requirements of this rule.