



State of Idaho
Division of Occupational & Professional Licenses
Board of Professional Engineers and Land Surveyors

Licensure and Education Policy

Purpose Statement

The primary purpose of licensing professional engineers and professional land surveyors is to safeguard the public from unqualified or unethical practitioners. This guidance document provides the minimum requirements for education, examination, and experience when applying for a professional license or intern certificate.

The requirements for continuing education are also intended to safeguard the public by reinforcing the need for lifelong learning to stay current with changing technology, equipment, procedures, processes, tools, and established standards. The qualifying continuing education activities in this guidance document give licensees flexibility in selecting a range of subjects intended to strengthen or maintain competency in technical, managerial (business), or ethical fields.

Table of Contents

I. Licensure and Certification

A. Professional Engineer License Requirements	3
B. Professional Land Surveyor License Requirements	4
C. Engineer Intern Certification Requirements	5
D. Land Surveyor Intern Certification Requirements	6

II. Renewals, Reinstatements, and Retired Licenses

A. Renewals	7
B. Reinstatements	7
C. Retired Licenses	7
D. Active-Duty Military	7
E. Hardship Waivers	7

III. Continuing Education

A. Definition of a Professional Development Hour (PDH)	8
B. Calculating Hours	8
C. Definition of a Continuing Education Unit (CEU)	8
D. Professional Development Hour Requirements	8
E. Qualifying Topics for Professional Development	9
F. Chart of Qualifying Professional Development Activities	10
G. Details of Qualifying Professional Development Activities	11
H. Non-Qualifying Activities	13
I. Recordkeeping	13
J. Delegated Authority	13
K. Audit Procedures	14

I. Licensure and Certification

A. Professional Engineer License Requirements

Relevant Idaho Code Citations: [54-1212](#), [54-1213](#), & [54-1214](#); Administrative Rules: [24.32.01.100.02.a-b & d](#)

1. Education.

Graduation from a four-year engineering program or a related-science bachelor's degree program:

- Engineering programs accredited by the following organizations have **unconditional approval**:
 - Engineering Accreditation Commission (EAC) of ABET, Inc.
 - Canadian Engineering Accrediting Board
 - U.K. Engineering Council
- Engineering programs or related-science bachelor's degree programs **not accredited** by the above organizations **must meet the following conditions**:
 - 32 college credit hours of higher mathematics and basic sciences*
 - 12 college credit hours in a general education component*
 - 48 college credit hours of engineering science and/or engineering design courses*
 - Provide transcripts from the educational institution showing successful completion of the required courses.

*Refer to [Rule 100.02.b](#) for additional details on the specific coursework required.

2. Exams.

Earn passing scores on the national examinations:

- Fundamentals of Engineering Examination (FE Exam)
- Principles and Practice of Engineering Examination (PE Exam)

The exams must be scheduled through the National Council of Examiners for Engineering and Surveying (NCEES) at ncees.org/exams.

3. Experience.

Four years of progressive experience in engineering work **following** graduation from a four-year engineering program or a related-science bachelor's degree program. For each employer, provide the following:

- Employer name and contact information
- Supervisor name and Idaho PE license number (optional)
- Start and end dates
- Explanation of job duties as they relate to engineering

4. References.

Provide five (5) references. At least three (3) references must be licensed professional engineers who have personal knowledge of the applicant's engineering experience.

5. Additional Requirements.

- NCEES ID number
- Government-issued photo ID: Driver's license, state-issued ID, or passport
- Application fee

B. Professional Land Surveyor License Requirements

Relevant Idaho Code Citations: [54-1212](#), [54-1213](#), & [54-1214](#); Administrative Rules: [24.32.01.100.02.c](#)

1. Education. Graduation from a four-year surveying program:

- Surveying programs accredited by the following organizations have **unconditional approval**:
 - Engineering Accreditation Commission (EAC) of ABET, Inc.
 - Applied and Natural Science Accreditation Commission (ANSAC) of ABET, Inc.
 - Engineering Technology Accreditation Commission (ETAC) of ABET, Inc.
- Surveying programs or related-science programs **not accredited** by the above organizations **must meet the following conditions**:
 - 18 college credit hours of higher mathematics and basic sciences*
 - 12 college credit hours in a general education component*
 - 30 college credit hours of surveying science and/or surveying practice*
 - Provide transcripts from the educational institution showing successful completion of the required courses.

*Refer to [Rule 100.02.c](#) for additional details on the specific coursework required

2. Exams.

1. Earn passing scores on the national examinations:

- Fundamentals of Surveying (FS Exam)
- Principles and Practice of Surveying (PS Exam)

The national exams are scheduled through the National Council of Examiners for Engineering and Surveying (NCEES) at ncees.org/exams.

2. Earn a passing score on the Idaho Professional Land Surveying Examination. The exam is scheduled and administered by DOPL.

3. Experience. Four years of progressive combined office and field experience in land surveying work. **Two of the four years must be boundary survey experience.** For each employer, provide the following:

- Employer name and contact information
- Supervisor name and Idaho PLS license number (optional)
- Start and end dates
- Explanation of job duties as they relate to surveying

4. References. Provide five (5) references. At least three (3) references must be licensed professional land surveyors who have personal knowledge of the applicant's land surveying experience.

5. Additional Requirements.

- NCEES ID number
- Government-issued photo ID: Driver's license, state-issued ID, or passport
- Application fee

C. Engineer Intern Certification Requirements

Relevant Idaho Code Citations: [54-1212](#), [54-1213](#), & [54-1214](#); Administrative Rules: [24.32.01.100.02.a-b & d](#)

1. **Education.** Graduation from a four-year engineering program or a related-science bachelor's degree program:

- Engineering programs accredited by the following organizations have **unconditional approval**:
 - Engineering Accreditation Commission (EAC) of ABET, Inc.
 - Engineering Technology Accreditation Commission (ETAC) of ABET, Inc.
 - Canadian Engineering Accrediting Board
 - U.K. Engineering Council
- Engineering programs or related-science bachelor's degree programs **not accredited** by the above organizations **must meet the following conditions**:
 - 32 college credit hours of higher mathematics and basic sciences*
 - 12 college credit hours in a general education component*
 - 48 college credit hours of engineering science and/or engineering design courses*
 - Provide transcripts from the educational institution showing successful completion of the required courses.

*Refer to [Rule 100.02.c](#) for additional details on the specific coursework required

2. **Exams.** Earn a passing score on the national examination:

- Fundamentals of Engineering (FE Exam)
 - Exams must be scheduled through the National Council of Examiners for Engineering and Surveying (NCEES) at ncees.org/exams.

3. **Additional Requirements.**

- NCEES ID number
- Government-issued photo ID: Driver's license, state-issued ID, or passport

D. Land Surveyor Intern Certification Requirements

Relevant Idaho Code Citations: [54-1212](#), [54-1213](#), & [54-1214](#); Administrative Rules: [24.32.01.100.02.c](#)

1. Education. Graduation from a surveying program:

- Surveying programs accredited by the following organizations have **unconditional approval**:
 - Engineering Accreditation Commission (EAC) of ABET, Inc.
 - Applied and Natural Science Accreditation Commission (ANSAC) of ABET, Inc.
 - Engineering Technology Accreditation Commission (ETAC) of ABET, Inc.
- Surveying programs or related-science programs **not accredited** by the above organizations **must meet the following conditions**:
 - 18 college credit hours of higher mathematics and basic sciences*
 - 12 college credit hours in a general education component*
 - 30 college credit hours of surveying science and/or surveying practice*
 - Provide transcripts from the educational institution showing successful completion of the required courses.

*Refer to [Rule 100.02.c](#) for additional details on the specific coursework required

2. Exams. Earn a passing score on the national examination:

- Fundamentals of Surveying (FS Exam)
 - Exams must be scheduled through the National Council of Examiners for Engineering and Surveying (NCEES) at ncees.org/exams.

3. Additional Requirements.

- NCEES ID number
- Government-issued photo ID: Driver's license, state-issued ID, or passport

II. Renewals, Reinstatements, and Retired Licenses

A. **Renewals.** Licenses are renewed biennially and expire on the licensee's birthday.

Professional development hours/Continuing education hours are required for license renewal and are defined in **Section III, D. Professional Development Hour Requirements.**

B. **Reinstatements.** If a licensee does not renew by their expiration date, their license goes into Lapsed status. Before the license can be reinstated, they must provide proof of their continuing education. A lapsed license fee will be added to the regular license renewal fee.

C. **Retired Licenses.** Individuals can transition their license to the Retired status through their account in Online Services. Only licenses that are in Active status can be retired. Lapsed licenses must be brought to Active status before transitioning to Retired status.

D. **Active-Duty Military.** Idaho Code 67-2606 states that licensees who are actively engaged in military service are exempt from fees associated with renewal. During the period of such engagement, and for six (6) months following the discharge from service, the individual is not required to renew the license to maintain the license in good standing.

Upon receiving written notification that an individual who holds a license has been called to active military duty, and the licensing period would otherwise expire during the period of such active duty, DOPL will ensure the license is renewed, in the type and status currently held. The individual will not be required to pay a license renewal fee, complete continuing education requirements, or file a renewal application.

If an individual has paid a license renewal fee and is then called to active military duty, and the active duty commences on or before the renewal date, DOPL will, upon written notification, refund the full license fee paid for the period during which the individual is engaged in active duty. Refund requests must be received no later than six (6) months after the conclusion of active military duty. Requests made after the six (6) month period will not be considered.

E. **Hardship Waivers.** The Board will, at its discretion, consider requests to waive, extend, or otherwise modify the continuing education requirements for licensees. A licensee who wants to request a hardship waiver must submit a written request detailing the reason and good cause for the request, including appropriate supporting documentation, to the Board for consideration.

Upon receipt of the request and documentation, the matter will be placed on the agenda of the next regularly scheduled Board meeting for consideration and determination by the Board.

Licensees will be advised in writing within ten (10) business days of the Board's decision.

III. Continuing Education

The purpose of continuing education is to demonstrate a continuing level of competency for licensees.

A. Definition of a Professional Development Hour (PDH). A professional development hour (PDH) equals 50-60 minutes of instruction or content. Time for breaks and lunches cannot be counted.

Example: A course is advertised for 8:00 am – 4:00 pm. There is a 15-minute morning break, a one-hour lunch break, and a 15-minute afternoon break. The total PDHs for the course are 6.50 hours.

B. Calculating Hours. PDHs are reported in both one-hour and 30-minute increments:

- 50-60 minutes = 1.00 PDH
- 30-49 minutes = 0.50 PDH
- 1-29 minutes = No credit is given for professional development that is less than 30 minutes

C. Definition of a Continuing Education Unit (CEU). Some educational entities use the term CEU to report educational offerings. The calculation when CEUs are used is as follows.

- 1.0 CEU = 10 contact hours
- 0.1 CEU = 1 contact hour

Examples: 0.05 = 30 minutes, 0.7 CEU = 7 hours, 3.0 CEU = 30 hours, 4.4 CEU = 44 hours

D. Professional Development Hour Requirements. The requirements differ between professional engineers and professional land surveyors. Review the chart below to understand the requirements.

	Biennial Education Requirements	Education Carryover Allowances
Professional Engineer	12 hours annually, OR 24 hours each biennial renewal cycle	Carryover up to 30 hours for the <u>next</u> renewal cycle
Professional Land Surveyor	15 hours annually, OR 30 hours each biennial renewal cycle	Carryover up to 30 hours for the <u>next</u> renewal cycle

E. Qualifying Topics for Professional Development. Licensees are encouraged to select meaningful professional development activities.

When considering activities, aim for topics and content that fall under one of the following three (3) areas:

- **Technical Skills and Knowledge.** A course or activity that will maintain, improve, or expand the technical skills and knowledge relevant to the licensee's field of practice.
- **Ethics.** A course or activity with content related to any of the following:
 - The awareness of ethical concerns and conflicts
 - An enhanced familiarity with the codes of conduct
 - An understanding of standards of practice or care
- **Business-Related.** A course or activity with content areas related to principles of business, management, and economics, or other similar topics, aimed at maintaining, improving, or expanding the skill set and knowledge relevant to the licensee's field and methods of practice.

Consider the following when choosing any activity:

- Does the course have a clear purpose with stated and relevant learning objectives or goals provided to the learner at the beginning of the activity?
- Is it educational in nature?
- Is the topic and content relevant to the practice of engineering or surveying?
- Is the course and content technically accurate and effectively designed?
- Does the provider regularly review the content as demonstrated by a development/revision date?
- Do opportunities exist for engagement between a learner and the instructor, between fellow learners, and with the content?
- Are there methods for assessing learning outcomes throughout or at the end of the activity?
- Is it developed and delivered by qualified subject matter experts?
- Does it have proven benefits for the chosen field(s) of practice?

F. Chart of Qualifying Professional Development Activities. The chart below summarizes qualifying activities, the required proof of completion, and the Professional Development Hours (PDHs) that can be earned. See **Section G. Details of Qualifying Professional Development Activities** for more detailed information on each activity.

Qualifying Activities	Proof of Completion	PDHs
College and university courses	Certificates or transcripts	<ul style="list-style-type: none"> • 1 semester credit: 45 PDH • 1 quarter credit: 30 PDH
Correspondence programs	Certificates or transcripts	1 PDH per hour
Distance Education: Courses, tutorials, presentations, and workshops in the following formats: <ul style="list-style-type: none"> • Remote • Hybrid • Online 	Certificates or transcripts	1 PDH per hour
Live Education: Courses, workshops, or professional or technical presentations that are in-house, at meetings, conventions, conferences, or educational institutions	Certificates, transcripts, or sign-in sheets	1 PDH per hour
Teaching credits*: Presenting at seminars, in-house courses, workshops, or professional or technical presentations at meetings, conventions, conferences, or educational institutions. *FIRST OFFERING ONLY	A copy of the course syllabus or published course schedule	Twice the PDH of the course Example: For a class that earns 2 PDH, the instructor earns 4 PDH.
Certified Federal Surveyor (CFedS) courses	Certificates or transcripts	1 PDH per hour
Published papers, articles, and books in the area of professional practice	Preprint copy or copy of the book, article, or paper	<ul style="list-style-type: none"> • Peer-reviewed paper or book: 10 PDH • Published papers or articles: 5 PDH
Officer or committee member of a professional or technical society	Service verification letter from the organization	2 PDH allowed per organization
Membership in professional and technical societies	Purchase receipt showing the dates of membership	1 PDH per organization (Max 2 PDH per renewal cycle)
Patents	Copy of patent	10 PDH
Outreach activities: Focus on activities for K-12 learners or higher education	Service verification letter from the organization	1 PDH per hour (Max 3 PDH per year)
Attend a Board of Professional Engineers and Land Surveyors board meeting IN-PERSON	Sign in and out of the board meeting attendance sheet	1 PDH per hour

G. Details of Qualifying Professional Development Activities.

- 1. College and University Courses.** To qualify for this credit, a course **MUST** be offered regularly, and an assessment with a passing grade **MUST** be required. The courses should be taken from a college/university or program that holds appropriate accreditation.

- **Semester credit hour = 45 PDHs per credit**

One semester credit hour generally consists of 15 class meetings of 50–55 minutes (15 PDHs). Twice as much study time as class time is required, so 30 PDHs are earned per credit hour.

Example: A three-credit semester course earns 135 PDHs: (45 PDHs/credit x 3 credits = 135)

- **Quarter credit hour = 30 PDHs per credit**

One quarter credit hour generally consists of 10 class meetings of 50–55 minutes (10 PDHs). Twice as much study time as class time is required, so 20 PDHs are earned per credit hour.

Example: A three-credit quarter course earns 90 PDHs: (30 PDHs/credit x 3 credits = 90)

Proof of Completion: Provide the transcript of the completed course from the college or university

- 2. Distance Education: Courses, Tutorials, Presentations, Workshops, and Correspondence Programs.** The activity must be educational in nature, relevant to the practice of engineering or surveying, and meet the criteria of at least one of the qualifying topics. Distance education courses **MUST** be delivered in one of the following formats:

- **Remote (Synchronous):** Course is presented by an instructor and attended by learners via a virtual platform at the same time; considered a “live presentation.”
- **Hybrid (Synchronous):** Course is presented by an instructor with some learners attending in person and some learners attending via a virtual platform; considered a “live presentation.”
- **Online (Asynchronous):** Course is delivered via a learning management system (LMS); the instructor and learner are separated by both distance and time; also called a “distance learning course.”
- **Blended (Synchronous and Asynchronous):** The course consists of a combination of remote or live attendance and coursework completed at the learner’s own pace.

Proof of Completion: Certificate of completion, transcript, or copy of the sign-in sheet

- 3. Live Education: Courses, Tutorials, Workshops, Professional or Technical Presentations.** The activity must be educational in nature, relevant to the practice of engineering or surveying, and meet the criteria of at least one of the qualifying topics.

Examples of live, in-person events include: Courses, workshops, or professional or technical presentations. The activities can be in-house, at meetings (where the purpose of the meeting is to provide education), conventions, conferences, or educational institutions.

Proof of Completion: Certificate of completion, transcript, or copy of the sign-in sheet

- 4. Teaching and Instructing.** Teaching or instructing courses, seminars, webinars, and tutorials earns twice the PDHs as that of the learner. For example, a licensee who teaches a four-hour course (4 PDHs) will earn 8 PDHs.

Teaching credit is valid only for the first offering or presentation. Full-time faculty may **NOT** claim teaching credit associated with their regular duties.

Proof of Completion: A copy of the course syllabus or published course schedule

- 5. Published Papers, Articles, or Books.** The author **MUST** have their work published before credit can be claimed. The publication **MUST** be in their area of professional practice.

- **Peer-reviewed paper, article, or book:** 10 PDHs earned for each peer-reviewed paper, article, or book in the licensee's area of professional practice
- **All other published papers or articles:** 5 PDHs earned for each paper or article in the licensee's area of professional practice.

Proof of Completion: A copy or pre-print copy of the paper, article, or book

- 6. Participation or Membership in Professional and Technical Societies.** This activity is intended to encourage licensees to participate fully in appropriate technical and professional societies for engineers and land surveyors. Contact with one's peers is considered one way of staying current on topics, issues, technical developments, ethical situations, and learning opportunities.

Examples of societies include: American Society of Civil Engineers (ASCE), Institute of Electrical and Electronics Engineers (IEEE-USA), National Society of Professional Surveyors (NSPS), Idaho Society of Professional Land Surveyors (ISPLS), and Idaho Society of Professional Engineers (ISPE).

Participation or membership in civic or trade organizations does **NOT** qualify.

- **Participation in a Society:** Licensees can earn 2 PDHs per organization if they are an officer or committee member who actively participates within the organization or committee.

Proof of completion: Letter from organization verifying service

- **Membership in a Society:** Licensees can earn 1 PDH per organization with a maximum of 2 PDHs per year.

Proof of Completion: Receipt or form showing membership and the dates of membership

- 7. Patents.** The invention **MUST** be related to engineering or surveying professions. Licensees can earn 10 PDHs after a patent is issued.

Proof of Completion: Submit patent and details

- 8. Outreach Activities.** To qualify for credit, the activity must focus on helping learners in K–12 or higher education understand the importance of professional licensure or on discussing and promoting the surveying/engineering professions as a career choice.

Credit of 1 PDH is earned for each hour of activity. A maximum of 3 PDHs can be claimed for outreach activities each year.

Proof of Completion: Letter from organization verifying service

9. Attend a Professional Engineer and Land Surveyor Board Meeting. To qualify for credit, licensees must attend the entire meeting **IN PERSON** (or until dismissed by the Board Chair). Access the DOPL board meeting calendar here: dopl.idaho.gov/calendar/.

Credit of 1 PDH is earned for each hour of the meeting. The Board Chair determines the hours earned.

Proof of Completion: Sign in and out of the meeting to confirm attendance. DOPL Education staff will add the meeting and hours to licensees' education records.

H. Non-Qualifying Activities. The following examples are provided to further clarify continuing education activities. These activities **DO NOT** qualify for continuing education.

- Self-study or home-study
- Regular employment
- Real estate licensing courses
- Personal, estate, or financial planning
- Personal self-improvement
- Service club meetings or activities
- Equipment demonstrations or trade show displays
- Exam prep courses, except for courses in the Certified Federal Surveyor (CFedS) Program
- Repetitive attendance (or teaching) of the same course
- Attending committee meetings or general business meetings, including meetings of the Board of Professional Engineers and Land Surveyors, where the purpose of the meeting is something other than providing education
- Listening to podcasts, watching videos, and other similar activities for personal use
- Conversational language courses for personal use
- Any activity developed or presented for the main purpose of selling products or services.

I. Recordkeeping. Licensees are responsible for obtaining the required documentation to verify their participation in and completion of continuing education activities in the event of an audit.

Records of continuing education must be maintained for a minimum of four (4) years, which includes the renewal period immediately preceding the licensee's current licensing period and the current licensing period. See **Section III, F and G** for information on the required documentation for each activity.

IMPORTANT NOTE: Activity logs completed by the licensee are **NOT** accepted as proof of attendance at a qualifying professional development activity.

J. Delegated Authority. DOPL Staff are authorized by the Board of Professional Engineers and Land Surveyors to accept proof of completion documentation in satisfaction of the PDH requirements outlined within this policy, so long as the activity clearly fits the criteria outlined in **Section III, E and G**.

If there is a question about whether an activity meets the qualifying criteria, or if the licensee does not agree with DOPL Staff's determination of a matter, then the licensee's documentation will be placed on the agenda of the next regularly scheduled Board meeting for consideration and determination by the Board.

Licensees will be advised in writing within ten (10) business days of the Board's decision.

K. Audit Procedures. Auditing a percentage of continuing education records is an essential requirement to ensure compliance. Auditing helps the Board to verify that the law and rules are being met and to identify any communication problems between the Board and its licensees.

Official audits are conducted after each renewal period. The Board audits 5% of licensees. They are selected by generating random license numbers or by other random processes. Each selected licensee is asked to furnish evidence of attendance at the listed activities and is given a 30-day window to supply the necessary documentation.

Additionally, any licensee who provides a negative attestation concerning their continuing education at renewal will also be audited.

The Board also audits individuals who are the subject of an active investigation, have renewed late, or are reinstating a lapsed license.

If the licensee timely responds to the audit letter and provides proof of sufficient continuing education hours, then the Staff will notify the licensee of fulfillment of the audit requirements via a compliance letter, and the audit will be closed.

If the licensee was not compliant at the time of the CE audit but has subsequently come into compliance during the CE audit process, or if Staff determines that the licensee knowingly falsely attested to having completed the continuing education, the file will be transferred to the Investigations Unit for further handling.

**Idaho Division of Occupational & Professional Licenses
Board of Professional Engineers and Land Surveyors**

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