



PDHonline Course G140 (2 PDH)

Georgia Board's Rules for Practicing Engineering

2012

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RULES OF STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

ADMINISTRATIVE HISTORY

The **Administrative History** following each Rule gives the date on which the Rule was originally filed and its effective date, as well as the date on which any amendment or repeal was filed and its effective date. Principal abbreviations used in the Administrative History are as follows:

f. — filed

eff. — effective

R. — Rule (Abbreviated only at the beginning of the control number)

Ch. — Chapter (Abbreviated only at the beginning of the control number)

ER. — Emergency Rule

Rev. — Revised

Note: Emergency Rules are listed in each Rule's Administrative History by Emergency Rule number, date filed and effective date. The Emergency Rule will be in effect for 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule is adopted, as specified by the Agency .

Chapter 180-1 entitled "Organization", 180-2 entitled "Application", 180-3 entitled "Branches of Engineering and Terms Used", 180-4 entitled "Qualifications: Scholastic and Experience", 180-5 entitled "Description of Terms", 180-6 entitled "Work Under Seal of Another and Additional Evidence", 180-7 entitled "Examination", 180-8 entitled "Disposal of Application", 180-9 entitled "Registration", 180-10 entitled "Hearings and Violations: Registrants and Non-Registrants", 180-11 entitled "Reconsideration: Supplement and Exemption" have been adopted. Filed and effective June 30, 1965.

Rule 180-7-.09 has been amended. Filed December 22, 1966; effective January 10, 1967.

Chapter 180-12 entitled "Technical Standards for Property Surveys" has been adopted. Filed October 24, 1968; effective November 12, 1968.

Chapter 180-2 has been repealed and a new Chapter adopted. Chapter 180-13 entitled "Re-examination" has been adopted. Filed July 25, 1972; effective August 14, 1972.

Emergency Rules 180-1-0.1, 180-2-0.2, 180-3-0.3, 180-4-0.4, 180-5- 0.5, 180-6-0.6, 180-7-0.7, 180-8-0.8 have been adopted. Filed and effective July 31, 1975, to remain in effect for 120 days or until the effective date of permanent Rules covering the same subject matter superseding these Emergency Rules are adopted, as specified by the Agency. These Emergency Rules were adopted to comply with Georgia Laws adopted in 1975. (These Emergency Rules will not be published; copies may be obtained from the Agency.)

Chapters 180-9 to 180-13 have been repealed. Filed July 31, 1975; effective August 20, 1975.

Chapters 180-1 to 180-8 have been adopted superseding Emergency Rules 180-1-0.1 to 180-8-0.8. Rule 180-5-.01 has been amended. Filed November 4, 1975; effective November 24, 1975. Rule 180-3-.04 has been adopted. Filed September 3, 1976; effective September 23, 1976.

Chapter 180-9 entitled “Procedural Rules” has been adopted. Filed November 9, 1977; effective November 29, 1977.

Chapter 180-5 has been repealed and a new Chapter adopted. Filed October 7, 1980; effective October 27, 1980.

Chapter 180-10 entitled “Compliance and Enforcement” has been adopted. Filed November 23, 1981; effective December 13, 1981. Rule 180-2-.04 has been adopted. Filed June 16, 1989; effective July 6, 1989.

Chapters 180-1, 180-2, 180-3, 180-6, 180-7, 180-9 and 180-10 have been amended.

Chapters 180-4 and 180-5 have been repealed and new Chapters adopted. Chapter 180-8 has been repealed. Filed August 9, 1990; effective August 29, 1990.

Rule 180-10-.01, .02 have been repealed and new Rules adopted. Filed January 10, 1991; effective January 30, 1991.

Rule 180-7-.04 has been amended. Rule 180-7-.07 has been repealed and a new Rule adopted. Filed July 10, 1991; effective July 30, 1991.

Rules 180-6-.03 and .06 have been repealed and new Rules adopted. Filed February 25, 1993; effective March 17, 1993. Rules 180-2-.04 and 180-7-.07 have been repealed and new Rules adopted. Rule 180-6-.09 has been adopted. Filed August 12, 1993; effective September 1, 1993.

Chapter 180-11 entitled “Continuing Professional Competency” has been adopted. Filed July 8, 1996; effective July 28, 1996.

Rule 180-6-.03 has been repealed and a new Rule adopted. Filed January 17, 1997; effective February 6, 1997.

Rule 180-2-.04 has been repealed and a new Rule adopted. Filed September 24, 1997; effective October 14, 1997.

Rule 180-6-.03 has been amended. Filed November 13, 1997; effective December 3, 1997.

Rule 180-11-.02 has been amended. Filed May 21, 1998; effective June 10, 1998.

Rule 180-11-.08 has been amended. Filed October 13, 1998; effective November 2, 1998.

Rule 180-11-.04 has been repealed and a new Rule adopted. Filed February 3, 1999; effective February 23, 1999.

Rule 180-11-.07 has been amended. Filed February 11, 2000; effective March 2, 2000.

Rules 180-2-.05, 180-8-.02 and 180-12-.01 have been adopted. Filed April 18, 2001; effective May 8, 2001.

Rule 180-12-.02 has been adopted. Filed May 7, 2001; effective May 27, 2001.

Rule 180-7-.02 has been amended. Rule 180-8-.01 has been adopted. Filed May 11, 2001; effective May 31, 2001.

Rules 180-2-.03 and 180-11-.02 have been amended. Rule 180-11-.04 has been repealed and a new Rule adopted. Filed November 26, 2001; effective December 16, 2001.

Rules 180-2-.01, 180-3-.04 and 180-9-.01 have been amended. Filed July 22, 2002; effective August 11, 2002.

Rule 180-7-.07 has been amended. Filed September 12, 2002; effective October 2, 2002.

Rules 180-2-.01, .03, and 180-7-.04 have been amended. Rule 180-2-.02 has been repealed and a new Rule adopted. Filed September 16, 2003; effective October 6, 2003.

Rules 180-3-.04 and 180-12-.02 have been repealed and new Rules adopted. Filed January 28, 2005; effective February 17, 2005.

180-1-.01 Organization. Amended.

General organization and conduct of Board affairs shall be as stated in Georgia Code 43-15.

Authority Ga. Code 84-21; 43-15. **History.** Original Rule entitled "Organization of Board" was filed and effective June 30, 1965. **Amended:** Rule repealed by Emergency Rule 180-1-0.1-01, entitled "Organization." Filed and effective July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule. **Amended:** Permanent Rule of the same title adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-2-.01 General. Amended.

(1) All applications shall be made to the Board upon the forms prescribed by the Board. Applications made otherwise will not be accepted.

(2) An application will not be considered on file or complete, until the Board has received all data pertinent to the application. It is the applicant's responsibility to ensure that the Board receives all necessary data, including the established fee, reference forms, education transcripts, and other required documents.

(3) Application forms may be obtained from the Georgia Board of Professional Engineers and Land Surveyors, Professional Licensing Board Division, 237 Coliseum Drive Macon, Georgia 31217-3858.

Authority O.C.G.A. Secs. 43-15-1, 43-15-4, 43-15-6, 43-15-9, 43-15-10, 43-15-13, 43-15-15. **History.** Original Rule entitled "Grouping of Applications" adopted. F. and eff. June 30, 1965. **Amended:** F. July 25, 1972; eff. Aug. 14, 1972. **Amended:** ER. 180-2-0.2-.01 entitled "General" adopted. F. and eff. July 31, 1975. **Amended:** Permanent Rule adopted. F. Nov. 4, 1975; eff. Nov. 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug 29, 1990. **Amended:** F. July 22, 2002; eff. Aug. 11, 2002. **Amended:** F. Sept. 16, 2003; eff. Oct. 6, 2003.

180-2-.02 Timeliness. Amended.

An application for admission to an examination must be on file with the Board by June 1st or December 1st preceding the next scheduled examination in order for the applicant to be considered for admission to that examination. Applications not on file by those dates may be deferred to the next examination. Notice of the Board's action on an application normally will be given to an applicant at least twenty (20) days prior to the examination for which the application has been filed.

Authority O.C.G.A. Secs. 43-15-4, 43-15-6, 43-15-9, 43-15-10, 43-15-13, 43-15-15. **History.** Original Rule was filed and effective June 30, 1965. **Amended:** Filed July 25, 1972; effective August 14, 1972. **Amended:** Original Rule entitled "Form of Applications" repealed by Emergency Rule entitled "Timeliness." Filed and effective on July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule. **Amended:** Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended.** F. Aug. 9, 1990; eff. Aug. 29, 1990. **Repealed:** New Rule of same title adopted. F. Sept. 16, 2003; eff. Oct. 6, 2003.

180-2-.03 Board Action on Applications. Amended.

- (1) Notice of the Board's action approving or rejecting an application will be given to an applicant, by first-class mail.
- (2) In the event the Board makes a preliminary determination that grounds may exist for rejection of an application under O.C.G.A. [43-15-15\(b\)](#), it will give notice of that determination to the applicant, by certified mail, return receipt requested. The applicant so notified may request a hearing before the Board in accordance with the Administrative Procedure Act.
- (3) In the event the Board rejects an application on any ground other than those set forth in O.C.G.A. [43-15-15\(b\)](#) or 43-15-19, no formal hearing will be permitted before the Board. The Board may, in its sole discretion and upon the applicant's written request, permit an applicant an informal conference with the Board or with a designated member thereof for the purpose of permitting the applicant to explain, but not to supplement, his/her application. No recording of such a conference will be permitted.
- (4) In the event the Board rejects an application based on insufficient experience and/or education, the applicant should not file a new application until such time as the minimum period of deferment has expired. [A period of deferment may be imposed by the Board in accordance with O.C.G.A. [43-15-15\(c\)](#)]. However, the applicant may file prior to the end of the deferment period if, in the applicant's opinion, there have been substantive changes in the rate in which experience has been earned or education obtained. The new information may be filed either as a new application or as a supplement to the original application. In either case, the required fee shall accompany each application submitted.
- (5) For applications requiring that the applicant be examined, experience will be considered through the date on which such application was notarized. Experience earned between the date the application was filed and date of the next examination will be considered valid only if the applicant remains in the same, equivalent or higher position in which he/she was employed at the time of filing and may only be claimed when the applicant files a new application or supplemental application as applicable. It is the responsibility of the applicant to keep the Board informed of substantive changes in job duties and responsibilities.
- (6) The Board will provide reasonable accommodation to a qualified applicant with disability in accordance with the Americans with Disabilities Act. The request for an accommodation by an individual with a disability must be made in writing and received in the Board office by the application deadline along with the appropriate documentation, as indicated in the Request for Disability Accommodation Guidelines.

Authority O.C.G.A. Secs. 43-1-2, 43-15-4, 43-15-6, 43-15-9, 43-15-10, 43-15-13, 43-15-15. **History.** Original Rule entitled "Fees" adopted. F. and eff. June 30, 1965. **Amended:** F. July 25, 1972; eff. Aug. 14, 1972. **Amended:** ER. 180-2-0.2-.03 entitled "Board Action on Applications" adopted. F. and eff. July 31, 1975. **Amended:** Permanent Rule of same title adopted. F. Nov. 4, 1975; eff. Nov. 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990. **Amended:** F. Nov. 26, 2001; eff. Dec. 16, 2001. **Amended:** F. Sept. 16, 2003; eff. Oct. 6, 2003.

180-2-.04 Examinations, General

- (1) Examinations will be held at such times and places as the Board directs. The Board shall determine the passing grade on examinations. All examinations shall be approved by the entire Board.
- (2) With exception of a locally prepared examination on hydrology and the legal aspects of land surveying in Georgia, all examinations will be in accordance with the National Council of Examiners for Engineering and Surveying (NCEES).
- (3) Written examinations may be taken only after the applicant has met the other minimum requirements as set forth in O.C.G.A. 43-15-8 and 43-15-9 and has been approved by the Board for admission to the examination as follows:
- (a) Fundamentals of Engineering. Consists of an eight-hour examination on the fundamentals of engineering. Passing this examination qualifies the examinee for an engineer-in-training certificate, provided he has met all other requirements for certification by this Chapter.
- (b) Principles and Practice of Engineering. Consists of an eight-hour examination on applied engineering. Passing this examination qualifies the examinee for registration as a professional engineer, provided he has met the other requirements for registration required by this Chapter.
- (c) Fundamentals of Land Surveying. Consists of an eight-hour examination on the elementary disciplines of land surveying. Passing this examination qualifies the examinee for a land surveyor-in-training certificate provided he has met all other requirements for certification of this Chapter.
- (d) Principles and Practice of Land Surveying and the Laws of Georgia. The examination is administered in three parts. One part (the national land surveying examination) tests the applicant's understanding of the theory and practice of land surveying. A second part focuses on the application of hydrology to land surveying. The third part tests the applicant's knowledge of the law of Georgia as it applies to land surveying. An applicant must obtain a passing score in each of the three parts in order to pass the examination.
- (4) After administration of an examination, the contents of the examination will be treated as confidential and will not be disclosed, except in such circumstances and under such conditions as may be approved by the Board. No reuse, copying or reproduction in any manner of any portion of the examination materials is permitted without the Board's permission.
- (5) The Board will not conduct with examinees reviews of any portion of any examination. Further, the Board will not permit an examination to be rescored.
- Authority O.C.G.A. Secs. 43-15-8, 43-15-12, 43-15-13. **History.**Original Rule entitled "Examinations, General" was filed Jun. 16, 1989; eff. Jul. 6, 1989. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990. **Repealed:** New Rule of same title adopted. F. Aug. 12, 1993; eff. Sept. 1, 1993. **Repealed:** New Rule of same title adopted. F. Sept. 24, 1997; eff. Oct. 14, 1997.

180-2-.05 Temporary Permits.

The Georgia Law covering the issuing of Temporary Permits under the provisions of Georgia Code Section 43-15-21 is interpreted by the Board of Registration for Professional Engineers and Land Surveyors to include the following:

- (1) The Board, or its delegate, in its sole discretion may issue a temporary permit to a person who is not a resident of and who has no established place of business in this state, or who has recently become a resident thereof, to permit him, in accordance with the conditions of the temporary permit, to practice, or offer to practice engineering in this state if:
 - (a) An application for a certificate of registration has been filed with the board and the fee required by this chapter has been paid;
 - (b) The applicant is legally qualified to practice such profession in the state or country of the applicant's residence or former residence; and
 - (c) The requirements and qualifications for obtaining a certificate of registration in that jurisdiction are not lower than those specified in this chapter.
- (2) Temporary permits under this code section shall be only considered and granted for a single project stipulated by the applicant to be of one year's duration or less, or subsection of a single project of one year's duration or less, as determined by the board to be within the applicant's area of expertise and experience.
- (3) An application under subsection (1) of this Code Section shall be made to the board in writing, containing such information and in the form and manner as shall be prescribed by the board including the following:
 - (a) The identity of the project and a brief description of the engineering services for the project intended to perform by the recipient of the requested temporary permit; and
 - (b) The applicant's proposed role and responsibilities for the project services to be provided under the requested temporary permit; and
 - (c) The applicant's statement as to the duration of the engineering services and the period required to complete the project.
- (4) The temporary permit shall continue only for such time as the board requires for the consideration of the application for registration or for a maximum of one (1) year, whichever occurs first. The temporary permit shall contain such conditions with respect to the scope of permission granted as the board deems necessary or desirable.
- (5) Plans specifications, and reports issued by a person holding a temporary permit shall bear his/her signature and a stamp containing his/her name, business address, and "Georgia Professional Engineer Temporary No. ____." The signature and stamp shall be affixed only in accordance with the requirements of subsection (b) of Code Section 43-15-22.
- (6) A person who has obtained a temporary permit and practices in accordance therewith is deemed to be a professional engineer for purpose of this chapter, but a temporary permit shall not be deemed to be a registration under any provision of this chapter, including, by way of illustration and not limitation, Code Section 43-15-23.

Authority O.C.G.A. Sec. 43-15-21. **History.** Original Rule entitled "Temporary Permits" adopted. F. April 18, 2001; eff. May 8, 2001.

180-3-.01 Education. Amended.

As used in O.C.G.A. 43-15-8 and 43-15-9, the following terms have the meanings indicated:

(a) "Engineering curriculum of not less than four years from a school or college approved by the Board," as used in O.C.G.A. 43-15-8(1)(A), means the engineering curricula of schools, colleges, and universities in the United States and its territories which at the time of the applicant's graduation are curricula accredited by the Accreditation Board for Engineering and Technology (A.B.E.T.). Unless the Board determines otherwise, in a case where the curriculum in question was dropped from the accreditation list but was reaccredited within a period of five years, the Board may approve the curriculum as though there was no lapse in accreditation.

(b) "Engineering curriculum of not less than four years" as used in O.C.G.A. 43-15-8(2)(A), includes engineering curricula in schools or colleges which are not accredited by the Accreditation Board for Engineering and Technology (A.B.E.T.) but which may be approved by the Board in individual cases upon review of the applicant's educational transcript.

(c) "In a curriculum of four or more years in engineering technology . . . from a school or college approved by the Board," as used in O.C.G.A. 43-15-8(2)(A), means engineering technology curricula in schools or colleges in the United States and its territories which, at the time of the applicant's graduation, are curricula accredited by the Accreditation Board for Engineering and Technology (A.B.E.T.). Those curricula may be accepted by the Board, in individual cases, upon review of the applicant's educational transcript.

(d) "In a curriculum of four or more years in engineering technology or . . . related science curriculum from a school or college approved by the Board" as used in O.C.G.A. 43-15-8(2)(A), means a four-year curriculum leading to a bachelor of science degree in chemistry, physics, mathematics, and similar related science curriculum of the military service academies of the United States. Those curricula may, in individual cases, be accepted by the Board upon review of the applicant's educational transcript.

Authority Ga. Code 84-21; O.C.G.A. Secs. 43-15-4, 43-15-8, 43-15-9. **History.** Original Rule was filed and effective June 30, 1965. **Amended:** Original Rule entitled "Branches of Engineering" repealed by Emergency Rule entitled "Education." Filed and effective on July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule.

Amended: Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-3-.02 Experience. Amended.

In evaluating experience offered as qualifying experience under O.C.G.A. 43-15-8 and 43-15-10, the Board will take into consideration the following six (6) factors:

(a) Prior Education. The Board will take into consideration the applicant's education at the time the pertinent experience was acquired with the basic view that prior education determines the value of the experience.

(b) Kind of Experience. The experience should involve the application of special knowledge of the mathematical, physical, and engineering sciences; the preparation of engineering data; the interpretation of engineering data; and the involvement in engineering supervision of construction.

(c) Quality. The experience should, by progression in difficulty and magnitude, demonstrate that the applicant has acquired ability to design and apply engineering principles and that his/her judgement may be trusted on projects involving public health and safety.

(d) Scope. The experience should demonstrate sufficient breadth and scope within the field selected rather than narrowly focused technical skill within the field.

(e) Progression. The record of work experience should indicate progression from initial work of simple character to recent work of greater difficulty, complexity and responsibility.

(f) Capacity and Viewpoint. The record of experience should indicate that the applicant has attained to a considerable degree those attributes of clear thinking and analysis essential to competence.

Authority Ga. Code 84-21; O.C.G.A. Sec. 43-15-15(e). **History.** Original Rule was filed and effective June 30, 1965. **Amended:** Original Rule entitled "Definition of Terms" repealed by Emergency Rule entitled "Experience." Filed and effective on July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule. **Amended:** Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 29, 1990; eff. Aug. 9, 1990.

180-3-.03 Advanced. Amended.

The Board may also accept as meeting the educational requirements of O.C.G.A. 43-15-8(1)(A), graduation from a four-year engineering curriculum of a school or college not appearing on the most recently published list of the Accreditation Board for Engineering and Technology (A.B.E.T.). The applicant, subsequent to graduation from such a curriculum, must have completed at least one additional year of study in engineering subjects in a program in which either the undergraduate or advanced degree was approved by the A.B.E.T. at the time of the applicant's study. That year's study must have resulted in the conferring of an advanced degree such as a masters degree or a doctors degree with a major in engineering. All curricula pertaining to an applicant shall be approved by the Board.

Authority Ga. Code 84-21; O.C.G.A. Sec. 43-15. **History.** Original Rule was filed and effective as Emergency Rule on July 31, 1975, to remain in effect for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding said Emergency Rule. **Amended:** Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-3-.04 Evaluation of Foreign Education.

(1) Any applicant desiring educational credit for an engineering degree from a foreign institution must submit an evaluation of such education to the Board. Such evaluation must be in a form prescribed by the Board and must be performed by an agency approved by the Board.

(2) Approved special evaluation forms and instructions may be obtained from Engineering Credentials Evaluation International (ECEI) at their website WWW.ECEI.ORG.

(3) Advanced post-graduate degrees to be accepted for educational credit must be in the same branch of engineering and current experience in which the applicant plans to practice in the state of Georgia and be from a school or college whose undergraduate curriculum is Accreditation Board for Engineering and Technology (ABET) accredited in the applicant's discipline at the time of the applicant's study.

Authority O.C.G.A. Secs. 43-15-4, 43-15-6, 43-15-8 to 43-15-10, 43-15-13, 43-15-15. **History.** Original Rule entitled "Evaluation of Foreign Education" adopted. F. Sept. 3, 1976; eff. Sept. 23, 1976. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990. **Amended:** F. July 22, 2002; eff. Aug. 11, 2002. **Repealed:** New Rule of same title adopted. F. Jan. 28, 2005; eff. Feb. 17, 2005.

180-4-.01 Education. Amended.

The Board's approval or disapproval of the applicant's education as required under O.C.G.A. 43-15-12 or 43-15-13 will be made upon the applicant's submission of his/her educational transcript to the Board.

Authority Ga. Code 84-21, O.C.G.A. Secs. 43-15-4, 43-15-15(e). **History.** Original Rule was filed and effective June 30, 1965. **Amended:** Original Rule entitled "Curricula Accepted by Board" repealed by Emergency Rule entitled "General." Filed and effective on July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule.

Amended: Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Repealed:** New Rule entitled "Education" adopted. F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-4-.02 Experience. Amended.

In evaluating experience offered by an applicant to qualify under O.C.G.A. 43-15-12 or 43-15-13, the Board will consider the following factors:

- (a) Prior Education. The applicant's prior education at the time the experience was acquired will be considered.
- (b) Kind of Experience. The experience should involve the special knowledge of the mathematical and physical sciences including those of the land surveying profession. It should also involve the preparation and interpretation of maps, plats and other related data, as used in the land surveying profession.
- (c) Quality. The quality of experience should demonstrate that the applicant has developed technical skills and initiative in the correct application of land surveying. The experience should also demonstrate sound judgement in the application of principles and in review of such applications of principles by others. It should also indicate the capacity to assume responsibility for work of a highly technical character.
- (d) Scope. The experience should demonstrate sufficient breadth and scope within the basic land surveying field rather than highly specialized technical skill in a very narrow and limited branch of that field.
- (e) Progression. The record of work experience should indicate successive and continued progress from initial work of simple character to recent work of greater complexity, difficulty and responsibility.
- (f) Capacity and Viewpoint. The record of experience should indicate that the applicant has attained those attributes of clear thinking and keen analysis essential to competence.

Authority Ga. Code 84-21; O.C.G.A. Secs. 43-15-4, 43-15-15(e). **History.** Original Rule was filed and effective on June 30, 1965. **Amended:** Original Rule entitled "Acceptance by Advanced Degree" repealed by Emergency Rule entitled "Education." Filed and effective on July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule. **Amended:** Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975.

Repealed: New Rule entitled "Experience" adopted. F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-5-.01 Fees. Amended.

Fees may be imposed, revised or changed at the discretion of the Board. A copy of the schedule of fees published by the Board may be obtained upon request.

Authority Ga. L. 1975, pp. 1048, 1052, 1055-1061; O.C.G.A. Sec. 43-15-4. **Administrative History.**

Original Rule entitled "Long Established Practice for Engineers" was filed and effective on June 30, 1965.

Amended: Rule repealed by Emergency Rule 180-5-0.5, entitled "Fees," filed and effective on July 31, 1975, to remain in effect for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule. **Amended:** Emergency Rule repealed and Rule entitled "Fees" adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** Rule repealed and a new Rule of the same title adopted. Filed October 7, 1980; effective October 27, 1980. **Repealed:** New Rule of same title adopted. F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-6-.01 General. Amended.

(1) In order to safeguard the life, health, property and welfare of the public and to establish and maintain a high standard of integrity, skills, and practice in the professions of engineering and land surveying, the following Rules of Professional Conduct are promulgated in accordance with O.C.G.A. 43-15-6(1). The following rules shall be binding upon every individual who possesses a certificate or a certificate of registration issued by the Board and upon every firm, professional corporation, association, governmental agency, partnership, corporation or other legal or commercial entity offering engineering or land surveying services to the public and to all personnel of such firm, corporation, partnership, association, or entity who act in its behalf in the practice of engineering or land surveying in this state.

(2) The Rules of Professional Conduct as promulgated herein are an exercise of the police power vested in the Georgia Board of Registration for Professional Engineers and Land Surveyors by virtue of the acts of the legislature. By that investment, the said Board is authorized to establish conduct, policy, and practices in accordance with the powers hereinabove stated.

(3) All persons registered under O.C.G.A. Chapter 15, Title 43, are charged with having knowledge of the existence of these Rules of Professional Conduct and shall be deemed to be familiar with their several provisions and to understand them. Such knowledge shall encompass the understanding that the practice of engineering or land surveying is a privilege as opposed to a right. The registrant shall be forthright and candid in his/her statements or written response to the Board or its representatives on matters pertaining to professional conduct.

Authority Ga. Code 84-21; O.C.G.A. Sec. 43-15-6(1). **History.** Original Rule was filed and effective on June 30, 1965. **Amended:** Original Rule entitled "Work Under Seal of Another" repealed by Emergency Rule entitled "General." Filed and effective on July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule. **Amended:** Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-6-.02 Protection of the Public. Amended.

The engineer or land surveyor shall at all times practice in such a manner as to protect the safety, health and welfare of the public. If a registrant's engineering or land surveying judgment is overruled under circumstances where the safety, health or welfare of the public are endangered, he/she shall inform the proper authorities and his/her employer of the situation as may be appropriate.

Authority Ga. Code 84-21; O.C.G.A. Secs. 43-15-1, 43-15-5. **History.** Original Rule was filed and effective on June 30, 1965. **Amended:** Original Rule entitled "Additional Evidence" repealed by Emergency Rule entitled "Protection of the Public". Filed and effective on July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule.

Amended: Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-6-.03 Rules of Practice.

(1) The engineer or land surveyor shall perform services only in areas of his/her competence. The engineer or land surveyor shall undertake to perform engineering or land surveying assignments only when qualified by education or experience in the specific technical field of professional engineering or land surveying involved.

(2) The engineer or land surveyor may accept an assignment requiring education or experience outside of his/her own field of competence, but only to the extent that his/her services are restricted to those phases of the project in which he/she is qualified. All other phases of such project shall be performed by qualified associates, consultants or employees who shall sign, seal, and be responsible for such other phases or technical segments.

(3) The professional engineer who develops the design criteria and engineering concept for a project, provides analysis, and is responsible for the preparation of the construction documents shall be responsible for the design of the project within his/her contractual area of engineering services and shall be known as the engineer of record.

(4) In the event that a professional engineer who is not the engineer of record is used for specific portions of the work, that individual shall be a registered engineer in the State of Georgia and shall seal, sign, and date his/her own reports, calculations, and drawings. He/she shall coordinate his/her work with the engineer of record and shall be responsible to the engineer of record for that specific portion of the project design. He/she shall be known as the specialty engineer.

(5) The engineer or land surveyor shall not affix his/her signature and/or seal to any engineering or land surveying plan, document, or plat unless such plan, document, or plat is prepared by the registrant or an individual in the employ of the registrant. All plans, documents, and plats prepared by non-registrants must be prepared under the direct supervisory control of the registrant on a daily basis.

(6) "Direct supervisory control" shall be defined as providing direct input in preparation of engineering or land surveying plans, documents, or plats, consultation, periodic review, and final review of such plans, documents, or plats. "On a daily basis" shall mean supervising activities at the place of employment where the registrant and the employee spend the majority of the working time as dictated by payroll records including but not limited to social security, workman's compensation, unemployment insurance, etc.

(7) In the event a question arises as to the competence of an engineer or land surveyor to perform an assignment, the Board may require him/her to submit to an appropriate examination, as determined by the Board. That action by the Board shall be required only if the question cannot be otherwise resolved to the Board's satisfaction.

(8) Renovation or the retrofitting of a building or structure is considered as the practice of engineering when the work involves the addition or reduction of weight or loading; analysis of structural systems or members; removal or addition of structural elements; analysis of drainage systems on or below the roof surface; changes to the drainage characteristics; or changes required for the building or structure to conform to current jurisdictional building codes. Nothing in this rule is intended to restrict the normal practice by registered architects. Nothing in this rule is intended to restrict the normal practice of roofing contractors insofar as repairing or the replacement of like kind of roofing systems so long as no additional weight is added.

Authority Ga. Code 84-21; O.C.G.A. Sec. 43-15. **History.** Original Rule entitled "Rules of Practice" was filed and effective as Emergency Rule on July 31, 1975, to remain in effect for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule. **Amended:** Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990. **Repealed:** New Rule of same title adopted. F. Feb. 25, 1993; eff. Mar. 17, 1993. **Repealed:** New Rule of adopted. F. Jan. 17, 1997; eff. Feb. 6, 1997. **Amended:** F. Nov. 13, 1997; eff. Dec. 3, 1997.

180-6-.04 Statement and Testimony. Amended.

- (1) The engineer or land surveyor shall be completely objective and truthful in issuing public statements, reports or testimony. He/she shall include all relevant and pertinent information in those statements, reports or testimony.
- (2) The engineer or land surveyor, when serving as an expert or technical witness before any court, commission, or other tribunal, shall express an opinion only when it is founded upon adequate knowledge of the facts at issue. That expression shall reflect a background of technical competence in the subject matter, and an honest conviction of the accuracy and propriety of his/her testimony.
- (3) No engineer or land surveyor licensed under O.C.G.A. Chapter 15, Title 43, shall issue statements, criticisms, or arguments on engineering or land surveying matters connected with public policy which are inspired or paid for by an interested party or parties unless he/she has prefaced such comments by explicitly identifying the party on whose behalf he/she is speaking. The engineer or land surveyor must at the same time reveal the existence of any pecuniary interest he/she may have in the matters.

Authority Ga. Code 84-21; O.C.G.A. Sec. 43-15-6(1). **History.** Original Rule entitled "Statement and Testimony" was filed and effective as Emergency Rule on July 31, 1975, to remain in effect for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule. **Amended:** Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-6-.05 Conflict of Interest. Amended.

- (1) The engineer or land surveyor shall avoid conflicts of interest. The engineer or land surveyor shall conscientiously avoid conflict of interest with his/her employer or client, but, when unavoidable, the engineer or land surveyor shall forthwith disclose the circumstances to his employer or client.
- (2) The engineer or land surveyor shall avoid all known conflicts of interest with his/her employer or client and shall promptly inform his/her employer of any business association, interests, or circumstances which could influence his/her judgment or the quality of his/her services.
- (3) The engineer or land surveyor shall not accept compensation, financial or otherwise, from more than one party for services on the same project or for services pertaining to the same project unless the circumstances are fully disclosed to and agreed to by all interested parties.
- (4) The engineer or land surveyor shall not solicit or accept financial or other valuable considerations, directly or indirectly, from material or equipment suppliers, or their representatives, for specifying their products.
- (5) The engineer or land surveyor shall not solicit or accept gratuities, directly or indirectly, from contractors, their agents, or other parties in connection with work for which he/she is responsible.
- (6) The engineer or land surveyor in public service as a member, advisor, or employee of a governmental body or department shall not participate in considerations or actions with respect to matters involving him/her or his/her organization's private or public engineering or land surveying practices.
- (7) The engineer or land surveyor shall not solicit or accept an engineering or land surveying contract from a governmental body on which a principal or officer of his/her organization serves as a member.

Authority Ga. Code 84-21; O.C.G.A. Sec. 43-15. **History.** Original Rule entitled "Conflict of Interest" was filed and effective as Emergency Rule on July 31, 1975, to remain in effect for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule.

Amended: Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-6-.06 Conduct.

(1) The engineer or land surveyor shall solicit or accept professional employment only on the basis of his/her qualifications and competence for proper accomplishment of the work. No engineer or land surveyor may provide a fee proposal to a potential client until he/she (a) established or reviewed the scope of services for the project, (b) determined that, based on his/her review of the scope of services, that he/she is competent to provide the professional services required, and (c) made his/her qualifications known to the prospective client. On proposals including more than one engineer or land surveyor, each individual shall be responsible for complying with this rule for his/her respective portion of the proposal. The engineer or land surveyor shall not offer to pay, either directly or indirectly, any commission, political contribution, gift, or other consideration in order to secure work, exclusive of securing salaried positions through employment agencies.

(2) The engineer or land surveyor shall not falsify or permit misrepresentation of his/her or his/her associate's academic or professional qualifications. He/she shall not misrepresent or exaggerate his/her degree of responsibility for prior assignments in brochures or other presentations for the solicitation of employment. He/she shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures, or his/her or their past accomplishments with the intent and purpose of enhancing his/her qualifications or work.

Authority Ga. Code 84-21; O.C.G.A. Sec. 43-15. **History.** Original Rule entitled "Conduct" was filed and effective as Emergency Rule on July 31, 1975, to remain in effect for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule.

Amended: Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990. **Repealed:** New Rule of same title adopted. F. Feb. 25, 1993; eff. Mar. 17, 1993.

180-6-.07 Ethics. Amended.

(1) The engineer or land surveyor shall associate only with reputable persons or organizations. The engineer or land surveyor shall not knowingly associate with or permit the use of his/her name, or firm name, in a business venture by any person or firm which he/she knows, or has reason to believe, is engaging in business or professional practices of a fraudulent or dishonest nature.

(2) If the engineer or land surveyor has knowledge or reason to believe that another person or firm may be in violation of any of these provisions or of O.C.G.A. 43-15, he/she shall promptly present such information to the Board in writing and shall cooperate with the Board in furnishing such further information or assistance as may be required by the Board.

Authority Ga. Code 84-21; O.C.G.A. Sec. 43-15. **History.** Original Rule entitled "Ethics" was filed and effective as Emergency Rule on July 31, 1975, to remain in effect for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule.

Amended: Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-6-.08 Convictions. Amended.

A violation of O.C.G.A. Chapter 15, Title 43, or of the rules of another jurisdiction, if for a cause which in the State of Georgia would constitute a violation of O.C.G.A. 43-15 or these rules, shall be grounds for a charge of violation of these rules.

Authority Ga. Code 84-21; O.C.G.A. Sec. 43-15-6(1). **History.** Original Rule entitled "Convictions" was filed and effective as Emergency Rule on July 31, 1975, to remain in effect for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule.

Amended: Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-6-.09 Certification.

(1) The term "Certification" as used in Rule 180-6-.09(2) and (3) and relating to professional engineering or land surveying services, as defined in O.C.G.A. 43-15-2(6) and (11), shall mean a signed statement based upon facts and knowledge known to the registrant and is not a guarantee or warranty, either expressed or implied.

(2) When an engineer or land surveyor is presented with a certificate to be signed or sealed, he or she should carefully evaluate that certification to determine if the certification:

(a) relates to matters which are within the technical competence of the engineer or land surveyor;

(b) involves matters which are within the scope of services actually provided by the engineer or land surveyor or;

(c) relates to matters which were prepared under the supervision, direction and control of the engineer or land surveyor.

(3) Engineers or land surveyors who sign or seal certification not meeting criteria in subsection (2) are subject to discipline pursuant to O.C.G.A. 43-15-19(a)(5).

Authority O.C.G.A. Sec. 43-15. **History.** Original Rule entitled "Certification" adopted. F. Aug. 12, 1993; eff. Sept. 1, 1993.

180-7-.01 Preamble. Amended.

In order to assure the public that proper and adequate surveys, maps, plats and writings are executed in connection with property, for whatever purpose, Technical Standards are hereby established. These standards establish the minimum degrees of accuracy, completeness and/or quality in the several areas of concern in order to be considered acceptable.

Authority Ga. Code 84-21; O.C.G.A. Sec. 43-15. **Administrative History.** Original Rule was filed and effective on June 30, 1965. **Amended.** Original Rule entitled "Examinations" repealed by Emergency Rule entitled "Preamble." Filed and effective on July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule. **Amended:** Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-7-.02 Land Titles and Location. Amended.

(1) Every parcel of land whose boundaries are surveyed by a licensed land surveyor should be made conformable with the record title boundaries of such land. The land surveyor prior to making such a survey, shall acquire all necessary data, including deeds, maps, certificates of title, centerline and other boundary line locations in the vicinity. He shall compare and analyze all of the data obtained and make most nearly correct legal determination possible of the position of the boundaries of such parcel. He shall make a field survey traversing and connecting all available monuments appropriate or necessary for the location, and coordinate the facts of such survey with the pre-determined analysis. Not until then shall the monuments marking the corners or such parcel be set, and such monuments shall be set in accordance with the full and most satisfactory analysis obtainable.

(2) Any description written for conveyance or other purpose, defining land boundaries, shall be complete and accurate from a title standpoint, providing definite and unequivocal identification of the lines or boundaries, and definite recitals as to use or rights to be created through such descriptions. Any form of descriptions, regardless of presence or absence of any or all dimensions, but specifically tying to adjoiners, which fulfills the foregoing conditions, is acceptable. However, such description, insofar as possible, in addition to all necessary ties to adjoiners, should contain sufficient data of dimension, determined from accurate field survey, to enable the description to be completely platted. It is also advisable wherever correct surveys have determined the coordinate values of boundary corners or monuments recited in a description, to make proper reference thereto in the description by any appropriate recital.

(a) In the event that the land surveyor determines that it is not possible to make the survey of a parcel of land conformable with the record title of such land or that it is not possible to coordinate the predetermined analysis with the field survey, the surveyor shall explain the reason for his determination and shall denote indisputable language, the source and reason for the corners, lines, and/or areas as shown on the plat. Such reasons may include, but are not limited to, the following: Disputed, property lines or areas; possession lines; acquiescence; adverse possession; unrecorded deeds; proposed purchase (new parcels); dubious and nebulous deed descriptions; and any adverse claim. This paragraph shall not be construed in any way to allow the surveyor to evade his/her responsibilities under the law.

(3) Any surveys made for purposes other than location of land boundaries need only the ordinary information and data necessary to fix the situs of the work to be done, by one or more ties to some known and accepted title boundary line or corner, together with such other data as may be required to the project into adjoining matters appurtenant.

Authority Ga. Code 84-21; O.C.G.A. Secs. 43-15-1(6)(A-G) & 15-6-67(b)(4) & 43-15-1(6)(a)(1).

Administrative History. Original Rule was filed and effective on June 30, 1965. **Amended:** Original Rule entitled "Identification Number" repealed by Emergency Rule entitled "Land Titles and Location." Filed and effective on July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule. **Amended:** Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

Amended: F. May 11, 2001; eff. May 31, 2001.

180-7-.03 Measurements-Horizontal. Amended.

Measurements shall be made with instruments capable of attaining the required accuracy for the particular problem involved. Angles and distances shall be measured to obtain an accuracy of not less than 1:10,000 in urban or suburban areas except as follows:

(a) The allowable positional tolerance of property corners with respect to each others within a given survey may not be greater than:

1. 0.02 foot in urban blocks wherein buildings can be erected along the property line, or where high land values so warrant;

2. 0.04 foot in urban or suburban subdivisions interior blocks and/or urban and suburban lots or parcels;

3. 1 foot per 5,000 feet of perimeter in rural areas, except as follows:

(i) Closer tolerance is required where land value in rural areas is increased by adjacency to major highway intersections or thruway complexes, building congestion, oil or mineral rights or any other reasons;

(ii) When a parcel of land is extremely long or narrow, closer tolerance is required on the shorter narrow dimensions to qualify acceptable corner positioning in relation to the narrow width;

(iii) Where surveys are made in areas of current or known low economic value, an error of closure of not less than 1:2,500 may be accepted;

(iv) Where original surveys in rural areas were made with a compass, retracement may be made by compass in order to "follow the footsteps" of the original surveyor. However, such retracement also must be reduced to a non-magnetic traverse so that the error of closure as specified above is obtained.

Authority O.C.G.A. Sec. 43-15-1. **History.** Original Rule entitled "Grading" adopted. F. and eff. June 30, 1965. **Amended:** ER. 180-7-0.7-.03 entitled "Measurements-Horizontal" adopted. F. and eff. July 31, 1975. **Amended:** Permanent Rule of same title adopted. F. Nov. 4, 1975; eff. Nov. 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-7-.04 Measurements-Vertical. Amended.

- (1) A circuit of levels between precise bench marks or a circuit closed upon the initial bench mark shall not differ more than 0.02 foot multiplied by the square root of the number of miles in the circuit, and in no case to exceed 0.05 foot.
- (2) Levels run for control to topographic mapping of a site or project shall have an error of closure of not less than 0.1 foot per square root of the number of miles.
- (3) Topographic maps and plats, delineated either by contours or by points with indicated elevation, shall be of such accuracy that no more than 10% of the area covered shall be in error by more than one half (1/2) of the contour interval shown. This degree of accuracy applied to maps and plats prepared from field work only and those compiled by photogrammetric techniques.

Authority O.C.G.A. Secs. 15-6-67, 43-15-1, 43-15-2, 43-15-4, 43-15-6. **History.** Original Rule entitled "Board Review: Passing Grade" adopted. F. and eff. June 30, 1965. **Amended:** ER. 180-7-0.7-.04 entitled "Measurements-Vertical" adopted. F. and eff. July 31, 1975. **Amended:** Permanent Rule of same title adopted. F. Nov. 4, 1975; eff. Nov. 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990. **Amended:** F. July 10, 1991; eff. July 30, 1991. **Amended:** F. Sept. 16, 2003; eff. Oct. 6, 2003.

180-7-.05 Monuments. Amended.

- (1) The type and position of monuments to be set on any survey shall be determined by the nature of the survey, the permanency required, the nature of the terrain, the cadastral features involved, and the availability of material.
- (2) Monuments set in an inhabited area with improved streets, buildings, and other more or less permanent topographical features, shall be such as will remain for the life of such features and may be set in contact with or alongside of such semi-permanent structures with reasonable security. Monuments set in open country where their maintenance is to be continued for long periods shall be of a material such as concrete, rock, or metal, of sufficient size that they will not be readily removable and will be easily discoverable; and witness monuments of ready visibility shall be placed alongside nearby, if necessary.
- (3) Except in the case of original surveys, in which monuments are to be referred to in the record, permanent monuments shall not immediately be placed on lines or in positions where their destruction is more or less immediate by reason of construction; but semi-permanent monuments, such as stakes, pipes, or other material, shall be set in protected spots at definitely known distances from the true corners for purpose of location of such corners after construction is completed. The surveyor shall make a definite commitment of record, that he/she will correctly set such true corners as soon as their permanence in position can be assured.
- (4) In the layout of new subdivisions (field work initiated after the effective date of these rules) permanent type control monuments will be set in as protected locations as practical, as follows:
 - (a) At least two monuments for the first ten acres and at least one additional monument for each additional ten acres or major fraction thereof. Monuments shall be intervisible at the time of installation, with consideration being given to the structures to be erected which will permit continued intervisibility in the original layout of the subdivision. All control monuments shall be located and tied together by traverses, with a positional tolerance of not less than 1:10,000. Control monuments may be coincident with the land lot, block or lot corners. They will be shown on the subdivision plat, with bearings and distances between monuments and sufficient ties to permit relocation of any lot or block corners within the subdivision.

Authority O.C.G.A. Sec. 43-15-1. **History.** Original Rule entitled "Time of Examination" adopted. F. and eff. June 30, 1965. **Amended:** ER. 180-7-0.7-.05 adopted. F. and eff. July 31, 1975. **Amended:** Permanent Rule of same title adopted. F. Nov. 4, 1975; eff. Nov. 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-7-.06 Coordinates and Triangulation. Amended.

- (1) The use of the coordinate survey of the National Geodetic Survey and the U.S. Geological Survey may be incorporated in any land survey.
- (2) The establishment of secondary triangulation systems tied in and properly related to such coordinate systems may be incorporated with any land survey.
- (3) Wherever available, within reasonable distances, every land survey is to be connected with two or more monuments of the main or secondary triangulation system; and the maps of such survey shall show the correct verified coordinates of such monuments and of at least two of the monumented corners of such survey, at the option of the client.

Authority Ga. Code 84-21; O.C.G.A. Sec. 43-15-1. **History.** Original Rule was filed and effective on June 30, 1965. **Amended:** Original Rule entitled "Examinee Information" repealed by Emergency Rule entitled "Coordinates and Triangulation" Filed and effective on July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule.

Amended: Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-7-.07 Maps and Plats. Amended.

(1) All maps, plats and similar documents shall conform to the following minimum standards and specifications:

(a) Material.

1. Any such surveys, maps, or plats shall be clearly legible.
2. The minimum line widths and letters or character heights delineated on such maps or plats shall be as follows:
 - (i) Maps or plats drawn on 8 1/2 inch by 11 inch or 8 1/2 inch by 14 inch tracings shall have a minimum line width of 0.010 inches and a minimum letter or character height of 0.080 inches;
 - (ii) Maps or plats drawn on 11 inch by 17 inch tracings shall have a minimum line width of 0.010 inches and a minimum letter or character height of 0.080 inches; or
 - (iii) Maps or plats drawn on 17 inch by 22 inch or 24 inch by 36 inch tracings shall have a minimum line width of 0.013 inches and a minimum letter or character height of 0.080 inches.

(b) Caption. The maps or plats shall have a title or name, which shall be contained in the caption, and the caption shall also provide the following information:

1. The name of the current owner of the property or the entity who authorized the survey;
2. The county, city, town or village, land district and land lot, and subdivision, if the property line lies within a particular subdivision;
3. The date of plat preparation;
4. The date(s) of field survey;
5. The scale, stated and shown graphically;
6. The name, address, telephone number, and registration number of the registered land surveyor or the statement that he is the county surveyor and is not required by law to be a registered surveyor; and
7. All reproductions of original maps or plats shall bear the original signature, in black ink, of the registrant placed across the registration seal in order to be a valid or recordable map or plat.

(c) Size. Maps and plats shall not be less than 8 1/2 inches by 11 inches and not larger than can be recorded in the county of record without folding. In counties using microfilming procedures, when a map or plat is filed for record, the original drawing, which shall not be larger than 24 inches by 36 inches, shall be submitted to the clerk for microfilming and a legible copy, which shall not be larger than 17 inches by 22 inches, shall be filed for record; provided, however, that a full-size positive copy of the original may be tendered and used for microfilming. The clerk shall enter the filing date, plat book number, and page number on the original drawing and return the original drawing to the land surveyor or the person filing the same for record.

(d) Data. All maps or plats shall be made in a professional manner and in accordance with the standards of good drafting procedures and shall show the following information; as specified:

1. The direction and distance from a point of reference to a point on the boundary of the individual survey, and such additional data as may be required to relocate the boundary point from the point of reference with the same degree of accuracy required of the parcel

surveyed. The point of reference shall be established, monumented position which can be identified or relocated from maps, plats or other documents on public record;

2. Bearings of all lines or angles at all corners and angle points of the boundary or lot lines, and distances of all boundary or lot lines, and area of the parcels expressed in acres or square feet;

3. The closure precision of the field survey as the ratio of one foot to the traversed distance in which an error of one foot would occur and a statement as to the method of adjustment. The closure may be stated as follows:

“The field data upon which this map or plat is based has a closure precision of one foot in feet, and an angular error of per angle point, and was adjusted using rule”;

4. The closure precision of the data shown on the map or plat. The closure may be stated as follows:

“This map or plat has been calculated for closure and is found to be accurate within one foot in feet”;

5. The width and the former widths, if pertinent, of all rights-of-way adjacent to or crossing the property or adjacent to any point of reference;

6. All easements and apparent encroachments, if pertinent;

7. In the case of curved lines, the curve shall be defined by curve data to include the radius, arc length, chord bearing, and distance of regular curves. Chord distances and directions shall be given for irregular curves;

8. All land lot lines, land district lines, land section lines, and city, county, and state boundaries intersecting or adjacent to the surveyed property indicated by lines drawn upon the map or plat with appropriate words and figures;

9. All corner markers and markers of pertinent reference points fully described and indicated as to the material or types, whether set or found;

10. An arrow to indicate the principal meridian and a notation as to the reference of bearings to magnetic north, astronomic north, or grid north. A grid north reference shall indicate the zone;

11. All linear distances shown on maps or plats shall be horizontal;

12. All angular directions shall be represented in degrees and minutes. Where plats state or surveys require accuracy in excess of 1 in 5000, the angular directions shall be represented in degrees, minutes, and seconds. All angular directions shall be referenced to the principal meridian;

13. A statement to indicate the type of equipment used to obtain the linear and angular measurements used in the preparation of the map or plat;

14. The state plane coordinates of at least two permanent monuments thereon, when a National Geodetic Survey monument is within 500 feet of any point on the property mapped or platted, or any point of reference shown thereon;

15. All water boundaries shown in sufficient detail to clearly identify the survey tract and the adjoining tract;

16. The character of any and all evidence of possession clearly stated, and the location of such evidence carefully given in relation to the surveyed boundary lines, including all apparent easements and right-of-way; and

17. Any features within or along the boundary located as requested by the client, or in conformity with the rules or requirements of any mortgagor or insurer, provided the

technical standards of such rules or requirements are not less than those provided for by this chapter.

(2) If the plat meets the requirements of Rule 180-7-.07, it shall be the duty of the clerk of the superior court to file and record such map or plat or blueprint, tracing, photostatic copy, or other copy of a map or plat.

Authority O.C.G.A. Secs. 15-6-67, 43-15-1, 43-15-2, 43-15-6, 43-15-19. **History.** Original Rule entitled “Engineers- In-Training” adopted. F. and eff. June 30, 1965. **Amended:** ER. 180-7-0.7-.07 entitled “Maps and Plats” adopted. F. and eff. July 31, 1975, the date of adoption. **Amended:** Permanent Rule of same title adopted. F. Nov. 4, 1975; eff. Nov. 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990. **Repealed:** New Rule of same title adopted. F. July 10, 1991; eff. July 30, 1991. **Repealed:** New Rule of same title adopted. F. Aug. 12, 1993; eff. Sept. 1, 1993. **Amended:** F. Sept. 12, 2002; eff. Oct. 2, 2002.

180-7-.08 Violations. Amended.

The Board may initiate action in cases where a person's actions are in violation of the law beyond reasonable doubt.

Authority Ga. Code 84-21; O.C.G.A. Sec. 43-15-30. **History.** Original Rule was filed and effective on June 30, 1965. **Amended:** Original Rule entitled "Engineering Examination" repealed by Emergency Rule entitled "Violations." Filed and effective on July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule. **Amended:** Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990.

180-8-.01 Reinstatement of Expired License.

(1) A certificate of registration which has been administratively revoked for having been expired for greater than four years may be reinstated at the discretion of the Board for an additional two year period following the date of the certificate's revocation.

(2) A certificate of registration which has been expired for two additional years past its administrative revocation date may not be reinstated, but may only be reissued upon Board approval of a new application for registration.

Authority Ga. Code 84-21; O.C.G.A. Secs. 43-15-17(b) & 43-15-20. **Administrative History.** Original Rule was filed and effective on June 30, 1965. **Amended:** Original Rule entitled "Disposal of Applications" repealed by Emergency Rule entitled "General." Filed and effective on July 31, 1975, for a period of 120 days or until a permanent Rule covering the same subject matter has been adopted superseding this Emergency Rule. **Amended:** Permanent Rule adopted. Filed November 4, 1975; effective November 24, 1975. **Repealed:** F. Aug. 9, 1990; eff. Aug. 29, 1990. **Amended:** New Rule entitled "Reinstatement of Expired License" adopted. F. May 11, 2001; eff. May 31, 2001.

180-8-.02 Inactive Licensure Status.

In accordance with Chapter 295-15 of the Rules and Regulations of the Division Director regarding Inactive Status Licensing, a registrant may apply for inactive licensure status under the following conditions:

- (1) A registrant who is over the age of 65 and retired; or who may become disabled may apply to the Board for inactive status by submitting the required application and paying the proper fees.
- (2) While on inactive status, a registrant is exempt from payment of the biennial renewal fee and continuing education requirements.
- (3) An inactive registrant may not practice professional engineering or land surveying in this State.
- (4) In order to reactivate an inactive license, the registrant must submit a completed application, show compliance with continuing education requirements as set forth in Rule 180-11-.08, and submit the reactivation fee as set forth by the Board. The Board must approve the application before the license is reactivated.

Authority O.C.G.A. Secs. 43-15-6(b), 43-1-22. **History.** Original Rule entitled "Inactive Licensure Status" adopted. F. April 18, 2001; eff. May 8, 2001.

180-10-.01 Corporate Practice: Professional Engineering.

(1) As used in O.C.G.A. § 43-15-23(c), the phrase "responsible charge" means the independent control, direction and supervision, by the use of initiative, skill and independent judgment of the practice of professional engineering as defined in O.C.G.A. § 43-15-2(11).

(2) In order to be considered eligible for a certificate of authorization, any individual who is in responsible charge of the practice of professional engineering for the firm, corporation, professional corporation, partnership or association or other entity shall be a full-time employee of the firm, corporation, professional corporation, partnership, association or other entity, regularly engaged in the practice of professional engineering. Such individual shall not be:

(a) available to perform engineering services only on a part-time, independent contractor basis at the call of such firm, corporation, partnership, association or other business entity; or

(b) available on an if-and-when needed consulting basis; or,

(c) not actively practicing professional engineering with such firm, corporation, partnership, association or other business entity.

(3) The practice of professional engineering for any firm, corporation, partnership, association or other business entity shall not be considered to be under the direction of a professional engineer unless such professional engineer bears a continuing bonafide relation thereto and has such authority from the governing body of such business entity as would result in its being legally liable for all such professional engineer's professional acts and judgments.

Authority Ga. L. 1975, pp. 1048-1071, Ga. Code 84-2106(a); O.C.G.A. Secs. 43-15-4(a), 43-15-6(1), 43-15-23. **History.** Original Rule entitled "Hearings and Violations" was filed and effective on June 30, 1965. **Amended:** Rule repealed. Filed July 31, 1975; effective August 20, 1975. **Amended:** Rule entitled "Corporate Practice; Professional Engineering" adopted. Filed November 23, 1981; effective December 13, 1981. **Amended:** F. Aug. 9, 1990; eff. Aug. 29, 1990. **Repealed:** New Rule entitled "Corporate Practice: Professional Engineering" adopted. F. Jan. 10, 1991; eff. Jan. 30, 1991.

180-10-.02 Corporate Practice: Land Surveying.

(1) As used in O.C.G.A. § 43-15-23.1(c), the phrase "responsible charge" means the independent control, direction and supervision, by the use of initiative, skill and independent judgment of the practice of land surveying as defined in O.C.G.A. § 43-15-2(6).

(2) In order to be considered eligible for a certificate of authorization, any individual who shall be in responsible charge of the practice of land surveying for the firm, corporation, professional corporation, partnership, association or other entity shall be a full-time employee of the firm, corporation, professional corporation, partnership, association or other entity, regularly engaged in the practice of professional land surveying. Such individual shall not be:

(a) available to perform land surveying services only on a part-time, independent contractor basis at the call of such firm, corporation, partnership, association or other business entity; or

(b) available on an if-and-when needed consulting basis; or,

(c) not actively practicing land surveying with such firm, corporation, partnership, association or other business entity.

(3) The practice of land surveying for any firm, corporation, partnership, association or other business entity shall not be considered to be under the direction of a land surveyor unless such land surveyor bears a continuing bonafide relation thereto and has such authority from the governing body of such business entity as would result in its being legally liable for all such land surveyor's professional acts and judgments.

Authority Ga. L. 1975, pp. 1048-1071; Ga. Code 84-2106(a); O.C.G.A. Secs. 43-15-4(a), 43-15-6(1), 43-15-23.1. **Administrative History.** Original Rule entitled "Hearings: Registrants" was filed and effective on June 30, 1965. **Amended:** Rule repealed. Filed July 31, 1975; effective August 20, 1975. **Amended:** Rule entitled "Corporate Practice; Land Surveying" adopted. Filed November 23, 1981; effective December 13, 1981. **Repealed:** New Rule entitled "Corporate Practice: Land Surveying" adopted. F. Jan. 10, 1991; eff. Jan.30, 1991.

180-11-.01 Introduction.

Beginning January 1, 1997, as stated in O.C.G.A. 43-15-6(b), ". . . which begins after the 1996 renewal cycle," every registrant shall meet the continuing professional competency requirements of these rules for professional development as a condition for licensure renewal.

Authority Ga. L. 1945, pp. 294, 299; O.C.G.A. Sec. 43-15-6(b). **History.** Original Rule entitled "Reconsideration of Applications and Re-Applications" was filed and effective on June 30, 1965.

Amended: Rule repealed. Filed July 31, 1975; effective August 20, 1975. **Amended:** New Rule entitled "Introduction" adopted. F. Jul. 8, 1996; eff. Jul. 28, 1996.

180-11-.02 Definitions.

Terms used in this section are defined as follows:

(a) Professional Development Hour. A contact hour (nominal) of instruction or presentation. The common denominator for other units of credit. The numerical unit of measure used in calculating compliance with this Chapter is a Professional Development Hour or PDH. All units and hours attributed to the courses and activities acceptable in satisfying this Chapter's requirement are translated into PDH's by operation of Rule 180-11-.04 of this Chapter.

(b) Course/Activity. Any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the land surveyor's or professional engineer's practice.

(c) Continuing Education Course/Unit.

1. Continuing Education Course. A course, seminar, workshop or other professional or technical presentation or activity taken or attended for the purpose of maintaining, improving, or expanding the skills and knowledge relevant to the registrant's practice.

2. Continuing Education Unit. The unit of measure attributed to Continuing Education Courses is a Continuing Education Unit or CEU. Ten (10) hours of class in a Continuing Education Course equals one (1) Continuing Education Unit.

(d) College Courses/Unit Measure.

1. College Course. When used in this Chapter, a College course is a technical course in a curriculum which has been accredited by the Accreditation Board for Engineering and Technology, or a technical course that is specifically relevant to engineering or surveying, which is offered by a college, university, or other institution.

(e) College/Unit Semester/Quarter Hour. A College/Unit Semester/ Quarter Hour is a unit of measure attributed by the offering college, university, or institution, to a particular course, which is translated into PDH's by operation of Rule 180-11-.04 of this Chapter.

(f) Registrant. When used in this Chapter, a person who is licensed as either a professional engineer or a land surveyor is deemed to be a registrant.

(g) Dual Registrant. When used in this Chapter, a person who is licensed as both a professional engineer and a land surveyor is deemed to be a dual registrant.

(h) Board. The State Board of Registration for Professional Engineers and Land Surveyors.

(i) Sponsor. A sponsor is an organization, college, university, institution, or individual which provides a course/activity for which the professional engineer or land surveyor seeks to obtain Professional Development Hour credit.

(j) Successful Completion of a Course/Activity. Satisfactory completion of a course/activity taken for the purpose of obtaining PDH's means fulfilling the course or activity's requirements and obtaining a certificate of completion or its equivalent.

Authority O.C.G.A. Sec. 43-15-6. **History.** Original Rule entitled "Supplement to Application" adopted. F. and eff. June 30, 1965. **Repealed:** F. July 31, 1975; eff. Aug. 20, 1975. **Amended:** New Rule entitled "Definitions" adopted. F. July 8, 1996; eff. July 28, 1996. **Amended:** F. May 21, 1998; eff. June 10, 1998. **Amended:** F. Nov. 26, 2001; eff. Dec. 16, 2001.

180-11-.03 Requirements.

(1) Professional Engineers. Every professional engineer is required to obtain thirty (30) PDH's each twenty-four (24) month (Biennial) renewal period. If a professional engineer exceeds the requirements in any biennial renewal period, a maximum of fifteen (15) PDH's may be carried forward into the subsequent renewal period.

(2) Land Surveyors. Every land surveyor is required to obtain fifteen (15) PDH's each twenty-four (24) month biennial renewal period. In addition, every land surveyor must ensure that, once every five (5) years, at least six (6) PDH's in "Minimum Technical Standards" be included in their PDH's acquired. If a land surveyor exceeds the requirements in any biennial period, a maximum of seven and one-half (7.5) PDH's may be carried forward into the subsequent renewal period.

(3) Dual Registrants. The person with a dual license is required to obtain thirty (30) PDH units for a twenty-four (24) month (Biennial) renewal period. If a dual registrant exceeds the requirement in any Biennial renewal period, a maximum of fifteen (15) PDH's may be carried forward into the subsequent renewal period. At least one-third (1/3) of the PDH's in a renewal period must be obtained in engineering, and one-third (1/3) in surveying. The remaining units may be in either field, at the discretion of the registrant.

(4) PDH's may be earned as follows:

(a) Successful completion of college courses.

(b) Successful completion of continuing education courses.

(c) Successful completion of correspondence, televised, videotaped, audiotaped, and other short courses/tutorials taken for the purpose of maintaining, improving, or expanding the skills and knowledge relevant to the land surveyor's or professional engineer's practice.

(d) Presenting or attending seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions or conferences which are relevant to the land surveyor's or professional engineer's practice.

(e) Teaching or instructing in any area relevant to the land surveyor's or professional engineer's practice.

(f) Authoring published papers, articles, or books in any area relevant to the land surveyor's or professional engineer's practice.

(g) Active participation in professional or technical societies. (For professional engineers only)

(h) Receiving patents in any area relevant to the land surveyor's or professional engineer's practice.

(5) Sponsor Forms. Organizations or individuals that provide continuing education must complete the "Sponsor Form" available from the Board.

Authority Ga. L. 1945, pp. 294, 299, 308; O.C.G.A. Sec. 43-15-6(b). **History.** Original Rule entitled "Exemptions—How to Obtain" was filed and effective on June 30, 1965. **Amended:** Rule repealed. Filed July 31, 1975; effective August 20, 1975. **Amended:** New Rule entitled "Requirements" adopted. F. Jul. 8, 1996; eff. Jul. 28, 1996.

180-11-.04 Units.

The conversion of other units of credit to Professional Development Hours is as follows:

- (1) One (1) college or unit semester hour: 45 PDH
- (2) One (1) college or unit quarter hour: 30 PDH
- (3) One (1) Continuing Education Unit: 10 PDH
- (4) One (1) Hour of professional development in coursework, seminars, or professional or technical presentations made at meetings, conventions, conferences, or examination preparation.
- (5) For teaching of professional development coursework as in 180-11-.04, apply a multiple of two (2). Teaching credit valid for teaching a course or seminar for the first time only. Teaching does not apply to full-time faculty.
- (6) Authorizing published papers, articles, or books in any area relevant to the land surveyor's or professional engineer's practice: 10 PDH
- (7) Active participation in professional and technical society (for professional engineers only): 2 PDH
- (8) Each patent in any area relevant to the land surveyor's or professional engineer's practice: 10 PDH

Authority O.C.G.A. Sec. 43-15-6. **History.** Original Rule entitled "Units" adopted. F. July 8, 1996; eff. July 28, 1996. **Repealed:** New Rule of same title adopted. F. Feb. 3, 1999; eff. Feb. 23, 1999. **Repealed:** New Rule of same title adopted. F. Nov. 26, 2001; eff. Dec. 16, 2001.

180-11-.05 Determination of Credits.

The Board has the final authority regarding:

- (a) Approval of courses, classes, seminars, meetings, and all other methods of satisfying the requirements of this Chapter; and
- (b) The number of PDH's allocated to each course, class, seminar, meeting, and any other method of satisfying the requirements of this Chapter.

Authority O.C.G.A. Sec. 43-15-6(b). **History.** Original Rule entitled "Determination of Credits" adopted. F. Jul. 8, 1996; eff. Jul. 28, 1996.

180-11-.06 Recordkeeping.

To ensure compliance of continuing education, the Board shall randomly audit a number of registrants. Registrants licensed by way of examination or comity, shall be exempt from continuing education requirements for their first renewal period. Maintaining records to be used to support PDH's Claimed, is the responsibility of the registrant.

Records required include:

- (a) A log showing the type of activity, sponsoring organization, location, duration, instructor's or speaker's name, and PDH's earned.
- (b) Attendance verification records in the form of completion certificates, or other documents supporting evidence of attendance; or records as maintained by professional organizations, or other similar repositories designated by the Board.
- (c) The log and records described in Rule 180-11-.06(a) and (b) must be maintained for a period of four years and copies may be requested by the Board for audit verification purposes.

Authority O.C.G.A. Sec. 43-15-6(b). **History.** Original Rule entitled "Recordkeeping" adopted. F. Jul. 8, 1996; eff. Jul. 28, 1996.

180-11-.07 Exemptions.

A registrant is exempt from the professional development education requirements under any of the following circumstances:

- (1) Registrants licensed by way of examination or comity, shall be exempt for their first renewal period.
- (2) A professional engineer serving on temporary duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days shall be exempt from obtaining 15 of the professional development hours required during that biennial period in which the majority of the days of duty fall. Likewise, a land surveyor shall be exempt from obtaining 7.5 professional development hours during that biennial period.
- (3) Registrants experiencing physical disability, illness, or other extenuating circumstances as approved by the Board may be exempt. Supporting documentation must be furnished to the Board.
- (4) Registrants over the age of 65 who have applied for an inactive license, who list their occupation as "Retired" or "Inactive" on the Board-approved renewal form, and who further certify that they are no longer receiving any remuneration from providing professional engineering or land surveying services shall be exempt from professional development hours. In the event such a person elects to return to active practice of professional engineering or land surveying, professional development hours must be earned as described in "180-11-.08 Reinstatement" before returning to active practice.
- (5) Individuals who qualify for exemption by way of paragraph (4) above may continue to use the words Professional Engineer (or P.E.), or Land Surveyor (or L.S.) as appropriate, after their names as long as they continue to fall under the restrictions specified and are not actively practicing engineering or land surveying.

Authority O.C.G.A. Sec. 43-15-6(b). History. Original Rule entitled "Exemptions" adopted. F. Jul. 8, 1996; eff. Jul. 28, 1996. Amended: F. Feb. 11, 2000; eff. Mar. 2, 2000.

180-11-.08 Reinstatement.

A registrant may bring an inactive or suspended (provided all other conditions of the suspension are filled) license to active status by obtaining all delinquent PDH's. A MINIMUM OF 15 PDH's are required for each year in an inactive or suspended status for professional engineers and 7.5 PDH's for land surveyors, up to a maximum of 30 PDH's for professional engineers and 15 PDH's for land surveyors.

Authority O.C.G.A. Sec. 43-15-6(b). **History.** Original Rule entitled "Reinstatement" adopted. F. Jul. 8, 1996; eff. Jul. 28, 1996. **Repealed:** New Rule, same title, adopted. F. Oct. 13, 1998; eff. Nov. 2, 1998.

180-11-.09 Comity/Out-of-Georgia Resident.

The Board shall recognize the continuing education requirements imposed by other states to the extent that such continuing education courses meet the requirements imposed by the Board. Comity/Out-of-Georgia residents will be required to keep recordkeeping as listed under Rule 180-11-.06.

Authority O.C.G.A. Sec 43-15-6(b). **History.** Original Rule entitled "Comity/Out-of-Georgia Resident" adopted. F. Jul. 8, 1996; eff. Jul. 28, 1996.

180-11-.10 Forms.

Included with all license renewal applications will be a continuing education summary log form that the registrant must use to summarize the professional development hours for which he/she has requested credit during the current biennial period. In order to ensure compliance with O.C.G.A. 43-15-6(b), the Board shall audit some registrants at a later date and will instruct them to submit this form to the Board office, signed and certified. The form must supply sufficient detail relevant to continuing education hours claimed in order to permit the Board to complete its audit.

Authority O.C.G.A. Sec. 43-15-6(b). **History.** Original Rule entitled "Forms" adopted. F. Jul. 8, 1996; eff. Jul. 28, 1996.

180-12-.01 Description.

The seal authorized by the State Board of Registration for Professional Engineers and Land Surveyors for registrants may be of the crimp type and/or rubber stamp facsimile or may be computer generated. The seal design is to be circular in form, the diameter of the outer circle being 1 1/2 inches, and the diameter of the inner circle being one inch. The registration seal design will be furnished to each registrant as part of the licensure process.

Authority O.C.G.A. Sec. 43-15-22. **History.** Original Rule entitled "Preamble" adopted. F. Oct. 24, 1968; eff. Nov. 12, 1968. Repealed: F. July 31, 1975; eff. Aug. 20, 1975. **Amended:** New Rule entitled "Description" adopted. F. April 18, 2001; eff. May 8, 2001.

180-12-.02 Sealing of Documents.

(1) The term, “documents,” as used herein shall mean engineering and/or land surveying work issued in the form of plans, drawings, maps, surveys, reports, specifications, design information, and calculations, including such work issued in digital form and including work in incomplete or preliminary form. This Rule shall not apply to recordable property plats governed under O.C.G.A. 15-6-67(b)(2)(E).

(2) The terms, “issue” or “issued” as used herein shall include any and all dissemination, publishing, and/or sending out of documents, paper copy or electronic form to any person for any purpose, by a registrant or by others under the registrants’ supervision.

(3) The registrant shall seal and sign (with signature across the seal) all original final documents which are issued to a client or any public agency. The sealing of documents by the registrant shall certify that the work was performed by the registrant or under the direct supervisory control of the registrant on a daily basis. The date of sealing and signature shall be placed immediately under the seal and signature. All signatures, and dates of signatures, shall be handwritten.

(4) The registrant shall not issue an incomplete, preliminary, in-progress, or for-review document or any type unless such document displays the date of issue and a notation in bold lettering, such as “PRELIMINARY,” “NOT FOR CONSTRUCTION,” “NOT TO BE RECORDED,” or “FOR REVIEW ONLY,” which clearly identifies the purpose for which the document is issued.

(5) Seals, signatures, dates, and/or other notations required by this Rule shall be placed on original documents such that the seal, signature, date and/or notations, will be reproduced when copies are made.

(6) Each drawing sheet, whether bound or unbound, shall be sealed and signed by each registrant responsible for work on that sheet. When a document or drawing is sealed and signed by more than one registrant, the portion of the work for which each registrant is responsible shall be clearly noted.

(7) Computer generated seals may be used on final original documents provided that a handwritten signature in black ink is placed across the seal and the date is handwritten below the seal. Computer generated signatures and dates of signature are not acceptable.

(8) Documents that are electronically transmitted shall have any computer-generated seal removed from the original file prior to transmission. All electronically transmitted documents shall have displayed, in lieu of the seal, signature and date, the following statements, “The original of this document was sealed and signed by {registrant’s printed

name and registration number on {date of signature}.” And in bold lettering, “THIS REPRODUCTION IS NOT A CERTIFIED DOCUMENT.”

Authority O.C.G.A. Secs. 43-15-4, 43-15-6, 43-15-18, 43-15-22. **History.** Original Rule entitled “Land Titles and Location” adopted. F. Oct. 24, 1968; eff. Nov. 12, 1968. **Repealed:** F. July 31, 1975; eff. Aug. 20, 1975. **Amended:** New Rule entitled “Sealing of Documents” adopted. F. May 7, 2001; eff. May 27, 2001. **Repealed:** New Rule of same title adopted. F. Jan. 28, 2005; eff. Feb. 17, 2005.