

1 21 NCAC 56 .0303 is amended with changes as published in 37:04 NCR 342-348 as follows:

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21 NCAC 56 .0303 DISBURSEMENT OF FUNDS

The Board ~~shall may~~ dispense funds for educational ~~programs~~ programs. Entities described in G.S. 89C-10(g) may in the following manner:

- ~~(1)~~ The Board shall dispense funds after Board Committees, as organized, study each specific committee related request and recommend funding.
- ~~(2)~~ The Board shall consider requests for funds only from the following entities: community colleges, public or private institutions of higher learning, State and county boards of education, or governing authorities for any industrial education center.
- ~~(3)~~ The Board shall consider educational programs to establish instructional programs for individuals currently licensed and those seeking to become licensed.
- ~~(4)~~~~(2)~~ Approved entities shall request funds in writing and provide the following information:
 - ~~(a)~~~~(1)~~ The amount needed;
 - ~~(b)~~~~(2)~~ The intended use of the funds;
 - ~~(c)~~~~(3)~~ Subject material to be presented and qualifications of instructors to be employed;
 - ~~(d)~~~~(4)~~ Itemized breakdown of the amount needed and the total expected costs; and
 - ~~(e)~~~~(5)~~ Source and amount of assistance being given by any other person or organization.

*History Note: Authority G.S. 89C-10(g);
Eff. February 1, 1976;
Readopted Eff. September 29, 1977;
Amended Eff. April 1, 1989; January 1, 1982;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 27, 2019;
Amended Eff. ~~January 1, 2023~~ March 1, 2023; July 1, 2020.*

21 NCAC 56 .0601 is amended with changes as published in 37:04 NCR 342-348 as follows:

21 NCAC 56 .0601 REQUIREMENTS FOR LICENSING

(a) Education. The terms used by the Board for the specific education requirements to be eligible to be licensed as a Professional Land Surveyor are defined as follows:

- (1) "B.S. Bachelor of Science degree in surveying or other equivalent curriculum." These degrees shall contain a minimum of 45 semester hours, or their quarter-hour equivalents. Of the 45 semester hours, a minimum of 12 semester hours of surveying fundamentals, 12 semester hours of applied surveying practice, and 12 semester hours of advanced or theoretical surveying courses are required. The remainder of the required surveying courses may be elective-type courses in any of the categories; and
- (2) "Associate degree in surveying technology." This degree shall contain a minimum of 20 semester hours, or quarter-hour equivalents. Courses~~Courses, completed with a passing grade,~~ shall be in surveying fundamentals, applied surveying practice and advanced or theoretical surveying courses, including courses in surveying practices, subdivision design and planning, surface drainage, and ~~photogrammetry~~ photogrammetry, which must be completed with a passing grade.
- (3) "Land Surveyor Apprenticeship." The applicant shall have completed one of the following programs: following:
 - (A) Certified Survey Technician Program (CST) of the National Society of Surveyors (NSPS) levels I through IV.
 - (B) "Technologist" Certification Program of the American Society for Photogrammetry and Remote Sensing (ASPRS).
 - (C) Based upon the The Surveying Education Standard of the National Council of Examiners for Engineering and Surveying (NCEES) by obtaining college semester credit hours, as modified to require the following 39 college semester hours:
 - (i) 12-Twelve college semester hours in mathematics beyond basic mathematics, but the credits include college algebra or higher mathematics. These courses must emphasize mathematical concepts and principles rather than computation. Mathematics courses may~~Course examples~~ include college algebra, trigonometry, analytic geometry, differential and integral calculus, linear algebra, numerical analysis, probability and statistics, and advanced ~~calculus~~ calculus; and
 - (ii) 27-Twenty-seven college semester hours of surveying science and surveying practice. Courses shall be taught by qualified ~~surveying faculty~~ faculty qualified by education, training or experience to teach the subject matter. Examples of ~~surveying~~ surveying courses are basic surveying, route surveying, geodesy, geographic information systems, land development design and planning, global positioning systems, photogrammetry, mapping, legal principles of land surveying, boundary

1 law, professional surveying and mapping, and remote sensing. Graduate-level
2 surveying courses can be included to fulfill curricular requirements in this area.

3 (D) Apprenticeship program, approved by the Board, and administered through
4 ApprenticeshipNC, or equivalent administrator, approved by the Board, as
5 including elements equivalent to Parts (A), (B), or (C) of this Subparagraph.

6 (b) Experience:

7 (1) Definition. As used in the North Carolina Engineering and Land Surveying Act, the term
8 "progressive practical experience" means that during the period of time in which an applicant made
9 a practical utilization of the knowledge of the principles of geometry and trigonometry in
10 determining the shape, boundaries, position, and extent of the earth's surface, such that continuous
11 improvement, growth, and development in the utilization of that knowledge have been shown. In
12 addition, the applicant shall show the continuous assumption of greater individual responsibility for
13 the work product over that period of time.

14 (2) Required Experience. In evaluating the work experience required, the Board shall consider the total
15 experience record and the progressive nature of the record. Not less than half of the required land
16 surveying experience shall be of a professional grade and character, and shall be performed under
17 the responsible charge of a Professional Land Surveyor. If the work was not under the responsible
18 charge of a Professional Land Surveyor, the applicant shall submit a written explanation to the Board
19 explaining why the experience should be considered. The Board shall approve the experience on a
20 case-by-case basis if it is satisfied of the grade and character of the progressive experience.
21 Experience gained under the technical supervision of an unlicensed individual shall be considered
22 based upon the engineering education and experience credential of the unlicensed supervisor.
23 Experience gained in the armed services, typically while serving in an engineering or surveying
24 related group, shall be accepted only if substantially equivalent to that which would have been
25 gained in civilian work.

26 (3) Other Experience. The applicant shall document the nature and details of the work done in the
27 following areas to evidence to the Board its equivalency to land surveying:

- 28 (A) construction layout;
- 29 (B) engineering surveying; or
- 30 (C) part-time surveying work.

31 (c) Exhibits, Drawings, Maps:

32 (1) Required Exhibit Before Principles and Practice of Surveying Examination:

33 (A) General. The applicant shall submit, along with the application, an actual map of a
34 boundary survey of an actual project prepared under the direct supervision and responsible
35 charge of a Professional Land Surveyor who states that the applicant did the preparatory
36 work of the survey; that shows, by its conformance, that the applicant is knowledgeable of
37 the contents of the Standards of Practice for Land Surveying in North Carolina as set forth

1 in Section .1600 of this Chapter; and that shows that the applicant is able to apply this
2 knowledge by preparing a map in accordance with the various legal and professional
3 requirements of land surveying.

4 (B) Physical Requirement. The map submitted shall be a clean, clear, legible print of an original
5 map in the file of a Professional Land Surveyor.

6 (C) Specific Requirements. The details that shall be evaluated are those applicable to the
7 particular project as described in the Standards of Practice for Land Surveying in North
8 Carolina as set forth in Section .1600 of this Chapter, and as described in G.S. 47-30. In
9 addition, the exhibit shall contain a statement that the field work, calculation, and mapping
10 were performed by the applicant under the supervision of a Professional Land Surveyor,
11 attested to by that Professional Land Surveyor.

12 ~~(2) Specific Requirements. The details that shall be evaluated are those applicable to the particular
13 project as described in the Standards of Practice for Land Surveying in North Carolina as set forth
14 in Section .1600 of this Chapter, and as described in G.S. 47-30. In addition, the exhibit shall contain
15 a statement that the field work, calculation, and mapping were performed by the applicant under the
16 supervision of a Professional Land Surveyor, attested to by that Professional Land Surveyor.~~

17 ~~(3)(2)~~ Requirements for Comity Applicant. The map submitted by an applicant under comity may be a
18 representative map of an actual survey of a project or work performed in the state of licensure that
19 is modified to meet the requirements in Subparagraph (c)(2) of this Rule and shall be evaluated in
20 accordance with the requirements applicable to the particular project as described in the Standards
21 of Practice for Land Surveying in North Carolina as set forth in Section .1600 of this Chapter, and
22 as described in G.S. 47-30.

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24 *History Note:* Authority ~~G.S. 47-30;~~ 89C-10; 89C-13;
25 Eff. February 1, 1976;
26 Readopted Eff. September 29, 1977;
27 Amended Eff. August 1, 2014; July 1, 2009; August 1, 2000; August 1, 1998; November 2, 1992;
28 April 1, 1989; December 1, 1984; January 1, 1982;
29 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 27,
30 2019;
31 Amended Eff. July 1, 2020;
32 Temporary Amendment Eff. July 1, 2022;
33 Amended Eff. ~~January 1, 2023.~~ March 1, 2023.
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1 21 NCAC 56 .0608 is adopted with changes as published in 37:04 NCR 342-348 as follows:

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3 **21 NCAC 56 .0608 SURVEYOR INTERN**

4 (a) General. To obtain the optional certification as a Surveyor Intern, an applicant shall:

5 (1) pass the fundamentals of land surveying examination and make application to the Board on a form
6 prescribed and furnished by the Board,

7 (2) be of good character and reputation,

8 (3) submit three character references to the Board, one of whom is a professional land surveyor,

9 (4) comply with the requirements of this rule, and

10 (5) satisfy one of the following requirements related to education and experience:

11 (A) Have a bachelor of science degree in surveying or other equivalent curricula, approved by
12 the Board and a record satisfactory to the Board of one year of progressive practical
13 experience under a practicing professional land surveyor.

14 (B) Have an associate degree in surveying technology approved by the Board and a record
15 satisfactory to the Board of two years of progressive practical experience under a practicing
16 professional land surveyor.

17 (C) Have graduated from high school or completed a high school equivalency certificate and a
18 record satisfactory to the Board of five years of progressive practical experience, under a
19 practicing professional land surveyor.

20 (D) Graduation from a high school or the completion of a high school equivalency certificate,
21 completion of a Land Surveyor Apprenticeship, and a record satisfactory to the Board of
22 three years of progressive practical experience under a practicing professional land
23 surveyor.

24 (b) Request. The application form may be requested from the Board office or obtained from the website.

25 (c) Application Form. Surveyor Intern Certificate Application form. After passing the Fundamentals of Land
26 Surveying examination an applicant may make application to the Board to become certified as a "Surveyor Intern."
27 This form requires the applicant to set forth personal history, educational background, surveying experience, character
28 references and exhibit. A passport-type photographic quality portrait that is adequate for current identification
29 purposes is required.

30 (d) Reference Forms:

31 (1) Persons applying to be certified as a Surveyor Intern shall submit to the Board names of individuals
32 who are familiar with the applicant's work, character and reputation. The names shall be submitted
33 by the applicant on the application form.

34 (2) Persons applying for certification as a Surveyor Intern must submit three references, one of whom
35 shall be a Professional Land Surveyor.

1 (3) In addition to the applicant submitting names to the Board of such individuals, those individuals
2 shall submitin submitting to the Board their evaluations of the applicant on shall use the reference
3 forms supplied them by the applicant.

4 (4) The reference form requires the individual evaluating the applicant to state the evaluating
5 individual's profession, knowledge of the applicant, and information concerning the applicant's land
6 surveying experience, character, and reputation.

7 (5) The Board shall provide the reference forms to the applicant along with the application for licensure.
8 The reference forms shall then be distributed by the applicant to the persons listed on the application
9 as references. The applicant shall ensure thatis responsible to have the individuals listed as
10 references return the forms to the Board prior to the filing deadline for the examination applied for
11 by the applicant.

12 (e) Personal Interview. During the application process, the applicant may be interviewed by Board members if the
13 members have questions regarding the applicant's education, experience or character, based upon the information
14 submitted in the application.

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16 History Note: Authority G.S.89C-2; 89C-10; 89C-13; 89C-14; 89C-15;

17 Temporary Adoption Eff. July 1, 2022;

18 Eff. ~~January 1, 2023~~ March 1, 2023.

21 NCAC 56 .1702 is amended with changes as published in 37:04 NCR 342-348 as follows:

21 NCAC 56 .1702 DEFINITIONS

Terms used in this Section are defined as follows:

- (1) Professional Development Hour (PDH) - A contact hour (nominal) of instruction or presentation. The common denominator for other units of credit.
- (2) Continuing Education Unit (CEU) - Unit of credit customarily used for continuing education courses. One continuing education unit equals 10 contact hours of instruction or presentation.
- (3) ~~College/Unit~~ College or Unit Semester/Quarter ~~Semester or Quarter~~ Hour - Credit for Accreditation Board for Engineering and Technology approved course or other related college course.
- (4) Course/Activity ~~Course or Activity~~ - Any course or activity with a purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice.
- (5) Dual Licensee - A person who is licensed as both an engineer and a land surveyor.
- (6) Sponsor - Organization or individual that has supplied information on a form prescribed and furnished by the Board with respect to the organization or individual's ability to provide instruction in "for credit" courses. Courses offered by those designated as "Sponsor" must contain a purpose and objective, and result in the maintenance, improvement, or expansion of skills and knowledge relevant to a licensee's field of practice.
- (7) Ethics and/or ~~Rules of Professional Conduct~~ - A qualifying ~~course or activity with content areas related to concerning:~~
 - (a) the awareness of ethical concerns and conflicts;
 - (b) an enhanced familiarity with the codes of conduct;
 - (c) an understanding of standards of practice or care;
 - (d) project management and risk-assessment management; or
 - (e) other similar topics aimed at maintaining, improving, or expanding the skills sets ~~skill sets~~ and knowledge relevant to conducting the practice of the profession so as to protect the health, safety ~~safety~~ and welfare of the public.
- (8) Standards of Practice for Land Surveying - A qualifying ~~course or activity with content areas related to Standards of Practice for Land Surveying in Section .1600 of this Chapter.~~

History Note: Authority G.S. 89C-10(a); 89C-17; 89C-20
Eff. December 1, 1994;
Amended Eff. May 1, 2009; August 1, 2000;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 27, 2019;
Amended Eff. January 1, 2023-March 1, 2023.

21 NCAC 56 .1703 is amended with changes as published in 37:04 NCR 342-348 as follows:

21 NCAC 56 .1703 REQUIREMENTS

Every licensee shall obtain 15 PDH units during the renewal period. Effective as of the 2024 license renewal, for all licensees at least 1 PDH of which shall be in Ethics and/or Rules of Professional Conduct, and in addition addition, for Professional Land Surveyors 1 PDH shall be in the Standards of Practice for Land Surveying. If a licensee exceeds the annual requirement in any renewal period, a maximum of 15 PDH units may be carried forward into the subsequent renewal period. Selection of courses and activities that meet the requirements of Rule .1702(4) of this Section is the responsibility of the licensee. Licensees may select courses other than those offered by sponsors. Post evaluation of the courses that are documented as required by .1706 for compliance with .1702, .1703, .1704, and .1705 may result in non-acceptance by the Board. PDH units may be earned as follows:

- (1) Completion of college courses;
- (2) Completion of continuing education courses, seminars, or workshops;
- (3) Completion of correspondence, televised, Internet, videotaped, audiotaped, and other courses or tutorials, provided an exam is required for completion. No exam is required for attendance at a webinar presentation if attendance is documented;
- (4) Presenting or attending seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions or conferences;
- (5) Teaching or instructing in Items (1) through (4) of this Rule;
- (6) Authoring published papers, articles, or books;
- (7) Active participation in professional or technical societies or accrediting organizations as defined in Rule .1705(f) of this Section;
- (8) Patents;
- (9) Authoring exam questions accepted for use in the engineering or land surveying exams; or
- (10) Active participation on boards, commissions, committees or councils of private, local, state or federal government entities as defined in Rule .1705(g) of this ~~Section~~ Section; or
- (11) Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering professions that involve K-12 or higher education students as defined in Rule .1705(h) of this Section.

History Note: Authority G.S. 89C-10(a); 89C-17;
Eff. December 1, 1994;
Amended Eff. August 1, 2014; August 1, 2011; May 1, 2009; August 1, 2000; August 1, 1998;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 27, 2019;
Amended Eff. January 1, 2023 March 1, 2023.

21 NCAC 56 .1704 is amended with changes as published in 37:04 NCR 342-348 as follows:

21 NCAC 56 .1704 UNITS

The conversion of units of credit set forth in Rule .1703 of this Section to PDH units is as follows:

- (1) 1 College or unit semester hour.
45 PDH
- (2) 1 College or unit quarter hour.
30 PDH
- (3) 1 Continuing Education Unit.
10 PDH
- (4) 1 Contact hour of professional development in course work, seminars, or professional or technical presentations made at meetings, conventions or conferences, and for correspondence, televised, Internet, videotaped, audiotaped, and other courses or tutorials. Contact hours equal the actual time of instruction and shall be credited to the nearest one-third of an hour.
1 PDH
- (5) For teaching in Items (1) – (4) of this Rule, PDH credits are doubled. Teaching credit is valid for teaching a course or seminar for the first time only. Teaching credit does not apply to full-time faculty, as defined by the institution where a licensee is teaching.
- (6) Each published paper, article or book.
10 PDH
- (7) Active participation in professional ~~and or technical society, societies or in accrediting organizations.~~ organizations as defined in Rule .1705(f) of this Section. (Each society or organization) 2 PDH
- (8) Each patent.
10 PDH
- (9) Each question used.
2 PDH
- (10) Active participation on boards, commissions, committees or councils of private, local, state or federal government ~~entities.~~ entities as defined in Rule .1705(g) of this Section. (Each entity) 2 PDH
- (11) Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering professions that involve K-12 or higher education ~~students.~~ students as defined in Rule .1705(h) of this Section. (Each hour) 1 PDH
(not to exceed 3 PDHs)

*History Note: Authority G.S. 89C-10(a); 89C-17;
Eff. December 1, 1994;
Amended Eff. August 1, 2014; May 1, 2009; August 1, 2000; August 1, 1998;*

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Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 27, 2019;
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1 21 NCAC 56 .1705 is amended with changes as published in 37:04 NCR 342-348 as follows:

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3 **21 NCAC 56 .1705 DETERMINATION OF CREDIT**

4 (a) ~~The Board of Examiners has final authority with respect to approval~~Approval of courses, sponsors, credit, PDH
5 value for courses, and other methods of earning ~~credit. Such determination credit~~ shall meet Rule .1702(4) of this
6 Section.

7 (b) Credit for college or community college courses shall be based upon course credit established by the college.

8 (c) Credit for continuing education courses, seminars and workshops shall be based on one PDH unit for each hour
9 of attendance. Attendance at programs presented at professional and technical society meetings shall earn PDH units
10 for the actual time of each program.

11 (d) Credit for correspondence, televised, Internet, videotaped, audiotaped, and other courses or tutorials, provided an
12 exam is required for completion, shall be based upon one PDH unit for each hour assigned to the course, provided
13 such hours ~~are a reasonably estimated time for an average~~ reflect the course material and content required of the
14 professional to complete the course.

15 (e) Credit determination for published papers, articles and books and obtaining patents is the responsibility of the
16 ~~licensee~~licensee to support and document the hours reported in compliance with the Rules of this section.

17 (f) Credit for active participation in professional ~~and or~~ technical societies ~~or accrediting organizations~~ (limited to 2
18 PDH per society ~~or organization~~), requires that a licensee serve as an officer or ~~actively~~ participate ~~as a member in~~
19 ~~and contribute to the work of~~ a committee of the ~~society~~ society or for accrediting organizations serve as an
20 officer or participate in a committee or accreditation visits. PDH credits are not earned until the end of each year of
21 service is completed.

22 (g) Credit for active participation on boards, commissions, committees or councils of private, local, state or federal
23 government entities (limited to 2 PDH per entity) requires utilizing engineering or land surveying knowledge (as
24 applicable) in the ~~active~~ participation. PDH credits are not earned until the end of each year of service is completed.

25 ~~(h) Credit for active participation in educational outreach activities by providing education about professional~~
26 ~~licensure or the surveying and engineering professions that involve K-12 or higher education students (limited to 3~~
27 ~~PDH).~~

28 *History Note: Authority G.S. 89C-10(a); 89C-17;*

29 *Eff. December 1, 1994;*

30 *Amended Eff. August 1, 2014; August 1, 2011; May 1, 2009; August 1, 2000; August 1, 1998;*

31 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 27,*
32 *2019;*

33 *Amended Eff. ~~January 1, 2023~~ March 1, 2023.*

1 21 NCAC 56 .1707 is amended as published in 37:04 NCR 342-348 as follows:

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3 **21 NCAC 56 .1707 EXEMPTIONS**

4 A licensee is exempt from the professional development educational requirements for the following reasons:

- 5 (1) New licensees by way of examination or comity are exempt for their first renewal period.
- 6 (2) If currently licensed by and in good standing (license is not suspended or revoked) with the Board
7 a licensee who is serving in the armed forces of the United States and who is eligible for an extension
8 of time to file a tax return pursuant to G.S. 105-249.2 is granted a waiver of the mandatory
9 continuing education requirements for the time period disregarded pursuant to the Internal Revenue
10 Code 26 U.S.C. 7508.

11 The licensee shall request the waiver as follows:

- 12 (a) The licensee shall notify the Board of eligibility before the current license expires. Upon
13 such notification, the Board shall maintain the license in active status through the extension
14 period.
- 15 (b) If the licensee fails to notify the Board of eligibility for the extension period before the
16 current license expires, upon receipt and acceptance of a renewal application within the
17 extension period and presentation of proof that the licensee was eligible on the date that is
18 the deadline for renewal, the expired license or registration shall be deemed retroactively
19 to have not expired.
- 20 (c) The licensee who submits a renewal application within the extension period shall not be
21 deemed to hold a lapsed license subject to reinstatement fees.
- 22 (d) The licensee may renew the license within the extension period despite failing to complete
23 the specified continuing education requirements.
- 24 (e) A licensee shall provide proof of eligibility for the extension period when the licensee or
25 registrant submits the renewal application.

26 A request shall be administratively approved by the Executive Director, without waiting for the next
27 regular meeting of the Board at which time the action shall be reported to the Board for final
28 approval.

- 29 (3) The Board shall exempt a licensee if the Board determines that the licensee is experiencing physical
30 disability, illness, or other extenuating circumstances that prevent the licensee from obtaining
31 professional development hours. Supporting documentation must be furnished to the Board. A
32 request shall be administratively approved by the Executive Director, without waiting for the next
33 regular meeting of the Board at which time the action shall be reported to the Board for final
34 approval.
- 35 (4) Licensees who list their occupation as "Inactive" on the Board approved renewal form and who are
36 no longer providing professional engineering or land surveying services are exempt from the
37 professional development hours required. In the event such a person elects to return to active

1 practice of professional engineering or land surveying, professional development hours must be
2 earned in accordance with the requirements of Rule .1708 in this Section before returning to active
3 practice for each year exempted not to exceed the annual requirement for two years.
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5 *History Note: Authority G.S. 89C-10(a); 89C-17; 93B-15;*
6 *Eff. December 1, 1994;*
7 *Amended Eff. August 1, 2011; May 1, 2009; August 1, 2000; February 1, 1996;*
8 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 27,*
9 *2019;*
10 *Amended Eff. January 1, 2023.*

1 21 NCAC 56 .1713 is amended with changes as published in 37:04 NCR 342-348 as follows:

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3 **21 NCAC 56 .1713 SPONSORS**

4 (a) The Board ~~shall~~ may approve sponsors of Continuing Professional Competency (CPC) activities. The Board ~~shall~~
5 may maintain a list of sponsors which have agreed to conduct programs in accordance with the standards of CPC
6 activities set forth in 21 NCAC 56. 1700. Such sponsors shall indicate their agreement with the requirements by
7 executing a Sponsor Agreement on a form provided by the Board. These sponsors shall be designated as "Approved
8 Sponsors" based upon approval by the Board of the sponsor application and payment of a one hundred fifty dollar
9 (\$150.00) application fee. The application form contains the following:

- 10 (1) Name of applicant, contact name, mailing and physical address, phone number, and email address;
11 (2) Type of organization;
12 (3) Delivery of course type(s), program offerings (to public or in-house);
13 (4) Offered to Professional Engineers or Professional Land Surveyors, or both;
14 (5) Example of certificate of completion that attests to attendance;
15 (6) Summary of qualifications of organization;
16 (7) Types (subjects) of courses offered;
17 (8) Sample course outline(s); and
18 (9) Qualifications of course instructor(s)

19 (b) By entering into an agreement with the Board to be designated as an "Approved Sponsor," the sponsor shall agree
20 to the following terms as the sole terms of the agreement:

- 21 (1) Allow persons designated by this Board to attend any or all courses, without fee or charge, for the
22 purpose of determining that said course meets the standards of the Board;
23 (2) Allow persons designated by this Board to review course material for the purpose of determining
24 that the course meets the standards of the Board;
25 (3) State in every brochure, publication or announcement concerning the course, the general content of
26 the course and the specific knowledge or skill to be taught or addressed, as well as the credit to be
27 earned in Professional Development Hours (PDH);
28 (4) Ensure that the instructors or presenters of the course or program are qualified by education, training
29 or experience to teach the subject matter;
30 (5) Provide persons completing the course with written documentation attesting to that person's
31 attendance to the course, as well as the name of the course, the date and location held, the instructor's
32 name and the number of PDHs earned;
33 (6) Provide attendees an evaluation form as provided by the Board that is to be collected and retained
34 for audit by the Board;
35 (7) Have a visible, continuous and identifiable contact person who is charged with the administration
36 of the sponsor's CPC program and who has the responsibility for assuring and demonstrating to the

1 Board compliance with this Rule, as well as for any other organization working with the sponsor for
2 the development, distribution or presentation of CPC courses or activities; and

3 (8) Retain for a period of three years a copy of the documentation required by this Paragraph.

4 (c) Sponsors shall renew annually on a form provided by the Board.

5 (d) Failure of an approved sponsor to comply with the terms of the CPC sponsor agreement is grounds for the Board
6 to revoke, suspend or terminate the agreement, to remove the sponsor's name from the list of approved sponsors and
7 to notify the public of such action. A sponsor that is given notice of revocation, suspension or termination may request
8 an administrative hearing to be conducted as provided in 21 NCAC 56 .1400 Contested Cases.

9 (e) Approval of a sponsor is equivalent to the language of licensing a sponsor in G.S. 89C-10(h).

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11 *History Note: Authority G.S. 89C-10; 89C-17;*

12 *Eff. February 1, 1996;*

13 *Amended Eff. August 1, 2011; July 1, 2009; August 1, 2002;*

14 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 27,*
15 *2019;*

16 *Amended Eff. January 1, 2023-March 1, 2023.*