



Civil Engineering Certification

Rule #2

Recertification and Revocation

Approved by CEC Board of Direction: 10 January 2022

Revision approved by the CEC Board of Direction: 01 August 2022

Rule applicability: Post-licensure Diplomate Certifications

All Diplomates shall be required to recertify annually by paying the applicable recertification fee as determined by the CEC, maintaining a valid professional engineering license, and satisfactorily completing the required continuing professional development hours (PDHs). Upon request, Diplomates shall provide proof of a valid professional engineering license and PDHs to the Academy.

Process

On initial certification, the Civil Engineering Certification (CEC) will issue a Certificate of Special Knowledge to a new Diplomate with the current date, a unique identification number, and the certification expiration date. The initial expiration date will be December 31 of the year following the initial certification year. For example, if the initial certification date is May 15, 2021, the initial expiration date will be December 31, 2022.

Thereafter, Diplomate certifications are in effect for 1-year periods beginning January 1 and ending December 31.

The annual recertification process begins with renewal notices sent by CEC staff to currently certified Diplomates during the first week of October. These efforts are prepared and conducted in coordination with the ASCE Marketing staff before the annual recertification process begins. Additional recertification notices will be sent in October, November, and December by the CEC staff.

During the first three weeks of January, CEC staff will send notices to Diplomates who have not recertified informing them their Diplomate certification has lapsed and they have until March 31 to recertify before their names are removed from the Diplomate certification rosters maintained by CEC and ASCE and their authority to use the title Diplomate in personal titles and correspondence is rescinded.

Diplomates who have not completed all steps for recertification (i.e., verification of professional development requirements and submission of recertification fees) by March 31st will have their names removed from the appropriate CEC and ASCE rosters and be sent a letter from CEC staff informing them of this action, their authority to use the Diplomate title is rescinded, and the steps to follow if they choose to seek certification at

a later date. These steps will be complete before April 30 for all Diplomates who do not recertify.

Applications to recertify following a lapse in certification, as described above, will follow the normal Diplomate application process to include submission of the normal application fee. However, for lapsed certifications the submission of reference letters is optional. The appropriate Academy will review the application to determine acceptability and the level of review (e.g., references, exam, interview, etc.) needed for that particular applicant to be recertified. If approved, the period of recertification is the same as a new applicant, e.g., an expiration date on December 31 of the year following the recertification year. No new Diplomate certificate will be issued.

Professional Development Hours

A minimum of twenty PDHs are required, annually, in the specialty area including two PDHs in ethics. All PDHs shall conform to the National Council of Examiners for Engineering and Surveying (NCEES) guidelines for continuing professional development. All PDHs must be in engineering or professional subjects or activities that are pertinent to the Diplomate's practice.

Guidelines for satisfying annual PDH requirements are:

- A minimum of two PDHs must be in professional ethics.
- Attendance at professional society meetings or short courses that award PDHs or CEUs. Repeated short courses can only be counted once.
- Up to 5 hours may be obtained through self-study in topics that will improve the knowledge base of the Diplomate in engineering or related professional subjects.
- For those participating in examinations of Diplomate applicants a maximum of 2 PDHs can be credited per examination for a maximum of 2 examinations or a maximum total of 4 PDHs. The Academy shall issue appropriate PDH certificates to all examination panelists, if requested.
- Teaching a course or seminar in the Diplomate's area of expertise in a professional setting or at the university level can be counted for PDH credit only once for the same course instruction time plus two hours of preparation time.

A Diplomate may carry over up to twenty PDHs each year. A PDH is a contact hour of instruction or presentation. A continuing education unit (CEU) is a unit of credit customarily used for formal continuing education courses. One CEU consisting of ten contact hours of instruction and presentation equals 10 PDHs in a qualifying continuing education course as defined by criteria of the International Association for Continuing Education and Training.

Revocation of Board Certification

Board certification may be revoked by a two-thirds majority of the Trustees of the applicable Academy at a duly constituted meeting of the Board of Trustees for cause. The basis for such cause shall be the receipt of sufficient evidence of fraud or dishonesty, misrepresentation or concealment of facts on the application, revocation of a valid license to practice professional engineering, conviction of a crime involving moral

turpitude, or for any other reason considered good and sufficient by the Academy Board of Trustees. The following procedures shall govern Academy Board of Trustees actions for the revocation of board certification:

1. A written complaint is filed with the Academy Board of Trustees.
2. The Academy Secretary shall acknowledge receipt of the complaint in writing.
3. The Academy Secretary shall review the complaint and request any further information that may be required.
4. The Academy Secretary shall contact the subject of the complaint in writing with a complete description of the complaint and a request for a response. If no response is received within thirty days, then a second notice shall be issued in writing. If no response is received within fifteen days, then a final notice shall be issued by certified or registered mail. Following receipt of the response or after fifteen days from the date of the final notice, the entire matter shall be referred to the Academy Executive Committee for consideration.
5. After due consideration and review of the complaint and the response, if any, the Academy Executive Committee, with the approval of the Academy Board, shall take one or more of the following actions, as appropriate:
 - a. Dismiss the complaint.
 - b. Defer the decision with a request for more information.
 - c. Refer the matter to a state licensing board.
 - d. Suspend or revoke the board certification.
6. The Academy Secretary shall inform all parties in writing of the decision of the Executive Committee and of the right of the parties to appeal the decision to the Academy Board of Trustees.
7. The Academy Board of Trustees shall consider all appeals of the decision of the Academy Executive Committee in a timely manner and take appropriate action. The rulings of the Academy Board of Trustees in all appeal matters shall be final. For all appeals, the President of Civil Engineering Certification (CEC) shall preside at the meeting of the Academy Board of Trustees, but have no vote.