

## CERTIFICATE OF AUTHORIZATION APPLICATION INSTRUCTIONS

Application must be typewritten or computer generated and returned on the original form as provided by the Board. The fee for an out of state comity application or reauthorization of an expired Certificate of Authorization is \$250. The fee for an original Certificate of Authorization application is \$200. (This applies to Oklahoma resident firms only.) The fee for an Amended Certificate of Authorization is \$100. This fee is payable by check or money order to the OK Board of PE & LS at the time of application.

Item I. Designate service(s) offered (engineering and/or land surveying) in the space provided. Designate the manner in which the firm is organized by marking the appropriate box(s). Also, list the firm's federal employer number, tax identification number, employer identification number or social security number.

Item II. **If incorporated**, provide the *original date and State of Incorporation*.  
NOTE: This is not the date the corporation or LLC was authorized to transact business in Oklahoma; the date provided must be the original date of incorporation for the firm. Also, submit a copy of the current corporation's or LLC's Certificate of Incorporation with this application, UNLESS the firm is a New Firm which has not yet applied to the Secretary of State for Incorporation. Once the New Firm has applied for Incorporation, a copy of the Certificate of Incorporation must be immediately submitted to this office.  
**IF NOT INCORPORATED**, please provide a copy of evidence of your firm's legal existence. If you are a NEW FIRM, please provide this information immediately upon obtaining such documentation.

Item III. List all officers, directors, partners as applicable.

Item IV. (A) Provide a description of the type of services the firm will offer.  
(B) Provide information regarding current or pending Oklahoma projects.

Item V. Provide information as requested.

Item VI. Read information regarding "Offices". Provide address, telephone number, fax number and e-mail address, designate service(s) offered (engineering and/or land surveying), name of professional(s) and Oklahoma license number(s) in the space provided. Attach additional sheets as necessary. If the firm does not offer engineering or land surveying services within Oklahoma from the main office (or corporate headquarters), there is no need to provide the name of a professional. If a license has been applied for but not issued list "App Pending" under the "OK Lic. No." column. If the licensee listed also works for another firm, please attach written documentation as to the employment situation of the licensee.

Item VII. Ensure that the information presented on the application meets the requirements of the Certificate.

Item VIII. A principal officer, partner or owner of the firm must sign the Certificate. Return the signed original application form along with fees and any attachments to the Board Office.

**OAC 245:15-19-8. Firms required to file with Secretary of State; restriction on similar names**

(a) Failure to properly file a Certificate of Incorporation or authentication and maintain same with the Secretary of State shall result in revocation of the Certificate of Authorization and disciplinary action pursuant to the Rules of this Chapter.

(b) The name of a firm or entity shall not be the same as or deceptively similar to the name of any firm or entity then existing. The name shall not be the same or deceptively similar to any name that has existed within the preceding three (3) years, without the written consent of the previously existing firm or entity.

**BIENNIAL RENEWAL**

1. Certificates of Authorization for firms expire in accordance with the provisions of Title 59 O.S., 475.16 and OAC 245:15-19-3.

2. Upon receipt of renewal form of the firm, accompanied by the appropriate fee, the Board shall renew the Certificate of Authorization of the firm as required by law and the regulations of the Board, providing that the Board determines that the firm has complied with all regulations and provisions of law.

3. If the firm does not renew the Certificate of Authorization by the renewal date, the Certificate of Authorization shall be automatically revoked. The Certificate of Authorization may be reinstated within 180 days of the revocation date upon receipt of the reinstatement application and payment of the required renewal fee plus penalty.

4. Failure of a firm to renew the certificate of authorization for a period longer than 180 days shall require the firm to submit a new application and meet all other requirements then in effect for authorization.

5. Renewal forms will be mailed to authorized firms at least one month prior to expiration. Upon submitting the appropriate renewal documents to the Board Office, a wallet card will be sent to the firm showing the new date of expiration.



Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors  
 Oklahoma Engineering Center – Room 120  
 201 N.E. 27<sup>th</sup> St., Room 120  
 Oklahoma City, OK 73105-2788  
 (405) 521-2874  
[www.pels.state.ok.us](http://www.pels.state.ok.us)

**Application for Certificate of Authorization (CA)  
 to Offer and/or Practice Engineering and/or Land Surveying  
 in the State of Oklahoma through a Firm**

**Application Fees:**

**\$200.00 for Oklahoma Resident Firms or \$250.00 for Out-of-State Comity Application or Reauthorization of a CA  
 \$100.00 fee for Amendment to an Active CA**  
 (checks or money orders payable to OK St. Bd. Of PE & LS – no cash or credit cards accepted)

**Application must be typewritten or computer generated**

Legal Name of Firm: \_\_\_\_\_  
 (as it appears on articles of incorporation or organization or other legal documents)

**Mark one of the following:**  Original  Amended  Reauthorization of CA No. \_\_\_\_\_

**I.** Certificate of Authorization Application is hereby made to offer  **Engineering**  **Land Surveying**  
 professional service(s) in the State of Oklahoma, as provided in Title 59 O.S. 475.21. This firm operates as a:

- Corporation**  **Partnership**  **Private Practitioner employing other design professionals**  
 **Private Practitioner using a fictitious name**  **Other (specify)** \_\_\_\_\_

Federal Employer Identification #, Tax I.D. No., or Soc. Sec. # \_\_\_\_\_

**II.** A. If filing as a Corporation or LLC, list the date and State of the *original* incorporation. ***A copy of the current corporation's or LLC's Certificate of Incorporation must be submitted as part of this application.***

Date of Inc: \_\_\_\_\_, \_\_\_\_\_ State \_\_\_\_\_

(If not currently domesticated as a foreign corporation in Oklahoma, an *Application for Certificate of Authority* must also be filed with the office of the Oklahoma Secretary of State.)

B. If filing as something other than a Corporation or LLC, please provide evidence of your firm's legal existence. If you are a new firm, please provide documentation showing your new firm's legal existence immediately upon obtaining such documentation.

**III.** List the names, titles and addresses of all officers, directors and/or partners of the firm. Indicate which officers (if any) are licensed professional engineers and/or licensed professional surveyors.

Name	Title	Address	License No./State
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#### IV. DESCRIPTION OF SERVICES

- A. List below a concise but comprehensive description of the engineering and/or land surveying services to be furnished by the firm:

- B. If an Oklahoma project is currently under contract or anticipated in the next twelve months, please provide an executed copy of the contract, or if a written contract does not exist provide a description of the project:

#### V. Circle Yes or No and provide additional information as indicated.

- A. Has any jurisdiction's licensing board taken formal or informal disciplinary action against this firm?  
Yes      No      *If yes, please provide a copy of the action taken and a written explanation.*

- B. Has this firm surrendered or allowed a professional or occupational license to lapse in any jurisdiction due to any pending or threatened disciplinary action? Yes      No      *If yes, please provide a written explanation.*

- C. Has this firm been found by a court to have violated the engineering/surveying licensure laws or the professional or occupational laws of any jurisdiction? Yes      No      *If yes, please provide a copy of the action taken and a written explanation.*

## VI. OFFICES

See Exhibit A for the definition of "Direct Control and Personal Supervision" prior to filling out this section.

- A. **Engineering Firms** – An Oklahoma licensed PE may or may not be physically located at each office, but an Oklahoma licensed PE must be a full-time employee of the firm and listed as being in responsible charge of each principal or branch office from which engineering services are being offered and/or performed. Also, the responsible charge PE must list the physical location of the office in which they are a full-time employee for the firm.
- B. **Land Surveying Firms** – An Oklahoma licensed PLS must be an employee of the firm and physically present on a full-time basis at each branch office offering and/or performing surveying work to provide direct control and personal supervision of the surveying services.
- C. **In all cases** – All licensed professional engineers and/or professional land surveyors who will be offering or performing professional services in Oklahoma on behalf of the firm must be listed on the Certificate of Authorization.

**Principal Office** – the main location listed on the Certificate of Authorization. This office may or may not offer or perform engineering or surveying services. If professional services are offered and/or performed in Oklahoma from this location, a full-time Oklahoma licensed professional engineer and/or land surveyor respectively must be listed on the Certificate of Authorization as being in responsible charge of this office. If the firm does not offer engineering or land surveying services within Oklahoma from the principal office, there is no need to provide the name of a licensed professional.

**Branch Office** – a separate office from the principal office from which engineering and/or surveying services respectively may be offered and/or performed. Engineering or surveying work produced from a branch office, when presented to a client or governmental agency, must bear the address and other contact information of the branch office or the office at which the responsible charge professional is located. All branch offices from which engineering and/or land surveying services will be offered or performed in the State of Oklahoma must be listed on the Certificate of Authorization.

**Field Office** – does not need to be listed on the Certificate of Authorization if it is a separate office from the principal office. A field office **shall not**:

1. advertise the location (i.e. permanent signage, print, or other media)
2. have a phone number listed to the public
3. be listed on stationary or the website
4. issue work bearing the address and other contact information of this office

(You may copy this form and attach additional pages if necessary.)

	ADDRESS, TELEPHONE, FAX, E-MAIL ADDRESS	SERVICE (S) OFFERED engineering land surveying	NAME AND OFFICE LOCATION OF PROFESSIONAL (if licensee is employed by another firm attach an explanation as to the employment situation of the licensee)	OK LIC. NO. (if license has not been issued list 'App Pending')
<b>PRINCIPAL OFFICE</b> Main Office of Corporate Headquarters				
<b>BRANCH OFFICE 1</b>				
<b>BRANCH OFFICE 2</b>				
<b>BRANCH OFFICE 3</b>				
<b>BRANCH OFFICE 4</b>				
<b>BRANCH OFFICE 5</b>				

## VII. CERTIFICATE

In support of this application for certificate of authorization, the undersigned certifies as follows:

- All engineers and land surveyors performing professional services in Oklahoma are duly licensed or working under the direct control and personal supervision of a duly licensed Oklahoma Professional Engineer or Land Surveyor.
- The said Firm is being operated in compliance with the laws of the State of Oklahoma and the regulations of the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors.
- All offices in Oklahoma and all offices in which services are being offered and/or performed in Oklahoma are listed and identify the full-time duly licensed professional(s) in direct control and personally supervising each office.
- ***The Board will be notified within 30 days of any change in personnel status contained in this Certificate of Authorization.***

## VIII. AFFIDAVIT

The undersigned, a principal officer/partner/owner of the aforementioned firm, hereby certifies that all statements made in said application are true and accurate. I declare under penalty of perjury under the laws of Oklahoma that the statements and representations contained in this application are true in substance and effect and are made in good faith.

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Signature

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Name and Title (typed)

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Date and Place of Execution

---

E-mail Address

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Telephone

Disclaimer: The State Board of Licensure for Professional Engineers and Land Surveyors, by approving and issuing a Certificate of Authorization to an entity, disclaims that an entity is lawfully or legally formed under the statutes of the State of Oklahoma.

EXHIBIT A  
OAC 245:15-17-2(c)(d)

(c) Regarding professional engineering, the licensee is responsible for meeting all of the following requirements to be in direct control and personal supervision of the work:

1. The licensee supervises the preparation of the plans, specifications, drawings, reports, or other documents and has input into their preparation prior to their completion and reviews the final plans, specifications, drawings, reports, or other documents prior to signing and sealing the work; and
2. The licensee has the authority to, and does, make any necessary and appropriate changes to the final plans, specifications, drawings, reports, or other documents prior to signing and sealing the work; and
3. The intent of the definition of direct control and personal supervision may be met if all provisions of the definition are met using remote electronic or communication means.
4. An engineer who signs and seals work must be capable of answering questions as to the engineering decisions made during the work on the project in sufficient detail as to leave little doubt as to the engineer's competence for the work performed. It is not necessary to defend decisions, as in an adversary situation, but only to demonstrate the engineer who is in direct control and personally supervising the work made them and possessed sufficient knowledge of the project to make them. The individual should be able to clearly define the degree of control over the work and how it was exercised, and should be able to demonstrate that the engineer was answerable within said degree of control necessary for the work done.
5. The intent of the law shall not be met if an unlicensed person independently performs engineering work, to then be reviewed, signed and sealed by a professional engineer. An unlicensed person may only be used if the professional engineer is personally directing the unlicensed person and the work is performed concurrent with the supervision.

(d) Regarding land surveying, the licensee is responsible for meeting all of the following requirements to be in direct control and personal supervision of the work:

1. The licensee directly controls and personally supervised the surveying work; and
2. The licensee has the authority to, and does, make any necessary and appropriate changes to the work prior to signing and sealing the work; and
3. All surveying offices must have a professional land surveyor physically present at the location to be in responsible charge of, and in direct control and supervision of the work; and
4. A surveyor who signs and seals work must be capable of answering questions as to the surveying decisions made during the project in sufficient detail as to leave little doubt as to the surveyor's involvement with the work performed. It is not necessary to defend decisions, as in an adversary situation, but only to demonstrate that the surveyor who is in direct control and personally supervising the work made them and possessed sufficient knowledge of the project to make them. The licensee should be able to clearly define the degree of control over the work and how it was exercised, and should be able to demonstrate that the surveyor was answerable within said degree of control necessary for the work done.
5. The intent of the law shall not be met if an unlicensed surveying crew independently performs surveying work, to then be reviewed, signed and sealed by a professional land surveyor. An unlicensed surveying crew may only be used if the professional land surveyor in direct control and supervision of the work is personally directing the land surveying crew and the work is performed concurrent with the supervision.