

DEPARTMENT OF REGULATORY AGENCIES

State Board of Licensure for Architects, Professional Engineers, and Professional Land Surveyors

~~BYLAWS AND RULES OF THE STATE BOARD OF LICENSURE FOR ARCHITECTS,~~ PROFESSIONAL ENGINEERS, AND ~~PROFESSIONAL LAND SURVEYORS~~ RULES AND REGULATIONS

4 CCR 730-1

[Editor's Notes follow the text of the rules at the end of this CCR Document.]

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1.2 Abbreviations and Definitions

Terms defined in Title 12, Article 120, Colorado Revised Statutes, and used in these Rules shall have the same meaning as set forth in the statutes.

A. Abbreviations

ABET _____ Accreditation Board for Engineering and Technology

ANSAC _____ Applied Natural Science Accreditation Commission

ARE _____ The current Architect Registration Examination, prepared by NCARB

AXP _____ Architectural Experience Program (Developed by NCARB and required by US jurisdictions to record professional experience)

~~B.L.M.~~ _____ Bureau of Land Management

CAB _____ Canadian Accreditation Board

CACB _____ Canadian Architectural Certification Board

CEH _____ Continuing Education Hour

C.R.C.P. _____ Colorado Rules of Civil Procedure

C.R.S. _____ Colorado Revised Statutes

EAC _____ Engineering Accreditation Commission

~~ECPD~~ _____ ~~Engineers' Council of Professional Development~~

EI _____ Engineer-Intern

ETAC _____ Engineering Technology Accreditation Commission

FE _____ Fundamentals of Engineering Examination

G-L-O _____ General Land Office

~~IDP - Intern development program established by the IDP Coordination Committee (NCARB and other collaborative organizations)~~

ILC _____ Improvement Location Certificate

ISP _____ Improvement Survey Plat

LEED _____ Leadership in Energy and Environmental Design

LSI _____ Land Surveyor Intern

LSP _____ Land Survey Plat

NAAB _____ The National Architectural Accrediting Board

NCARB _____ The National Council of Architectural Registration Boards

NCEES _____ National Council of Examiners for Engineering and Surveying

NSPS _____ National Society of Professional Surveyors

PE _____ Professional Engineer

PLS _____ Professional Land Surveyor

PLSM _____ Public Land Survey Monument

PLSS _____ Public Land Survey System

RAC _____ Related Accreditation Commission

B. Definitions in Alphabetical Order

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17. Signature. The term signature shall include the terms “manual signature” and “electronic signature” and shall be defined as follows.

a. Manual Signature. A manual signature is the handwritten name of a person applied to a document that identifies the person, serves as a means of authentication of the contents of the document, provides responsibility for the creation of the document and provides for accountability for the contents of the document.

b. Electronic Signature. An electronic signature is a digital authentication process attached to or logically associated with an electronic document and shall carry the same weight, authority, and effects as a manual signature. The electronic signature, which can be generated by using either public key infrastructure or signature dynamics technology, must be as follows.

(1) Unique to the person using it.

(2) Capable of verification.

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- (3) Under the sole control of the person using it.
 - (4) Linked to a document in such a manner that the electronic signature is invalidated if any data in the document are changed.

Public Key Infrastructure (PKI) is a technology for authenticating users and devices in the digital world where one or more trusted parties digitally sign documents certifying that a particular cryptographic key belongs to a particular user or device. The key can then be used as an identity for the user in digital networks.

Signature Dynamics Technology is a commercial eSignature software application solely dedicated to the secure routing, authentication and verification of electronic signatures including an audit trail, which functions to dynamically capture all signature events throughout the eSignature process.

1.3 Rules of Conduct

A. Licensees Shall Hold Paramount the Safety, Health, and Welfare of the Public in the Performance of Their Professional Duties.

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3. **Responsibility for Seal.** Licensees shall be ~~the only individuals authorized to use their own seals and shall be~~ personally and professionally responsible and accountable for the care, custody, control, and use of their seals.

a. **Responsibility for Monument Caps.** A professional land surveyor shall be held reasonably responsible for maintaining control of any unused monument caps bearing his/her license number.

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9. **Reporting Felony Convictions.** Licensees shall inform the Board, in a manner set forth by the Board, within forty-five days of the conviction of the licensee of a felony under the laws of any State or of the United States.

a. The conviction of the licensee of a felony under the laws of any State or of the United States is grounds for discipline pursuant to sections 12-120-206(1)(c), 12-120-306(1)(c), and 12-120-406(1)(c), C.R.S.

b. For purposes of this Rule, a "conviction" includes:

- (1) A guilty verdict;
- (2) A plea of guilty accepted by the court; or
- (3) A plea of nolo contendere (no contest) accepted by the court;

c. The notice to the Board shall include the following information:

- (1) The court;
- (2) The jurisdiction;

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- (3) The case name;
 - (4) The case number;
 - (5) A description of the matter or a copy of the indictment or charges; and
 - (6) The date of conviction.
- d. The licensee shall inform the Board of the following information within forty-five days of such occurrence:
 - (1) The imposition of sentence for the felony conviction; and
 - (2) The completion of all terms of the sentence for the felony conviction.
 - e. The licensee notifying the Board may submit a written statement with any notice under this Rule to be included in the licensee's record.
 - f. This Rule shall apply to any conviction or plea that occurs on or after January 1, 2010.

10. **Reporting Disciplinary Action in Another Jurisdiction.** Licensees shall inform the Board of the licensee's violation of any law or regulation governing the practice of architecture, engineering, or land surveying in another state or jurisdiction. Notification shall be submitted to the Board:

- a. Within forty-five days of the effective date of the final action in another state or jurisdiction;
- b. In writing; and
- c. Shall include a copy of the final order or document from the jurisdiction imposing the discipline.

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C. Licensees Shall Issue Professional Statements Only in an Objective and Truthful Manner.

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3. **Identification of Interested Parties.** Licensees shall not issue professional statements on technical matters that are initiated or paid for by interested parties, unless the licensees have prefaced their statements by explicitly identifying the interested parties on whose behalf they are speaking, and by revealing the existence of any interest the licensees may have in the matters.

- a. **Licensees Assistance with Applications.** Licensees shall not assist with the application for a license of an individual known by the licensee to be unqualified with respect to education, practical or professional experience, or character.

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D. Licensees Shall Act in a Professional Manner for Each Employer or Client and Shall Avoid Conflicts of Interest.

This Rule shall include, but not be limited to, the following:

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6. **Solicitation or Acceptance of Compensation.** Licensees shall not solicit or accept financial or other valuable consideration^s, directly or indirectly, from contractors, their agents, or other parties in connection with work for employers or clients for which the licensee is responsible, unless the circumstances are fully disclosed to, and agreed to, by all interested parties.

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E. Licensees Shall Avoid Improper Solicitation of Professional Employment.

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2. **Recommendations and Employment.** Licensees or their associates shall not compensate or give anything of substantial value to a person or organization¹⁷, ~~except for a disclosed sales representative,~~ in order to obtain a recommendation for, or secure or retain employment by a client.

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1.4 Rules of Administrative Procedure

All of the Rules in Section 1.4 apply to all architecture, engineering, and land surveying applicants, examinees and licensees unless noted otherwise.

A. Applications

1. **Complete Applications.** A complete application requires that an applicant submit the application, the required fee, and all required documentation as set forth in the Board's published application procedures. Required documentation includes that which the applicant is responsible for submitting and any other documentation that may be required from other sources to support the applicant's file. Any application not complying with these procedures shall be deemed incomplete and the applicant shall be so notified.

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- g. **Endorsement Applications.** Applicants currently in good standing in another jurisdiction may apply for licensure as an architect, professional engineer or professional land surveyor based upon endorsement from the jurisdiction where licensure was originally obtained.

To obtain a license by endorsement, an applicant must qualify for licensure under the provisions of sections 12-120-213(1)(a), 12-120-313(1)(a), or 12-120-413(3), C.R.S., and submit an application according to the Board's published application procedures. Written or electronic verifications must be received from the jurisdiction where licensure was originally obtained indicating how the applicant qualified for licensure and the status of his/her license.

If the applicant's license is no longer active in the jurisdiction where licensure was originally obtained, the applicant shall do one of the following in order to be considered for endorsement:

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- (1) Bring his/her license into active status with the jurisdiction where licensure was originally obtained prior to application with this Board.
 - (2) Provide verification of an active license from a second state licensing board or jurisdiction and disciplinary history from the jurisdiction where licensure was originally obtained, if the applicant is currently licensed by another state board or jurisdiction.

28. Licensure by Endorsement from a Foreign Country. When an applicant seeks licensure by endorsement based on a certificate of licensure, or its equivalent, issued by a proper authority in a foreign country, the applicant shall:

- a. Provide information as to the licensure standards in effect in that country at the time the certificate of licensure, or its equivalent, was issued, with a certified translation in English.
- b. Provide information to the Board's satisfaction, that the foreign country issuing applicant's license requires or required qualifications that are or were substantially equivalent pursuant to sections 12-120-213(1)(a), 12-120-313(1)(a) and (b), and 12-120-413(3), C.R.S.; and,
- c. Meet the experience requirements of Board Rule 1.4(D)(1), 1.4(F)(1)(j), or 1.4(F)(2)(e), respectively.

39. Applicants for Licensure Who Have Passed Required NCARB and NCEES Examinations in Another State. Applicants who have passed the required NCARB or NCEES examinations but have not yet completed the licensing process begun in another state may make application to the Colorado Board. The applicant must meet the current licensing requirements in Colorado. It is the applicant's responsibility to request written or electronic verification from the state in which the applicant completed the NCARB or NCEES examinations. If the Colorado Board determines that the applicant qualifies for licensure, the applicant's original state of licensure will be Colorado.

419. Military Experience. The Board may accept and apply toward licensure such education, training, or service completed in military service outlined in section 12-20-202(4), C.R.S., if the Board determines such education, training or service is substantially equivalent to that which would have been gained in the civilian sector doing similar work to the qualifications otherwise applicable at the time of receipt of application. It is the applicant's responsibility to provide timely and complete evidence for review and consideration. Satisfactory evidence of such education, training, or service will be assessed on a case-by-case basis.

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F. Engineering and Land Surveying Application Criteria

1. **Progressive Engineering Experience Criteria.** In evaluating experience to determine if it is progressive engineering experience, the following will be considered:

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- d. **Teaching Experience.** Teaching experience must be in engineering or engineering-related courses at a junior, senior, or graduate-level in a college or university offering an engineering program of four years or more that is approved by the Board. Experience as a full-time instructor or at a higher level, in a Board-

~~approved engineering curriculum, may be considered as progressive engineering experience at the discretion of the Board.~~

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2. **Progressive Land Surveying Experience Criteria.** In evaluating experience to determine if it is progressive land surveying experience the following will be considered:

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- e. **Foreign Experience.** Two years of the required experience shall demonstrate knowledge of United States ~~codes and~~ laws and shall have been obtained:
- (1) In the United States; or,
 - (2) Under the supervision of a land surveyor licensed by a United States jurisdiction.

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G. Educational Credit for Engineering and Surveying Applicants

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2. **Surveying Education**

- a. **Board-Approved Surveying Degree of Four or More Years.** Pursuant to sections 12-120-311(2)(b) and 12-120-313(2)(b)(I)(A), C.R.S., a Board-approved surveying curriculum of four or more years shall be one that has been accredited by ABET/ANSAC or as otherwise approved by the Board.

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H. Examinations

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2. **Sequencing and Validity of Examinations.**

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c. **Surveyor Examinations**

- (1) An applicant for licensure as a professional land surveyor will not be permitted to take the Principles and Practice of Surveying Examination and the State Specific Surveying Examination until the Fundamentals of Surveying Examination has been passed.
- (2) Passage of the NCEES examinations ~~and the State Specific Surveying Examination~~ is valid indefinitely.
- (3) The passing score of an applicant's Colorado state specific land surveying examination is valid for licensing purposes for a period of no

more than two years commencing with the date of notification of the passing score. Within such time, if the applicant does not also pass the NCEES principles and practice of land surveying examination, said applicant must retake the Colorado state specific land surveying examination and pay the re-examination fee.

(4) A licensee whose Professional Land Surveyor license has expired for more than six years, shall be required to re-take the Colorado State Specific Surveying Examination, in addition to all other current requirements for a complete reinstatement application at the time of submittal.

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I. Licenses.

1. Reinstatement of Expired or Retired Licenses.

a. **Reinstatement of Expired or Retired Licenses Two Years or Less.** An expired or retired license may be reinstated by submitting a reinstatement application and fee.

(1) **Reinstatement of Expired or Retired Licenses Two Years or Less for Architects ONLY.** In addition to the requirements set forth in Board Rule 1.4(l)(1)(a), an expired or retired architect license may be reinstated by obtaining-providing documentation for twelve CEHs for calendar year while their license was active, and an additional twenty-four CEHs as set forth in Board Rule 1.4(l)(3)(a), acquired within the two years immediately preceding the date the application was received.

(a) **Repealed.**

b. **Reinstatement of Expired or Retired Licenses More Than Two Years.** Pursuant to sections 12-120-214(4), 12-120-314(4), and 12-120-415(3), C.R.S., a licensee whose license has expired or been retired for more than two years must prove to the Board that he/she has maintained an active license in another jurisdiction or otherwise is still competent to practice architecture, engineering and/or land surveying. The licensee must complete and submit a reinstatement application that includes reference forms for the period the license has been expired or retired, that verify his or her work experience during that time, and pay a fee. The Board will then determine whether or not the licensee has remained competent to practice in the profession and should be reinstated. The Board has the discretion to require further examination and/or education of licensees who do not otherwise demonstrate active practice or competence.

(a1) **Reinstatement of Expired or Retired Licenses More Than Two Years for Architects ONLY.** In addition to the requirements set forth in Board Rule 1.4(l)(1)(b), an expired or retired architect license may be reinstated by obtaining twenty-four CEHs, as set forth in Board Rule 1.4(l)(3)(a1), acquired within the two years immediately preceding the date the application was received.

(+a) **Repealed.**

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3. **Renewal of Licenses.**

a. **Architects**

(1) **Reserved**

(2) **Continuing Education Requirements for Renewal.**

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(d) **Continuing Education Hour (CEH).** One CEH shall consist of fifty to sixty minutes of continuous actual educational instruction, presentation, or activity, spent in structured educational activities intended to increase or update the architect's knowledge of, and thereby become more competent in, technical and professional subjects related to the practice of architecture to safeguard the public's health, safety, and welfare.

An activity must be a minimum of one CEH. Above this one CEH, an activity of an additional fifteen minute increments may be credited and will equal .25 CEH (i.e. a seventy-five minute activity = 1.25 CEH).

(e) **Credit Required for License Renewal.** Architects shall complete a minimum of twelve CEHs during each calendar year.

Licenses expire October 31, in odd numbered years. The reporting period for CEHs in order to renew a license is the even calendar year prior to the year in which the license expires and the odd calendar year in which the license expires.

CEHs may be acquired at any location and need not be acquired within Colorado.

(i) If Licensed in Colorado:	Colorado Continuing Education CEHs Required	
	Even Calendar Year	Odd Calendar Year
Before January 1, Even Year	12	12

(ii) If <u>initially</u> Licensed by Endorsement in Colorado:	Colorado Continuing Education CEHs Required	
	Even Calendar Year	Odd Calendar Year
January 1 through December 31, Even Year	12	12
January 1 through July 3, Odd Year <u>and</u> licensed in Endorsing State before or in the Even Year	Endorsing State's CE Requirements	12
January 1 through July 3, Odd Year <u>and</u> also licensed in endorsing state in the same odd year	0	12
July 4 through December 31, Odd Year*	Does Not Apply*	Does Not apply*

(iii) If License was Reinstated/ Reactivated in Colorado:	Colorado Continuing Education CEHs Required	
	Even Calendar Year	Odd Calendar Year
January 1 through December 31, Even Year	12	12
January 1 through July 3, Odd Year <u>and</u> holds other active licenses in the Even Year	Met All Active License CE Requirements	12
January 1 through July 3, Odd Year <u>and</u> holds no other active licenses in the Even Year	0	12
July 4 through December 31, Odd Year*	Does Not Apply*	Does Not Apply*

(iv) If Licensed by exam /transfer of grades in Colorado:	Colorado Continuing Education CEHs Required	
	Even Calendar Year	Odd Calendar Year
January 1 through October 31, Even Year	12	12
November 1, Even Year through July 3, Odd Year (Board Rule 1.4.(l)(3)(a)(2)(m))	0	0
July 4 through December 31, Odd Year*	Does Not Apply*	Does Not Apply*

*Not subject to renewal during the same year licensed, expiration date will be the next odd year renewal.

- (f) **Repealed**
- (g) **~~Prior~~ Carryover of CEH Credit.** Excess CEHs may not be credited to a past or future renewal period or calendar year requirements.
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- (k) **Acceptable Continuing Education Activities.** The Board deems the following types of activities to be acceptable:
 - (i) Academic Coursework. One semester credit hour may be counted for a maximum of fifteen CEHs. One quarter credit hour may be counted for a maximum of ten CEHs. One semester credit hour for audited classes may be counted for a maximum of eight CEHs; one quarter credit hour for audited classes may be counted for a maximum of five CEHs. Academic coursework shall be completed at a U.S. regionally accredited college or university.
 - (ii) Formal Certificate Programs, e.g. Historic Preservation, Health & Wellness, Architectural Acoustics, Urban Design, LEED.
 - (iii) In-house programs. These may be activities developed internally or externally, e.g. by employers or vendors.

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- (iv) Lecture, Seminar, Workshop. HSW subjects for architects are offered by organizations such as NCARB, AIA, CSI, ACEC, etc. CEHs are awarded as established by the recognized continuing education provider.
 - (v) ~~Research. CEHs are available for conducting professionally relevant research that is documented by publication of a journal article or writing of a technical or summary report. Credit for this activity cannot also be obtained for publishing.~~ Repealed.
 - (vi) ~~Teaching, p~~Presentations. CEHs shall be awarded for the initial ~~class or~~ presentation only. Credit is available for either ~~teaching/~~presentation OR preparation.
 - (vii) Publishing a relevant technical article, chapter, or book. These require placement in a journal, periodical, or book with a peer review process that is technically-oriented, not marketing-oriented.
 - (viii) Self-Study - Structured. These may be printed or online materials, CDs or DVDs containing continuing education activities the architect completes individually.
 - (ix) ~~Mentoring programs require a formal contract between mentor and mentee with specific learning objectives, timeline, milestones, and reported outcomes. Formal mentoring programs are also available through associations, e.g. AIA, NCARB, NCEES, ACEC, CSI, and the USGBC.~~ Repealed.
 - (l) **Unacceptable Continuing Education Activities.** The Board deems the following to be unacceptable:
 - (i) Computer-aided drafting classes;
 - (ii) Serving on federal, state, or municipal boards or commissions;
 - (iii) Rendering pro bono services;
 - (iv) Faculty at college, university, or other educational institutions shall not receive teaching credit for teaching their ~~regularly~~-assigned courses ~~beyond the initial class~~;
 - (v) Participation on a public, professional, or technical society board;
 - (vi) Attendance at licensing or registration board meetings or any other professionally relevant board or committee meetings;
 - (vii) Participating in or attending exhibit poster sessions;
 - (viii) Residency or fellowship training programs;

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- (ix) Any activity that does not include a structured educational effort with a process or procedure to demonstrate whether the architect retained the material presented.

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- (n) **Record keeping.** CEHs shall be documented. The documentation shall be maintained by the architect for six years from the date of award and contain no less than the following information:

- (i) Architect name;
- (ii) ~~Activity type of acceptable continuing education activity per Rule 1.4(l)(3)(a)(2)(k);~~
- (iii) Activity location and date(s);
- (iv) Activity title and description of content and objectives;
- (v) Sponsor/Continuing Education Provider (e.g. organization, institution, association, employer, vendor, publication) name and contact information;
- (vi) Instructor/speaker name, as applicable;
- (vii) Monitor/Facilitator/Mentor name and contact information, as applicable;
- (viii) Demonstration of whether the architect retained the material presented;
- (ix) Number of CEHs; and,
- (x) A declaration that the CEHs are considered HSW.

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- (q) **Audits.** Documentation of CEHs may be audited by the Board for verification of compliance with these requirements at any time.

If the Board disallows any CEHs then the licensee shall have sixty days from notice of such disallowance to:

- (i) Provide further evidence that the disallowed CEHs meet the criteria established by these Rules; or,
- (ii) Provide documentation of having completed additional CEHs during the required time frame, or,
- (iii) ~~Remedy-Request the Board allow other CEH to apply towards the disallowance and/or deficiency by completing the required number of CEHs-~~ (but such

CEHs shall not again be used for any other calendar year requirement including the next renewal period and/or reinstatement).

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K. Name and Address Changes.

Licensees shall inform the Board in writing of any name, address, telephone, or email change within thirty days of the change. Notification shall be in writing or through the Board's secure online system. The Board will not change a licensee's information without explicit written notification from the licensee. Notification by any manner approved by the Board is acceptable.

1. **Acceptable Documentation for Name and Social Security Number Changes.** The Board requires one of the following forms of documentation to change a licensee's name or social security number:

- a. Marriage license;
- b. Divorce decree;
- c. Court order; or,
- d. A driver's license or social security card with a second form of identification that is acceptable at the discretion of the Director of Support Services Division of Professions and Occupations.

1.5 Rules of Professional Engineering Practice

A. Sealing Requirements for Professional Engineers

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2. **Seal Application.** A manual or electronic seal must be applied to either the final reproducible, the final reproduction, ~~or~~ the final electronic record document, or record set of all of the following:

- a. Each sheet of engineering drawings; or,

(1) An electronic seal on the cover page(s) of a set of drawings.

(a) The cover page(s) shall contain the identical sheet border, title block and project title as the remaining pages of the set of drawings.

When opting to seal only the cover page(s) of a set of drawings, a notation shall be included in the title block of every page noting that all seals for the set of drawings are applied to the cover page(s).

(b) All pages in the set of drawings shall be numbered, including the cover page(s).

(c) Electronic seals affixed to the cover page(s) of the set of drawings must adhere to all requirements of Board Rules, including a

statement of the scope of work and, if relevant, page numbers associated with the scope.

(d) If electronically sealing on the cover page(s), Signature Dynamic Technology shall be used.

- b. The cover page(s), title page(s), ~~or~~ table of contents of specifications bound in book form.
- c. The title page(s) of details bound in book form and prepared specifically to supplement project drawings.
- d. The title page(s) or signature page of engineering reports.

3. **Signature and Date Required.** The manual or electronic signature of the licensee and date of signature shall be affixed to the document. The signature of the licensee and date of signature shall appear through the seal.

a. ~~Signature May Be Required By Public Agencies. A public agency may require a manual or electronic signature of the licensee on reproductions~~Repealed.

4. **Sealing Documents That Are Not Final.** When a licensee seals engineering documents that are not final, the status of the engineering documents must be identified as preliminary. Further qualifying descriptors may be added, e.g. "for review," ~~"not for construction", "for bid only".~~

5. **Limiting Scope of Responsibility.** When a licensee signs and seals a document, the licensee is responsible for the entire document unless the licensee limits the seal to one or more disciplines (e.g. civil, structural, mechanical, etc.) shown on the document. To limit the scope of responsibility for an engineering document to one or more disciplines, on the face of such document, the licensee must include a specific written ~~statement~~note adjacent to the seal that accurately reflects the scope of responsibility for the document.

All disciplines or aspects of the work shown on that document must be signed and sealed by the person(s) in responsible charge.

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7. **Retaining Engineering Documents.** The sealed, signed, and dated reproducible, or a copy of all documents displaying the licensee's seal, signature, and date, shall be retained and made available by the licensee or the licensee's employer for a minimum of ~~three years from the date the documents were signed and sealed~~time period not less than the statute of repose pursuant to section 13-80-104, C.R.S.

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1.6 Rules of Professional Land Surveying Practice

A. Sealing Requirements for Professional Land Surveyors

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2. **Seal Application.** Pursuant to section 12-120-316, C.R.S., the professional land surveyor's manual or electronic seal must be applied to either the final reproducible, the

final reproduction, or the final electronic record document of any of the following being delivered to the public:

- a. Each sheet of documents and plats resulting from the practice of land surveying,
or,-
 - 1) An electronic seal on the cover page(s) of documents and plats.
 - (a) The cover page(s) shall contain the identical sheet border, title block and project title as the remaining pages of the set of drawings.

When opting to seal only the cover page(s) of documents and plats, a notation shall be included in the title block of every page noting that all seals for the documents or plats are applied to the cover page(s).
 - (b) Each sheet of documents and plats shall be numbered, including the cover page(s).
 - (c) Electronic seals affixed to the cover page(s) of documents and plats must adhere to all requirements of Board Rules, including a statement of the scope of work and, if relevant, page numbers associated with the scope.
 - (d) If electronically sealing on the cover page(s), Signature Dynamic Technology shall be used.
 - b. The title page(s) or signature page(s) of surveying reports.
3. Signature and Date Required. The manual or electronic signature of the licensee and date of signature shall be affixed to the document. The signature of the licensee and date of signature shall appear through the seal.
 - a. ~~Signature May Be Required by Public Agencies. A public agency may require a manual or electronic signature of the licensee on reproductions. Repealed.~~
 4. Sealing Documents That Are Not Final. When a licensee seals surveying documents that are not final, the status of the surveying documents must be identified as preliminary. Further qualifying descriptors may be added, e.g. "for review."
 5. Limiting Scope of Responsibility. To limit a Professional Land Surveyor's scope of responsibility on a document, the licensee shall include a written statement or certification that defines the surveying services performed under his or her responsible charge.

All aspects of the Professional Land Surveyor's work shown on that document shall be sealed, signed, and dated by the licensee in responsible charge.
 6. Reserved.
 7. **Retaining Land Surveying Documents.** The sealed, signed, and dated reproducible, or a copy of all documents displaying the licensee's seal, signature, and date, shall be retained and made available by the licensee or the licensee's employer for a minimum time period not less than the applicable statute or repose, pursuant to section 13-80-105, C.R.~~of three years from the date such documents are tendered to the client.~~
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B. Land Surveyor's Certification

1. **Circumstances and Applicable Actions.** When a professional land surveyor is presented with a certification to be signed and/or sealed, the professional land surveyor should carefully evaluate that certification to determine if any of the following circumstances apply:
 - a. Matters that are beyond the professional land surveyor's competence, training, or education.
 - b. Matters that are beyond the professional land surveyor's services actually provided.
 - c. Matters that were not prepared under the professional land surveyor's responsible charge.

If any of these circumstances apply, that professional land surveyor shall take either of the following actions:

(1) Shall modify such certification to limit its scope to those matters that the professional land surveyor can properly sign and/or seal.

(2) Shall decline to sign such certification.

2. **Certification Defined.** Certification ~~is defined as a statement that includes~~ shall include the following:
 - a. Is signed and/or sealed by a professional land surveyor representing that the surveying services addressed therein have been performed by the professional land surveyor or under the professional land surveyor in responsible charge.
 - b. Is based upon the professional land surveyor's knowledge, information and belief.
 - c. Is in accordance with applicable standards of practice.
 - d. Is not a guaranty or warranty, either expressed or implied.
3. **Grading and Drainage Certificates.** Professional land surveyors responsible for the surveying of property for the purpose of certifying existing grading and/or drainage conditions are responsible for deciding the extent and magnitude of the survey effort needed to provide the certification.

When Professional Land Surveyors prepare an existing grading and/or drainage certification, it shall be limited to existing conditions of land parcels and must not contain statements of engineering design, evaluation, or analysis.

C. Reserved.

D. Physical Standards for Public Land Survey System Monuments

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3. **Physical Standards for Cap Markings.** All caps shall be marked as set forth in the "United States Department of the Interior, 2009 Manual of Surveying Instructions: For the

Survey of the Public Lands of the United States” and shall conform with section 38-51-104, C.R.S. Incorporation of this material does not include any later amendments or editions. A copy of the “United States Department of the Interior, 2009 Manual of Surveying Instructions: For the Survey of the Public Lands of the United States” and applicable supplements, is available for public inspection. For information regarding how this material can be obtained or examined, contact the Board’s program director, at [the Department of Regulatory Agencies, Welcome Center, 1560 Broadway, Civic Center Plaza Suite 1350](#), Denver, Colorado, 80202. This material is also available from the U.S. Department of the Interior, Bureau of Land Management, ~~at in partnership with the American Congress on Surveying and Mapping (ACSM), at ACSM, 6 Montgomery Village Avenue, Suite 403, Gaithersburg, Maryland 20879 or~~ [www.blmsurveymanual.org](#) or [NSPS at www.nsp.us.com](#).

E. Standards for Land Surveys

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3. Procedural Techniques

- a. **Professional Land Surveyor Responsibility.** The licensed professional land surveyor shall, under his personal direction, cause a survey to be executed, connecting all available monuments necessary for the boundary location as well as physical and parol evidence and coordinate the facts of such survey.
- b. **Surveys Shall Reference Corners.** Surveys based on the United States Public Land Survey System shall be referenced to original or properly restored corners. The “United States Department of the Interior, 2009 Manual of Surveying Instructions: For the Survey of the Public Lands of the United States” shall be used as a guide for the restoration of lost or obliterated corners and subdivision of sections into aliquot parts. Residential subdivision layouts shall conform to local subdivision ordinances (standards and regulations). Lot surveys within such subdivisions shall be referenced to existing corner monuments within the subdivision as necessary to verify the survey.

A copy of the “United States Department of the Interior, 2009 Manual of Surveying Instructions: For the Survey of the Public Lands of the United States” is available for public inspection. Incorporation of this material does not include any later amendments or editions. For information regarding how this material can be obtained or examined, contact the Board’s program director, at [the Department of Regulatory Agencies, Welcome Center, 1560 Broadway, Civic Center Plaza Suite 1350](#), Denver, Colorado, 80202. This material is also available from the U.S. Department of the Interior, Bureau of Land Management, ~~at in partnership with the American Congress on Surveying and Mapping (ACSM), at ACSM, 6 Montgomery Village Avenue, Suite 403, Gaithersburg, Maryland 20879 or~~ [www.blmsurveymanual.org](#) or [NSPS at www.nsp.us.com](#).

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L. Monumentation of ALTA/~~NSPS~~ACSM Land Title Surveys.

It is the Board’s interpretation that the Minimum Standard Detail requirements for ALTA/~~NSPS~~ACSM Land Title Surveys cannot be met without all monuments being found or set, even if item 1 of Table A Optional Survey Responsibilities and Specification is not requested. The ALTA/~~NSPS~~ACSM Land Title Survey is considered by the Board to be a monumented land survey and a land survey plat shall be deposited if required by section 38-51-107, C.R.S.

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1.7 Rules of Practice for Architects

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B. Retaining Architecture Documents.

One record set of the sealed, signed, and dated reproducible, or a copy of all documents displaying the licensee's seal, signature, and date, shall be retained by the licensee or the licensee's employer for a minimum- time period of not less than the applicable statute of repose, pursuant to section 13-80-104, C.R. ~~Of three years from the beginning of beneficial use.~~, from the date the documents were signed and sealed. There may be more than one record set.

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Editor's Notes

History

Entire rule eff. 04/01/2008.

Rules 3.1.2, 4.9 eff. 12/31/2008.

Entire rule eff. 01/01/2010.

Entire rule eff. 01/01/2011.

Rules 4.8.2.2.1, 4.8.3 eff. 06/01/2011.

Rules 2.1, 1.2.2, 2.2, 3.1.9, 3.2.1.1, 4.1.1.3, 4.1.1.8, 4.3.3, 4.3.5, 4.7.2.2, 4.7.2.3, 4.9.1, 4.9.2, 4.9.3.1.2, 5.2.3, 6.2.3, 7.1.4 eff. 01/01/2012.

Rules 2.1-2.2, 3.1.10, 4.1.1.3, 4.1.1.6, 4.1.1.7-4.1.1.10, 4.3.4-4.3.5, 4.4.1, 4.5, 4.5.2-4.5.4, 4.6.1.10, 4.6.2.5, 4.6.7, 4.7.1.2, 4.7.1.4, 4.7.2.1, 4.8.2.1-4.8.2.2, 4.8.6, 4.9.1-4.9.1.2.1.1, 4.9.3.1.2.5, 4.9.3.1.2.15-4.9.3.1.2.16, 4.10.1, 4.11, 5.2.2, 6.5.1, 6.5.1.1, 6.5.4-6.5.4.2, 7.1.1, 7.1.5, 7.2 eff. 09/01/2015. Rules 4.4.1.1, 4.6.1.3, 4.6.2.3, 4.8.4, 4.10.2, 6.6.2(c), 7.1.7, 7.3 repealed eff. 09/01/2015.

Rule 4.9.1 eff 03/17/2017. Rules 4.9.1.1.1.1, 4.9.1.2.1.1 repealed eff 03/17/2017.

Rules 4.6.5, 4.8.1 emer. rules eff. 05/15/2019.

Rules 4.6.5, 4.8.1 emer. rules eff. 06/14/2019.

Rules 4.6.5, 4.8.1 eff. 09/14/2019.