

CONTINUING EDUCATION FOR VIRGINIA PROFESSIONAL ENGINEERS AND LAND SURVEYORS

Licensing and the renewal of licenses for Professional Engineers and Land Surveyors in Virginia are under the jurisdiction of the [Virginia Department of Professional and Occupational Regulation \(DPOR\)](#) and more specifically, the [Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects \(APELSCIDLA Board\)](#).

The following information is taken from the APELSCIDLA Board ["DIMENSIONS" Fall 2009](#) newsletter (page 3):

"The Virginia General Assembly passed a bill during the 2006 legislative session which mandated the APELSCIDLA Board implement a mandatory continuing education program (16 hours of continuing education activities) for architects, professional engineers, and land surveyors (HB1054). The law became effective on July 1, 2006, and the Board initiated the process to promulgate the necessary regulations for the program on September 7, 2006. The new regulations became effective April 1, 2009; there is a one year delayed enactment clause.

For further information, please review [Regulations 18VAC10-20-683](#) and [687](#) of the new APELSCIDLA Board regulations (effective April 1, 2009)."

Further general explanation of the regulations and process (contained in the newsletter) follows:

"The regulations are drafted broadly to allow licensees the flexibility to meet the requirements through a variety of methods as long as the coursework falls within the regulation. The course must be related to the practice of the license being renewed and have a clear purpose and objective that will maintain, improve or expand the skills and knowledge relevant to practice.

Fifty contact minutes shall equal one CE (continuing education) credit hour. For segments less than 50 minutes, the sum of the segments may be totaled for computation of CE credit hours for that one CE course or activity. One semester credit hour of approved college credit equals 15 CE credit hours and one quarter credit hour of approved college credit equals 10 CE credit hours.

The Board is not pre-approving or providing CE activities due to the different professions and specialties within the professions."

[Regulation 18VAC10-20-683](#) of the Virginia Administrative Code provides the core of the regulations under which continuing education is administered. Some pertinent sections are quoted here:

18VAC10-20-683. Continuing education requirements for renewal or reinstatement.

- A. Individuals whose licenses expire or who apply to reinstate after March 31, 2010, shall be required to comply with the continuing education provisions of this chapter.
- B. Individuals are required to complete at least 16 continuing education credit hours of approved continuing education activities for any license renewal or reinstatement.
- C. Continuing education activities shall be deemed to be approved provided the following criteria are met:
 - 1. Content and subject matter. Continuing education activities must be related to practice of the profession of the license being renewed, have a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the licensee's area of practice as defined in Chapter 4 ([§ 54.1-400 et seq.](#)) of Title 54.1 of the Code of Virginia. The required continuing education credit hours may be in areas related to business practices, including project management, risk management, and ethics, which have demonstrated relevance to the licensee's area of practice as defined in Chapter 4 of Title 54.1 of the Code of Virginia.
 - 2. Curriculum. The curriculum of the continuing education activity must be consistent with the purpose and objective of the continuing education activity.
 - 3. Sponsors and instructors. Sponsors of continuing education activities must have sufficient resources to provide the continuing education activity and documentation of completion of the continuing education activity to those individuals who successfully complete the continuing education activity. Course instructors must be competent in the subject being taught, either by education or experience.
 - 4. Methods of instruction for continuing education courses. The method of instruction must be consistent with the purpose and objective of the continuing education activity.
- D. 1. Only continuing education activities completed during the license period immediately prior to the expiration date of the license shall be acceptable in order to renew the license. Continuing education activities utilized to satisfy the continuing education requirements to renew a license shall be valid only for that renewal and shall not be accepted for any subsequent renewal cycles or reinstatement of that license.

2. Individuals shall maintain records of completion of continuing education activities that comply with the requirements of this chapter for three years from the date of expiration of the license for which the continuing education activities are being used to renew the license. Individuals shall provide such records to the board or its duly authorized agents upon request.
- F. 1. Each individual license holder applying for reinstatement shall provide, as part of his reinstatement application, evidence of compliance with the continuing education requirements of this chapter. The completion date of continuing education activities submitted in support of a reinstatement application shall not be more than two years old as of the date a complete reinstatement application is received by the board.
- G. Periodically, the board may conduct a random audit of its licensees who have applied for renewal to determine compliance. Licensees who are selected for audit shall provide all documentation of all continuing education activities utilized to renew their license within 21 calendar days of receiving notification of audit.

[Regulation 18VAC10-20-687](#) of the Virginia Administrative Code provides for waivers of continuing education requirements in the event of certified illness or undue hardship.

The classes conducted by CivilTraining, LLC are approved continuing education courses with the [American Institute of Architects \(AIA\)](#). The AIA is a nationally recognized authority in certification of professional and continuing education. Additionally, the AIA is one of several certifying bodies for individual class certification for continuing education requirements for New York State, one of the few states in the northeast to certify individual classes. All classes conducted by CivilTraining, LLC have AIA certification and course numbers.

CivilTraining, LLC is an approved Continuing Professional Competency (CPC) provider for Maryland engineers and land surveyors, approved by the Maryland Boards for Professional Engineers and Land Surveyors, through the Maryland Department of Labor, Licensing and Regulation's [Division of Occupational and Professional Licensing](#).

CivilTraining, LLC also offers many training classes that are approved for New Jersey CPC/PDH requirements for New Jersey Engineers and Land Surveyors by the [New Jersey State Board of Professional Engineers and Land Surveyors](#).

Certificates are provided upon completion for all classes conducted by CivilTraining, LLC carrying the AIA logo, AIA course number, and MD DLLR logo. These certificates specify the number of Learning Units provided through each class and can be used to provide evidence of compliance with Virginia CE requirements. Classes approved for New Jersey CPC/PDH requirements additionally carry the seal of the New Jersey State Board of Professional Engineers and Land Surveyors.