



Rules of Department of Economic Development

Division 30—Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Landscape Architects Chapter 4—Applications

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 30—Missouri Board for
Architects, Professional Engineers,
Professional Land Surveyors,
and Landscape Architects
Chapter 4—Applications**

4 CSR 30-4.010 Filing Deadline—Architects, Professional Engineers, Professional Land Surveyors, Landscape Architects, Engineer Interns and Land Surveyors-in-Training

PURPOSE: This rule sets filing deadline for applicants for examination and licensure as architects, professional engineers, professional land surveyors, landscape architects, engineer interns and land surveyors-in-training.

(1) All applications for examination and licensure as an architect, professional engineer, professional land surveyor or landscape architect and all applications for examination and enrollment as an engineer intern or land surveyor-in-training shall be filed with the board prior to the established filing deadline.

AUTHORITY: sections 327.141, 327.231, 327.241, 327.312 and 327.313, RSMo 2000 and 327.041 and 327.615, RSMo Supp. 2001. Original rule filed Aug. 22, 1973, effective Sept. 22, 1973. Amended: Filed Jan. 12, 1984, effective April 12, 1984. Amended: Filed Oct. 30, 2002, effective April 30, 2003.*

**Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001; 327.141, RSMo 1969, amended 1981, 1999; 327.231, RSMo 1969, amended 1981, 1999; 327.241, RSMo 1969, amended 1977, 1981, 1983, 1999; 327.312, RSMo 1983, amended 1999; 327.313, RSMo 1983, amended 1999; and 327.615, RSMo 1989, amended 2001.*

4 CSR 30-4.020 Filing Deadline—Engineer-in-Training
(Rescinded April 30, 2003)

AUTHORITY: section 327.041, RSMo 1986. Original rule filed May 4, 1973, effective June 4, 1973. Amended: Filed July 20, 1987, effective Oct. 25, 1987. Rescinded: Filed Oct. 30, 2002, effective April 30, 2003.

4 CSR 30-4.030 Deferring Action on Applications

PURPOSE: This rule gives the board authority to defer action on applications.

The board, on its own motion, may continue or defer action on any pending application and nothing in these regulations shall be construed as limiting the authority of the board in such matters.

AUTHORITY: section 327.041, RSMo 1986. Original rule filed March 16, 1970, effective April 16, 1970.*

**Original authority: 327.041, RSMo 1969*

4 CSR 30-4.040 Reconsideration of Denied Applications
(Rescinded October 30, 1996)

AUTHORITY: section 327.041, RSMo 1986. Original rule filed March 16, 1970, effective April 16, 1970. Rescinded: Filed April 25, 1996, effective Oct. 30, 1996.

4 CSR 30-4.050 Criteria to File Application Under 327.391, RSMo

PURPOSE: This rule requires that applications for registration under section 327.391, RSMo 1986 be subject to criteria established by the board at the time of receipt of the application.

(1) All applications for registration as a professional engineer under section 327.391, RSMo 1986 shall be subject to such criteria as established by the board at the time the application is received.

(A) Applicant shall submit a complete application on forms prescribed by the board.

(B) Applicant shall submit an official birth certificate issued by the Bureau of Vital Statistics or a notarized copy of an official birth certificate issued by the Bureau of Vital Statistics.

(C) Applicant shall submit a detailed resume of his/her engineering experience.

(D) Applicant shall request at least five (5) registered professional engineers to send a letter of reference directly to the office of the board. Letters are not to be submitted by individuals listed in the applicant's experience record or from persons who sign the five (5) interrogatory form letters of reference furnished to the applicant in his/her packet of application forms.

(E) Applicant should be a resident of the state of Missouri or hold a valid certificate of registration as an engineer issued by another state.

(F) If the applicant holds a degree in engineering or science, and if the board approves the applicant for further consideration after reviewing material submitted pursuant to sub-

sections (1)(A)–(D) of this rule, the applicant will be invited to submit a comprehensive, detailed, notarized report on a significant engineering project in which s/he has personally participated as an engineer or for which the engineering functions have been under his/her direct supervision. The project on which s/he is reporting must not have been completed more than ten (10) years prior to the date of the report. The report will be a document prepared for the specific purpose of registration. A printed article of personal or conjoint authorship or a copy of a document prepared for some other purpose will not be acceptable. With the report, the applicant will be required to include a list of items covering some of his/her achievements, such as published articles, books, citations, honors, patents, society activities, etc. and exhibits of personal work which s/he considers to be of outstanding engineering nature, not to exceed four (4) or five (5) in number. If, after reviewing the report, the board still feels the applicant deserves further consideration, the applicant will be required to pass an oral examination.

(G) If the applicant does not hold a degree in engineering or science and if the board approves the applicant for further consideration after reviewing material submitted pursuant to subsections (1)(A)–(D) of this rule, the applicant will be required to pass a written examination.

(H) The written examination shall be an eight (8)-hour examination over the Principles and Practice of Engineering. The examination shall be an approved exam as provided for in 4 CSR 30-5.070. Additional written examinations may also be required if deemed necessary by the board.

(2) All applications for registration as a land surveyor under section 327.391, RSMo 1986 shall be subject to such criteria as established by the board at the time the application is received.

(A) Applicant shall submit a complete application on forms prescribed by the board.

(B) Applicant shall submit an official birth certificate issued by the Bureau of Vital Statistics or a notarized copy of an official birth certificate issued by the Bureau of Vital Statistics.

(C) Applicant shall submit a detailed resume of his/her land surveying experience.

(D) Applicant shall request at least five (5) registered land surveyors to send a letter of reference directly to the office of the board. Letters are not to be submitted by individuals listed in the applicant's experience record or from persons who sign the five (5) interrogatory form letters of reference furnished to the



applicant in his/her packet of application forms.

(E) Applicant should be a resident of the state of Missouri or hold a valid certificate of registration as a land surveyor issued by another state.

(F) If the applicant holds a degree in engineering or science, and if the board approves the applicant for further consideration after reviewing material submitted pursuant to subsections (2)(A)–(D) of this rule, the applicant will be invited to submit a comprehensive, detailed, notarized report on an outstanding land surveying project in which s/he has personally participated as a land surveyor or for which the land surveying functions have been under his/her direct supervision. The report will be a document prepared for the specific purpose of registration. A printed article of personal or conjoint authorship or a copy of a document prepared for some other purpose will not be acceptable. With the report, the applicant will be required to include a list of items covering some of his/ her achievements, such as published articles, books, citations, honors, patents, society activities, etc. and exhibits of personal work which s/he considers to be of outstanding land surveying nature, not to exceed four (4) or five (5) in number. If, after reviewing the report, the board still feels the applicant deserves further consideration, the applicant will be required to pass an oral examination.

(G) If the applicant does not hold a degree in engineering or science and if the board approves the applicant for further consideration after reviewing the material submitted pursuant to subsections (2)(A)–(D) of this rule, the applicant will be required to pass a written examination.

(H) The written examination shall consist of three (3) sections. The first section shall be the NCEE Part III Examination covering the Principles and Practice of Land Surveying. The second section shall be Part IV-A covering Missouri statutes and rules related to the “Standards of Practice” of the Missouri Land Survey, the U.S. system of public land surveying in Missouri, the Missouri State Coordinate System and other areas of professional practice in Missouri. The third section shall be the NCEE Part IV-B Examination covering the Principles and Practice of Land Surveying.

AUTHORITY: section 327.041, RSMo 1986. Original rule filed Nov. 10, 1971, effective Dec. 10, 1971. Amended: Filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Jan. 12, 1984, effective April 12, 1984. Amended: Filed Jan. 27, 1987, effective April 26, 1987.*

**Original authority: 327.041, RSMo 1969, amended 1981, 1986.*

4 CSR 30-4.060 Evaluation—Comity Applications—Architects

PURPOSE: This rule requires all individuals applying for licensure as an architect under section 327.381, RSMo to first obtain an NCARB certificate and file.

(1) Individuals applying for licensure as an architect under section 327.381, RSMo who were originally licensed in another state, territory or possession of the United States or in another country shall be required to first obtain a National Council of Architectural Registration Board (NCARB) certificate and file.

(2) The board shall only consider comity licensure applications when accompanied by an NCARB file.

AUTHORITY: sections 327.041, 327.131 and 327.381, RSMo Supp. 2003. Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Dec. 9, 2002, effective June 30, 2003. Rescinded and readopted: Sept. 8, 2003, effective March 30, 2004.*

**Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001; 327.131, RSMo 1969, amended 1981, 1999, 2001; 327.381, RSMo 1969, amended 1981, 1999, 2001.*

4 CSR 30-4.070 Evaluation—Comity Applications—Engineers

PURPOSE: This rule insures that applicants for registration as professional engineers meet the minimum requirements for initial registration in Missouri.

(1) Any person applying for registration as a professional engineer under section 327.381, RSMo who was originally registered, or subsequently registered, on or after April 13, 1984, in another state, territory or possession of the United States or in another country without being required to pass the NCEES examinations, that is, the Fundamentals of Engineering Examination and the Principles and Practice of Engineering Examination, will be required to pass the NCEES examination(s) which he/she was not required to pass to attain his/her original or subsequent registration(s) except that if such person has been actively engaged in the practice of engineering for a period of fifteen (15) consecutive years immediately prior to the filing of his/her application for comity, such person

shall not be required to take the NCEES Fundamentals of Engineering Examination.

(2) Any person applying for registration as a professional engineer under section 327.381, RSMo who was originally registered or subsequently registered anytime prior to April 13, 1984, in another state, territory or possession of the United States or in another country without being required to pass at least an eight (8)-hour examination covering the mathematics and basic sciences (fundamentals of engineering), shall be required to take and pass the NCEES Fundamentals of Engineering Examination except that if such person has been actively engaged in the practice of engineering for a period of fifteen (15) consecutive years immediately prior to the filing of his/her application for comity, such person shall not be required to take the NCEES Fundamentals of Engineering Examination, providing he/she has already taken and passed at least an eight (8)-hour fundamentals of engineering examination.

(3) Any person applying for registration as a professional engineer under section 327.381, RSMo who was originally registered or subsequently registered anytime prior to April 13, 1984, in another state, territory or possession of the United States or in another country without being required to pass at least an eight (8)-hour examination covering the theory and practice of engineering (principles and practice of engineering), shall be required to take and pass the NCEES Principles and Practice of Engineering Examination.

(4) When a comity applicant is required to take both the NCEES Fundamentals of Engineering Examination and the NCEES Principles and Practice of Engineering Examination, he/she may take the examinations on consecutive days, provided however, the applicant will not be registered by comity until he/she passes both examinations in accordance with the provisions of section 327.241.3, RSMo.

(5) When an applicant for registration by comity is required to take the NCEES Fundamentals of Engineering Examination and/or the NCEES Principles and Practice of Engineering Examination, the applicant shall not be required to pay an examination fee for either or both examinations. If the applicant fails to pass the required examination(s), he/she will be permitted unlimited reexaminations so long as notice of desire to retake is filed with the board on or before the filing deadline and so long as the applicant pays the



required reexamination fee as is set forth in 4 CSR 30-6.020.

AUTHORITY: section 327.041, RSMo Supp. 1998. Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed April 7, 1999, effective Oct. 30, 1999.*

**Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995.*

4 CSR 30-4.080 Evaluation—Comity Applications—Land Surveyors

PURPOSE: This rule outlines conditions under which the board will require a professional land surveying applicant under section 327.381, RSMo to take and pass an examination(s) as a prerequisite to licensure.

(1) Any person applying for licensure as a professional land surveyor under section 327.381, RSMo, who was licensed on or after October 1992 in another state, territory or possession of the United States or in another country without being required to pass the National Council of Examiners in Engineering and Surveying (NCEES) examinations, that is, the Fundamentals of Land Surveying Examination and the Principles and Practice of Land Surveying Examination; will be required to pass the NCEES Fundamentals of Land Surveying Examination, except that if such person has been actively engaged in the practice of land surveying for a period of at least fifteen (15) years prior to the filing of his/her application for comity and has taken at least an eight (8) hour examination in the Fundamentals of Land Surveying, the requirement for taking the NCEES Fundamentals of Land Surveying Examination will be waived.

(2) Any person applying for licensure as a professional land surveyor under section 327.381, RSMo, who was licensed prior to October 1992 in another state, territory or possession of the United States or in another country without being required to pass the NCEES Fundamentals of Land Surveying Examination, will be required to pass the NCEES Fundamentals of Land Surveying Examination; except that if such person has been actively engaged in the practice of land surveying for a period of at least fifteen (15) years prior to the filing of his/her application for comity and has taken at least an eight (8) hour examination in the Fundamentals of Land Surveying, which is equivalent to that of the NCEES, the requirement for taking the NCEES Fundamentals of Land Surveying Examination will be waived.

(3) Any person applying for licensure as a professional land surveyor under section 327.381, RSMo, who was licensed prior to October 1992 in another state, territory or possession of the United States or in another country without being required to pass the NCEES Principles and Practice of Land Surveying Examination, will be required to pass the NCEES Principles and Practice of Land Surveying Examination; except that if such person has been actively engaged in the practice of land surveying for a period of at least fifteen (15) years prior to the filing of his/her application for comity and has taken an examination in the Principles and Practice of Land Surveying, which is equivalent to that of the NCEES, the requirement for taking the NCEES Principles and Practice of Land Surveying Examination will be waived.

(4) Any person applying for licensure as a professional land surveyor under section 327.381, RSMo, shall be required to take and pass the written Missouri Specific Examination covering Missouri surveying practice and Missouri statutes and rules relating to the practice of land surveying.

(5) When a comity applicant is required to take one or both of the NCEES examinations as well as the written Missouri Specific Examination, the applicant may take the examinations on consecutive testing dates, provided however, the applicant will not be licensed by comity until he or she passes all of the examinations required of the applicant.

AUTHORITY: sections 327.041 and 327.381, RSMo Supp. 2001. Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Jan. 27, 1987, effective April 26, 1987. Rescinded and readopted: Filed Oct. 1, 2001, effective April 30, 2002.*

**Original authority: 327.041, RSMo, amended 1969, 1981, 1986, 1989, 1993, 1995, 1999, 2001 and 327.381, RSMo 1969, amended 1981, 1999, 2001.*

4 CSR 30-4.090 Evaluation—Comity Applications—Landscape Architects

PURPOSE: This rule ensures that an applicant for licensure by comity meets the minimum requirement for initial licensure in Missouri.

(1) Individuals who are certified or licensed in another state or territory of the United States and have qualifications which are at least equivalent to the requirements for licen-

sure as a landscape architect in this state may apply for registration by comity.

(2) Applications shall be typewritten on forms provided by the board and shall be accompanied by the required fee.

AUTHORITY: sections 327.041 and 327.623, RSMo Supp. 2003. Original rule filed Oct. 30, 2002, effective April 30, 2003. Amended: Filed Sept. 8, 2003, effective March 30, 2004.*

**Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001 and 327.623, RSMo 1989 amended 2001.*