

**OKLAHOMA STATE BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**
220 NE 28th St., Suite 120
Oklahoma City, OK 73105-2802
www.pels.ok.gov

TWO STEPS TO RENEW YOUR FIRM'S CERTIFICATE OF AUTHORIZATION (CA)

Our Renewal Process has changed – Please read the steps below prior to renewing

Step 1:

- a. **Complete Form A1-A3 and sign the last page entitled "Certification"**. Digital Signatures may be accepted on the forms. If you complete the form manually, any revisions to the form must be typewritten.
- b. Print Form A1-A3 and attachments, if applicable, and return via mail to the Board address listed above OR scan and email all completed forms to FormA@pels.ok.gov.
- c. All Form A's must be received in this office by June 30, 2020 and payment made online or your Certificate of Authorization shall expire. A Reinstatement Form and fee will be required to reinstate.
- d. GO IMMEDIATELY TO STEP 2 AND COMPLETE THE RENEWAL PROCESS

Step 2:

Pay Your Renewal Fee. Do not delay in paying the renewal fee online by the **June 30, 2020 deadline**. Do not wait for a confirmation that we received your Form A or other documents prior to paying your renewal fee online. Online information will not reflect information you updated in your Form A1-A3 until after you have submitted your payment.

- a. **Log in to your firm's online renewal account at www.pelsrenewal.ok.gov**
 - Enter your firm's Certificate of Authorization number (e.g. 1234)
 - Designate "FIRM"
 - Enter your password or click on "Forgot Password". First time users, please request your login PIN by contacting tanderson@pels.ok.gov. Please reference your Certificate of Authorization number with your request.

PLEASE NOTE:

If renewing online is not possible due to **accessibility issues**, please submit a written request for permission to renew by mail including a **detailed explanation**. Send requests by email to Kathy Hart at khart@pels.ok.gov or mail regular mail to the Board office. The request must be received in this office by **June 1, 2020**, and must include your Certificate of Authorization number, name of firm, and preferred mailing address.

A MANAGING AGENT MUST COMPLETE THIS PAGE IN ITS ENTIRETY

1. Update Principal or Branch Office(s) Location or Contact Information

_____ I have reviewed the firm's location/contact information and no changes are required.

_____ I have reviewed the firm's location/contact information and the changes required have been updated on **Change Form A-1**.

Principal Office – The main location listed on the Certificate of Authorization. This office may or may not offer or perform engineering and/or surveying services.

Branch Office – A separate office from the principal office from which engineering and/or surveying services may be offered and/or performed. ONLY branch offices from which engineering and/or surveying services will be offered or performed in the State of Oklahoma must be listed on the Certificate of Authorization.

Field Office – Do not list 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 stationery or the website

2. Revise Managing Agent Information

_____ I have reviewed the firm's Managing Agent designation and no changes are required.

_____ I have reviewed the firm's Managing Agent designation and the changes required have been indicated on **Change Form A-2**.

3. Revise Professional Engineers and Professional Land Surveyors Listed on the Certificate of Authorization to Perform Professional Services on Behalf of the Firm

_____ I have reviewed the firm's list of licensees and no changes are required

_____ I have reviewed the firm's list of licensees and the required changes have been indicated on **Change Form A-3**.

**UPDATE PRINCIPAL OR BRANCH OFFICE LOCATION(S)
OR CONTACT INFORMATION BELOW**

**Refer to the Print-Out provided with your firm's Renewal Notice
or view your firm's current information at www.pels.ok.gov and select License Lookup.**

IMPORTANT: You **MAY NOT ADD** an office which offers professional land surveying services unless a professional land surveyor is physically present at the location to be in responsible charge of, and in direct control and supervision of the work.

Principal Office

Address		
City	State	ZIP Code
Telephone Number	Email	Professional Service(s) Offered

Branch Office 1 ___ Add ___ Delete ___ Update Existing Branch

If updating an Existing Branch, indicate with an asterisk which portions of the information you are updating.

Address		
City	State	ZIP Code
Telephone Number	Email	Professional Service(s) Offered

Branch Office 2 ___ Add ___ Delete ___ Update Existing Branch

If updating an Existing Branch, indicate with an asterisk which portions of the information you are updating.

Address		
City	State	ZIP Code
Telephone Number	Email	Professional Service(s) Offered

Branch Office 3 ___ Add ___ Delete ___ Update Existing Branch

If updating an Existing Branch, indicate with an asterisk which portions of the information you are updating.

Address		
City	State	ZIP Code
Telephone Number	Email	Professional Service(s) Offered

Branch Office 4 ___ Add ___ Delete ___ Update Existing Branch

If updating an Existing Branch, indicate with an asterisk which portions of the information you are updating.

Address		
City	State	ZIP Code
Telephone Number	Email	Professional Service(s) Offered

MANAGING AGENT REVISION INSTRUCTIONS A-2

The following are qualifying positions an Oklahoma Licensed Professional Engineer or Oklahoma Licensed Professional Land Surveyor may hold to serve as a Managing Agent for the following types of entities:

<u>Entity</u>	<u>Positions Qualified to Serve as Managing Agent</u>
Corporation	Officer, Principal, Director or Shareholder of the Firm*
Partnership	50% (or greater) Owner of the Firm* <i>If the ownership is less than 50%, include an explanation as to the extent of authority this partner holds regarding engineering and/or land surveying decisions.</i>

Limited Partnership General Partner of the Firm*

LLC, LLP, PLLC, PLLP. Member of the Firm*

Sole Proprietor Sole Proprietor (Operating under a name other than the name of the licensee)

* A licensee who is a **full-time employee** of a firm (NOT A CONSULTANT OR INDEPENDENT CONTRACTOR) and holds a position of recognized authority within the firm, but does not hold one of the above stated titles may request Board approval to be named the Managing Agent by submitting a letter to the Board on firm letterhead signed by a person within the firm holding one of the above stated titles, describing the SPECIAL CIRCUMSTANCES surrounding the request and the extent of authority this employee holds regarding engineering and/or land surveying decisions. The letter must certify that the full-time employee fulfills the following responsibilities to be designated a managing agent:

- a. Maintains the firm’s Certificate of Authorization;
- b. Overall administrative supervision of the firm’s licensed and subordinate personnel who provide the engineering and/or surveying work in Oklahoma; and
- c. The institution of and adherence to policies of the firm that shall be in accordance with the Rules of Professional Conduct [OAC 245:15-9]

OUT OF STATE FIRMS:

Out-of-State firms shall be required to designate a Managing Agent for Branch offices located in Oklahoma. Whether the Branch office is offering engineering, surveying, or both services, the Managing Agent must spend a majority of normal business hours at one or more Branch office(s) located in Oklahoma OR must reside in the state of Oklahoma. Further, offices offering SURVEYING SERVICES must have an Oklahoma licensed professional surveyor physically located at the Branch office(s) located in Oklahoma to be in responsible charge of the surveying services performed. This licensee may or may not be the designated Managing Agent.

PLEASE NOTE – Other professional engineers and professional land surveyors may be listed as offering and/or performing engineering and professional surveying work on behalf of the firm as a professional engineer or professional land surveyor without being designated in this section as meeting the above listed criteria for the Managing Agent, who is responsible for the professional activities for the firm.

A current Managing Agent may sign the certification to REMOVE a Managing Agent, but the newly named Managing Agent must sign as indicated to be ADDED to the Certificate of Authorization.

ADD OR REMOVE MANAGING AGENT(S)

Refer to the Print-Out provided with your firm's Renewal Notice for current Managing Agent(s) or view your firm's current information at www.pels.ok.gov and select License Lookup

I certify that I have read and shall fulfill the responsibilities listed above for the Managing Agent of the firm for which this application is submitted. I further certify that the information listed below to which I have personally signed or attached my digital signature, is true and correct.

Further I acknowledge my responsibility to inform the Board, in writing, within thirty (30) days of any change of my employment status within the firm or any other changes or updates to maintain the firm's Certificate of Authorization:

List below to **ADD MANAGING AGENT(S)**

(Attach documentation showing proof the person holds a qualifying position if adding a Managing Agent)

Printed or Typed Name: _____

Oklahoma P.E. or P.L.S. Number: _____ Qualifying Position _____

Signature: _____ Date of Signature _____

Printed or Typed Name: _____

Oklahoma P.E. or P.L.S. Number: _____ Qualifying Position _____

Signature: _____ Date of Signature _____

Printed or Typed Name: _____

Oklahoma P.E. or P.L.S. Number: _____ Qualifying Position _____

Signature: _____ Date of Signature _____

Printed or Typed Name: _____

Oklahoma P.E. or P.L.S. Number: _____ Qualifying Position _____

Signature: _____ Date of Signature _____

List below to **REMOVE MANAGING AGENT(S)**

Printed or Typed Name: _____ Oklahoma P.E. or P.L.S. Number: _____

Printed or Typed Name: _____ Oklahoma P.E. or P.L.S. Number: _____

Printed or Typed Name: _____ Oklahoma P.E. or P.L.S. Number: _____

Printed or Typed Name: _____ Oklahoma P.E. or P.L.S. Number: _____

Instructions Form A-3

Update the P.E.(s) and/or P.L.S.(s) Listed on the Certificate Of Authorization to Perform Professional Engineering and/or Professional Land Surveying Services on Behalf of the Firm

A. Below are the requirements an Oklahoma licensed P.E. and/or P.L.S. must fulfill to perform engineering and/or land surveying work and be in direct control and personal supervision (responsible charge) of their engineering and/or land surveying work on behalf of a firm:

- a. 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
- b. 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
- c. For **engineering**, 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.
- d. For **land surveying**, the intent of the definition of direct control and personal supervision **shall not** be met if the provisions of the definition are met using remote electronic or communication means.

B. The intent of the law **shall not** be met if an unlicensed person independently performs engineering or land surveying work, to then be reviewed, signed and sealed by a professional engineer or professional land surveyor. An unlicensed person may only perform engineering or land surveying work if the professional engineer or professional land surveyor is personally directing the unlicensed person and the work is performed concurrent with the supervision.

C. An Oklahoma licensed P.E. may or may not be physically located at each office listed. **However, all Oklahoma licensed P.E.'s must be listed on the CA application for the firm in which they are performing engineering work and indicate from which branch office(s) their engineering services are being offered and/or performed.**

D. An Oklahoma licensed P.L.S. shall be physically located at each office in which surveying services are offered and/or performed. All Oklahoma licensed P.L.S.'s must be listed on the CA application for the firm in which they are performing surveying work and indicate from which office their surveying services are being offered and/or performed.

E. A Consultant **may not** be listed as being in responsible charge of work for a firm on the CA application. If a Consultant is hired to do work on behalf of the firm, the Consultant **may not** review, sign and seal the work of non-Oklahoma P.E. or P.L.S. licensees or unlicensed individuals within the firm. (See Item B above). If a Consultant performs engineering or land surveying work for a firm, the work shall contain the seal and signature of the Consultant along with their contact information and, if applicable, the contact information for the firm which the Consultant is employed.

CERTIFICATION

Required whether or not changes are submitted.

I certify that the enclosed information provided in this renewal application regarding the firm's offices, managing agent(s) and professional(s) authorized to perform professional services on behalf of the firm is true and correct.

Further, I acknowledge that I have been informed that failure to submit this form to the Board office by June 30, 2020 shall result in the inactivation of the Certificate of Authorization and reinstatement forms and a fee will be required to reinstate the Certificate of Authorization.

Firm Name

CA Number

Printed or Typed Name of Managing Agent

Oklahoma P.E./P.L.S.#

Signature of Managing Agent

Date of Signature