

# REGISTRATION REMITTANCE ADDENDUM

# Engineering 16 Land Surveying 15

Continuing Education: Beginning January 1, 2004, each Professional Engineer and Land Surveyor registered to practice in the State of New York must complete approved continuing education.

- Professional Engineers are required to complete 36 hours of approved continuing education with a minimum of 18 hours in courses and no more than 18 hours in educational activities.
- Land Surveyors are required to complete 24 hours of approved continuing education with a minimum of 16 hours in courses and no more than 8 hours in educational activities.

Professional Engineers and Land Surveyors with renewal dates between January 1, 2004 and December 31, 2004 will not be required to report completion of the requisite 36 or 24 hours, respectively, until their next renewal in 2007. Professional Engineers and Land Surveyors with renewal dates starting in January 1, 2005 must report completion of 1 hour for each month starting January 1, 2004 through the beginning of their new registration period up to a maximum of 36 hours for Professional Engineers and up to a maximum of 24 hours for Land Surveyors. A continuing education fee of \$45 per triennium has been added to the registration fee. Licensees must maintain documentation of their completed required continuing education for a period of six years and be subject to audit by the New York State Education Department. Do not send any continuing education documents with this addendum.

THE FOLLOWING INFORMATION IS ONLY FOR THOSE INDIVIDUALS WHO HAVE NOT MET THE CONTINUING EDUCATION REQUIREMENT.

**Individuals who have NOT met the continuing education requirement MUST choose one of the following options and return this form with their Registration Remittance Document and fee (if required).** Your signature indicates agreement with the terms of the option that you have selected.

1.  I do not intend to practice in New York State during the period indicated on the Registration Remittance Document, and wish to place my registration in an INACTIVE STATUS.

As long as your registration remains inactive, you are not responsible for either the registration fee or the continuing education requirement. Please realize, however, that if you wish to resume practicing in New York, certain continuing education requirements must be met **prior to** reactivating your registration. You may not practice Engineering or Land Surveying in New York State if you are not registered.

Name (please print) \_\_\_\_\_ License # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Home telephone # \_\_\_\_\_ Work telephone # \_\_\_\_\_

Fax # \_\_\_\_\_ E-Mail address \_\_\_\_\_

2.  I wish to apply for a CONDITIONAL REGISTRATION

Conditional registrations are not automatic and may be issued at the Department's discretion. A conditional registration, if granted, is valid for one year and cannot be renewed or extended. You may request a conditional registration for a one-year period if you agree to:

- pay the full registration fee for the one-year conditional registration;
- complete the continuing education hours you are lacking from your previous registration period;
- complete the regular continuing education requirement prorated for the one-year conditional registration period, and, at the end of the conditional registration period,
- provide proof of course completion and pay the full registration fee for the remaining two years of your registration when the conditional registration expires.

Prior to the end of the one-year conditional registration period, you will be sent a Registration Remittance Document that you must complete and submit with the fee and proof of course completion before you will receive a registration for the remaining two years.

**Failure to meet the requirements of the conditional registration may subject you to prosecution for professional misconduct.**

Name (please print) \_\_\_\_\_ License # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Home telephone # \_\_\_\_\_ Work telephone # \_\_\_\_\_

Fax # \_\_\_\_\_ E-Mail address \_\_\_\_\_

3.  I wish to request an ADJUSTMENT to the continuing education requirement.

Adjustments to the continuing education requirement (**not an exemption**) may be granted by the Department for reasons of health documented by an appropriate health care professional, extended active duty with the armed forces of the United States, or other good cause beyond the licensee's control which in the judgment of the Department makes it impossible for the licensee to comply with the continuing education requirements in a timely manner. A written explanation documenting the circumstances which prevented compliance with Education Law must be included with this form.

Name (please print) \_\_\_\_\_ License # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Home telephone # \_\_\_\_\_ Work telephone # \_\_\_\_\_

Fax # \_\_\_\_\_ E-Mail address \_\_\_\_\_

4.  **EXEMPTION: (Engineers Only)** I certify I am exempt and meet the requirements of the Public Sector Exemption listed below:

To satisfy the continuing education requirements under the Public Sector Exemption, on December 31, 2003 you must have been directly employed on a full-time basis by the State of New York or its agencies, public authorities, public benefit corporations or local government units in a position requiring licensure in engineering and which was represented by a collective bargaining unit or, pursuant to Article 14 of the Civil Service Law, designated managerial or confidential. Since January 1, 2004, if you have practiced engineering (i.e. provided engineering services) in New York State outside government service described above, the exemption no longer applies.

Name (please print) \_\_\_\_\_ License # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Home telephone # \_\_\_\_\_ Work telephone # \_\_\_\_\_

Fax # \_\_\_\_\_ E-Mail address \_\_\_\_\_

**SUBMIT THIS ADDENDUM AND DOCUMENTATION (IF REQUIRED) WITH YOUR REGISTRATION REMITTANCE DOCUMENT AND APPROPRIATE FEE IN THE ENVELOPE PROVIDED.**

Please make a copy of this form and retain it for your records.

If you need additional information, please contact:

State Board for Engineering and Land Surveying  
New York State Education Department  
89 Washington Avenue, Second Floor Mezzanine, East Wing  
Albany, New York 12234-1000

Telephone: 518-474-3817 ext. 140

Fax: 518-473-6282

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