
**Rules of
Department of Economic
Development**

**Division 30—Missouri Board for Architects,
Professional Engineers and Land Surveyors
Chapter 8—Land Surveying**

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 30—Missouri Board for
Architects, Professional Engineers
and Land Surveyors
Chapter 8—Land Surveying**

4 CSR 30-8.010 Land Surveying Matters

PURPOSE: This rule requires all land surveying matters to be handled by the land surveying division.

All matters pertaining to land surveyors shall be handled by the land surveying division of the board.

AUTHORITY: section 327.041, RSMo Supp. 1993. Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Jan. 27, 1987, effective April 26, 1987.*

**Original authority 1969, amended 1981, 1986, 1989, 1993.*

4 CSR 30-8.020 Professional Development Requirements for Land Surveyors

PURPOSE: This rule establishes professional development requirements for renewal of land surveyor certificate registration.

(1) Purpose.

(A) As a condition for renewal of land surveyor certificate of registration, each registrant shall have successfully completed twenty (20) units of professional development, as defined by this regulation, within the preceding two (2) calendar years.

(B) This rule establishes the professional development (continuing education) requirements.

(C) Professional development is a requirement for every land surveyor registered by the board, regardless of age, area of practice, or whether the registrant lives in-state or out-of-state (see enabling statute for inactive registration provision).

(D) Professional development obtained by a registrant should maintain, improve or expand skills and knowledge obtained for initial licensure, or to develop skills and knowledge relevant to the practice of land surveying.

(2) Definitions.

(A) Professional development unit (PDU). One (1) nominal contact hour of instruction or presentation. The common denominator for other units of credit.

(B) Continuing education unit (CEU). Unit customarily used for continuing education

courses. One (1) CEU equals ten (10) nominal contact hours of class in an approved continuing education course.

(C) Sponsor. An individual, organization, association, institution or other entity which provides an educational activity for the purpose of fulfilling the professional development requirements of the board.

(D) Board. The Missouri Board for Architects, Professional Engineers and Land Surveyors.

(E) Land surveying division. The three (3)-member division of the board which concerns itself with the profession of land surveying.

(3) Activities. All such activities as described above must be relevant to the practice of surveying and may include technical, ethical, or managerial content. Professional development activities which satisfy these requirements shall include, but shall not be limited to:

(A) Successfully completing college or university courses;

(B) Successfully completing courses which are awarded CEU(s);

(C) Active participation and successful completion of seminars, tutorials, workshops, short courses, correspondence courses, televised or videotaped courses or in-house courses;

(D) Attending program presentations at related technical or professional meetings;

(E) Teaching or instructing (see (3)(A)—(D)); and

(F) Authoring papers or articles which appear in nationally circulated technical journals or trade magazines.

(4) Criteria. Professional development activities must meet the following criteria:

(A) There is a clear purpose and objective for each activity which will maintain, improve or expand skills and knowledge obtained prior to initial licensure or to develop new and relevant skills and knowledge;

(B) The content of each presentation is well organized and presented in a sequential manner;

(C) There is evidence of preplanning which should include the opportunity for input by the target group to be served;

(D) The presentation will be made by persons who are well qualified by education and experience; and

(E) There is a provision for individual participant registration which will include information required for recordkeeping and reporting.

(5) Units. The conversion to PDUs from other units is as follows:

(A) One semester hour of college credit 30 PDU;

(B) One-quarter hour of college credit 20 PDU;

(C) One CEU 10 PDU;

and

(D) One nominal contact hour of acceptable professional development education 1 PDU.

(6) Credits. PDUs of credit for qualifying courses successfully completed which offer semester hour, quarter hour, or CEU credit is as specified in this rule. All other activities permit the earning of one (1) PDU of credit for each contact hour with the following exceptions:

(A) Auditing or “hearing” of university or college courses permit PDU credit of one-third (1/3) as shown in section (5);

(B) Teaching or instructing qualifying courses or seminars or making presentations at technical meetings or conventions earn PDU credit at twice that of participants; and

(C) Five (5) PDUs are earned for a paper or article which is published in a nationally circulated technical journal or article. Credit cannot be claimed until article or paper is actually published.

(7) Reciprocity. PDUs may be acquired at locations other than Missouri, so long as the content meets the requirements of this regulation.

(8) Forms. All renewal applications will require the completion of a continuing education form specified and supplied by the board outlining and summarizing PDU credit claimed. The registrant must supply sufficient detail on the form to permit audit verification, must certify and sign the form, and submit with the renewal application and fee.

(9) Records. The responsibility of maintaining records which can be used to support credits claimed is the responsibility of the registrant. Records required include but are not limited to: 1) a log showing the type of activity claimed, sponsoring organization, location, duration, instructor’s or speaker’s name, and PDU credits earned; and 2) attendance verification records in the form of completion certificates, signed attendance receipts, paid receipts, a copy of a listing of attendees signed by a person in responsible charge, or other documents supporting evidence of attendance. These records must be maintained for a period of four (4) years and copies must be furnished to the board for audit verification purposes if requested. At its discretion, the board may randomly audit a portion of registrants each year.



(10) Disallowance. The board will review all claimed PDU credits for compliance with the regulation. If in the review the board finds that the PDU credit is not acceptable, the board shall inform the registrant of the criteria that has not been adhered to. The registrant shall have one hundred eighty (180) days after notification to substantiate the original claim or to earn other credits to meet the minimum requirements.

(11) Board Preapproval of Sponsor's Activities. Should the sponsor of a professional development activity wish, they may seek, and the board will preapprove PDU credit for the activity. The sponsor must submit complete information concerning the proposed activity and must submit the number of PDU credits sought. Such information may include: date(s), activity outline or syllabus, presentation abstract(s), preliminary program with timeframes, course description, instructor names with biographical sketches, etc. This information must be submitted to the board office. The land surveying division will approve or deny credit for the activity within forty-five (45) calendar days of receipt of the information.

AUTHORITY: section 327.041, RSMo Supp. 1993. Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Nov. 8, 1984, effective Feb. 11, 1985. Amended: Filed July 6, 1992, effective April 8, 1993. Rescinded: Filed May 3, 1994, effective Dec. 30, 1994. Readopted: Filed July 11, 1994, effective Dec. 30, 1994.*

**Original authority 1969, amended 1981, 1986, 1989, 1993.*

4 CSR 30-8.030 Missouri Standards for Mortgage Inspection Reports (MIRs)
(Rescinded December 30, 1994)

AUTHORITY: section 327.041, RSMo Supp. 1984. Original rule filed July 6, 1992, effective April 8, 1993. Rescinded: Filed May 3, 1994, effective Dec. 30, 1994.