

**MONTANA BOARD OF PROFESSIONAL ENGINEERS
AND PROFESSIONAL LAND SURVEYORS**

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APPLICATION PROCEDURES FOR:

REACTIVATION OF EMERITUS STATUS

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.

(Please allow 14 days for processing from the date that the Board has received your complete routine application)

GENERAL INSTRUCTIONS: Emeritus Applicants shall complete the application and submit a check or money order in the amount of \$250.00.

APPLICATION REQUIREMENTS:

The department shall reissue a license to an emeritus licensee who pays all application fees, meets all current requirements for licensure, and demonstrates to the board's satisfaction that for the 2 years preceding the application for licensure, the applicant has met requirements set by the board for maintaining professional competence.

- ◆ Submit proof of the required 30 professional development hours.
- ◆ Complete the Law and Rule Questionnaire.
- ◆ The applicant may be notified if additional information is required or if the applicant will be required to appear before the Board during a regularly scheduled Board meeting.
- ◆ If the application is considered a non-routine application, there may be a delay in processing of the application. Non-routine applications may take up to 120 days to process.
- ◆ Keep the Board office informed at all times of address changes and or contact information. This is essential for timely processing of applications and subsequent licensure.

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.

(Please allow 30 days for processing from the date that the Board has received your complete routine application)

APPLICATION FOR REACTIVATION OF EMERITUS STATUS

APPLICATION FOR LICENSURE: (please check one)

- PROFESSIONAL ENGINEER \$250.00
- PROFESSIONAL LAND SURVEYOR \$250.00
- PROFESSIONAL ENGINEER SURVEYOR \$250.00

Social Security Number _____

Full Name _____
Last First Middle

Gender _____ Date of Birth _____ E-mail Address _____

Please indicate your preferred mailing address ____ Home or ____ Business

Residential Information

Phone _____

Fax _____

Address _____

City, State _____

Zip Code _____

Business (Present Employer) Information

Business Name _____

phone _____ fax _____

Address _____

City, State _____

Zip Code _____

REACTIVATION OF EMERITUS STATUS APPLICATION

Revised 2/2009

Page 3 of 8

All applicants must answer the following questions. If you answer, "yes" to any of these questions, attach a detailed explanation on a supplemental sheet containing names of organizations, dates, reasons, and outcome. If you answer "yes" to any question that relates to disciplinary action, attach copies of the document that initiated each action and all final orders. Section 37-1-105 MCA, requires that you report this information. Failure to accurately furnish this information is grounds for denial or revocation of your license.

1. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No
2. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No
3. Have you ever been denied the privilege of taking an examination required for any professional or occupational license? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No
4. Have you ever withdrawn or been suspended, placed on probation, expelled or requested to resign from any postsecondary educational program? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No
5. Have you ever requested temporary or permanent leave of absence, been placed on probation, restricted, suspended, revoked, allowed to resign, or otherwise acted against by any professional or occupational education program (i.e., residency, internship, apprenticeship, etc)? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No
6. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source.
 Yes
 No
7. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No
8. Has a complaint ever been made against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source.
 Yes
 No

REACTIVATION OF EMERITUS STATUS APPLICATION

Revised 2/2009

Page 4 of 8

9. Have you ever been censured, expelled, denied membership or asked to resign from a professional organization related to your professional or occupation? If yes, please attach a detailed explanation and provide documentation from the source.
- Yes
 No
10. Have you ever been the subject of any sanction or action, denial, suspension, revocation, restriction or termination regarding your ability to prescribe, dispense or administer drugs including controlled substances? If yes, please attach a detailed explanation and provide documentation from the source.
- Yes
 No
11. Do you have any initiated or completed action against you by any state, federal, tribal, or foreign licensing jurisdiction? (For example: Drug Enforcement Agency; Alcohol, Tobacco and Firearms; Homeland Security; Indian Health Service, etc) If yes, please attach a detailed explanation and provide documentation from the source.
- Yes
 No
12. Have any civil legal proceedings been filed against you by a employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition.
- Yes
 No
13. Do you have any criminal charges pending or have you ever pled guilty, forfeited bond, or been convicted of a crime (whether or not sentence was suspended or deferred), or have you pled no contest or had prosecution deferred whether or not an appeal is pending? If yes, attach a detailed explanation and documentation from the source. You must report but may omit documentation for: (1) misdemeanor traffic violations resulting in fines of less than \$100; and (2) charges or convictions prior to your 18th birthday unless you were tried as an adult.
- Yes
 No
14. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source.
- Yes
 No
15. Have you ever been diagnosed with a physical condition or mental health disorder involving potential health risk to the public? If yes, please provide a detailed explanation.
- Yes
 No
16. Have you ever been courts martial or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation for the source.
- Yes
 No

AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Professional Engineers and Professional Land Surveyors.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

Applicant Signature _____ Date _____

APPLICANT'S NAME: _____ **DATE:** _____

This licensing law and rule questionnaire is an integral part of the application process. All answers can be found at the website: <http://www.engineer.mt.gov>; or with the Law and Rule Booklet provided upon request. Please indicate your answers by circling "T" for true or "F" for false for each statement and writing in the legal reference for the statement. This questionnaire may not be duplicated or completed and provided to other applicants.

Montana Engineer Licensing Law and Rule Questionnaire			
Note: This completed exam must accompany application			
No.	Circle True/ False	Statement	Legal Reference
	<input checked="" type="radio"/> T <input type="radio"/> F	One of the duties of the Board of Professional Engineers and Professional Land Surveyors (Board) is to investigate, complaints of illegal or unethical conduct of engineers licensed by the Board.	37-1-101
1.	<input type="radio"/> T <input type="radio"/> F	Under Montana law, it is the duty of all applicants for license or renewal to report any legal or disciplinary actions against them, which relate to the applicant's practice or fitness to practice.	
2.	<input type="radio"/> T <input type="radio"/> F	The Board is obligated by Montana law to enforce rules governing licensure of engineers and land surveyors.	
3.	<input type="radio"/> T <input type="radio"/> F	The Board is not required by law to conduct a contested case hearing when a license is denied or a probationary license is issued.	
4.	<input type="radio"/> T <input type="radio"/> F	The Board may issue subpoenas in connection with investigations and disciplinary proceedings.	
5.	<input type="radio"/> T <input type="radio"/> F	A person or private entity, filing a complaint in good faith is not immune from suit in a civil action related to filing or contents of the complaint.	
6.	<input type="radio"/> T <input type="radio"/> F	Assisting in the unlicensed practice of a profession or occupation or allowing another person or organization to practice or offer to practice by use of the licensee's license is considered unprofessional conduct by Montana law.	
7.	<input type="radio"/> T <input type="radio"/> F	Practice of engineering includes work ordinarily performed by persons who operate or maintain machinery or equipment, communication lines, signal circuits, electric power lines, or pipelines.	
8.	<input type="radio"/> T <input type="radio"/> F	Teaching of advanced engineering subjects is not defined in as engineering in Montana.	
9.	<input type="radio"/> T <input type="radio"/> F	A person must be considered to practice engineering, within the meaning and intent of Montana law, who by verbal claim, advertisement, letterhead, card, or in any other way represents that the person is a professional engineer.	
10.	<input type="radio"/> T <input type="radio"/> F	A person is not considered to be practicing engineering when the work does not include final engineering and is done under the direct supervision of a person holding a professional engineer's license.	
11.	<input type="radio"/> T <input type="radio"/> F	The Board may not adopt rules for proper performance of its duties, as the Montana Legislature can only do this.	
12.	<input type="radio"/> T <input type="radio"/> F	In order to safeguard life, health, and property and to promote the public welfare, a person in either a public or private capacity practicing or offering to practice engineering is required to submit evidence that the person is qualified to practice and is licensed as provided by Montana law.	
13.	<input type="radio"/> T <input type="radio"/> F	Applicants can be exempt from the fundamentals of engineering examination if they have a PhD in an approved engineering curriculum or if they have 20 years or more of progressive engineering experience.	

Montana Engineer Licensing Law and Rule Questionnaire				
Note: This completed exam must accompany application				
No.	Circle True/False		Statement	Legal Reference
14.	T	F	If a person is licensed to practice engineering in another state and that state has licensing laws and rules that are at least equivalent with Montana laws and rules, then that person can be issued a Montana license without examination.	
15.	T	F	An engineer may affix his seal and signature on any plans or drawings after his (her) license has expired, provided he (she) has notified the Board.	
16.	T	F	Professional engineer licenses are valid for 4 years.	
17.	T	F	Before a professional engineer license can be renewed, the licensee must affirm that they have maintained the required CE during the preceding licensing period.	
18.	T	F	Failure to renew a professional engineer license on time will result in additional fees to the licensee.	
19.	T	F	If the renewal process is not completed within one year, the licensee will be considered a new applicant, potentially requiring re-testing.	
20.	T	F	A partnership or corporation may engage in the practice of engineering in Montana, provided the member of the firm who is in responsible charge is a licensed engineer in Montana.	
21.	T	F	A partnership, corporation or sole proprietorship does not need a certificate of authorization from the Board in order to provide engineering services in Montana.	
22.	T	F	It is a criminal offense if a person knowingly presents or attempts to use the license or the seal of another person.	
23.	T	F	The Board may adopt rules without using the public participation rules governing state agencies.	
24.	T	F	Baccalaureate engineering or engineering technology programs accredited by the accreditation board for engineering and technology (ABET) or equivalent curricula as approved by the Board shall meet the education requirements for licensing.	
25.	T	F	Sub professional experience is experience that is gained before graduation, is counted at a 50% rate, and will be awarded at a one year maximum.	
26.	T	F	If an applicant for licensing as a professional engineer does not have the opportunity to gain experience under the supervision of a licensed professional engineer, then the applicant should not apply for engineering licensure.	
27.	T	F	A licensee may not practice any professional engineering in the state of Montana while the license is in an inactive status.	
28.	T	F	A person who holds a professional engineering license in another state must take the fundamental of engineers exam and the professional engineers exam in order to be licensed in Montana.	
29.	T	F	A licensed professional engineer's seal cannot be of the rubber stamp variety.	
30.	T	F	A licensed engineer in Montana must certify at license renewal time that he (she) has completed 120 hours of professional development/continuing education during the previous licensing period.	
31.	T	F	New licensees by exam or comity are exempt from obtaining professional development hours (PDH) during their first renewal cycle.	
32.	T	F	Anyone wishing to enter a complaint against a professional engineer may do so by telephoning the Board.	

Montana Engineer Licensing Law and Rule Questionnaire Note: This completed exam must accompany application				
No.	Circle True/ False		Statement	Legal Reference
33.	T	F	The term "direct supervision" means the licensee, by regular participation, has exercised directing, guiding and restraining power on matters embodied in the plans, designs, and advice involved in the engineering work and accepts responsibility for the contents.	
34.	T	F	To be in "responsible charge" an engineer must personally make engineering decisions, or review and approve proposed engineering decisions prior to their implementation.	
35.	T	F	Licensees shall issue no statements, criticism or arguments on technical matters which are inspired or paid for by interested parties, unless licensees preface their comments 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.	
36.	T	F	Licensees are not required to have knowledge of the laws and rules of their profession as they can have their attorneys provide guidance as matters arise.	
37.	T	F	Licensees' primary obligation is to protect the safety, health property and welfare of the public and shall notify their employer, client and such other authority when their professional judgment is overruled in such a manner as to endanger the safety, health, property or welfare of the public.	
38.	T	F	Since Montana does not license engineers by discipline, a licensee may affix their signatures or seals on any set of plans or documents regardless of engineering discipline or the engineer's area of competency.	
39.	T	F	Licensees shall not accept compensation, financial or otherwise, from more than one party for services on the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.	
40.	T	F	Due to the competitive nature of some projects, licensees may attempt to supplant other licensees or firms from work that is in progress.	