

FREQUENTLY ASKED QUESTIONS

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Applications

1. What are the requirements to become licensed as an engineer or surveyor and where can I get an application? Requirements, instructions and applications for engineers and surveyors are found on the website at www.llr.state.sc.us/POL/Engineers ► Applications/Forms.

2. Once I have my application ready to send to the Board for approval, where do I mail it? If mailing via regular mail, the address is LLR-Engineering & Surveying Board, PO Box 11597, Columbia, SC 29211-1597. If mailing via overnight mail, the address is LLR-Engineering & Surveying Board, Synergy Business Park, Kingtree Building, 110 Centerview Drive, Columbia, SC 29210.

3. I want to upgrade from Category B to Category A licensure. What should I do? You should complete the application for Engineering Technology degree graduates and be prepared to complete the Portfolio Review process explained on this web site.

Exams

3. How often are exams given and where are they held? The exams are given twice a year in April and October. The FE exam is given in Charleston, South Carolina; Clemson, South Carolina; and Columbia, South Carolina. The PE exam and the LS exam are given in Columbia, South Carolina.

4. What is the exam application deadline? December 15th is the deadline for the April exam. June 15th is the deadline for the October exam.

5. What are the exam fees? Examination fees are determined by and should be paid to [NCEES Exam Administration Services](#).

6. Where can I get study materials to help me prepare for the exam? Contact [NCEES Exam Administration Services](#).

Individual Renewals

7. The expiration date for my individual registration is nearing, how do I renew my registration? The privilege to practice in any category or tier as a registered professional engineer or surveyor in South Carolina expires each biennial year on June 30 unless the license is renewed. (The last renewal was on June 30, 2008.) Every registered professional engineer and surveyor who elects to continue the practice of his profession shall biennially by the end of the month of June pay to the Board a fee for renewal of his license. Renewal notices with renewal instructions will be mailed to the licensee's address on record with this Board in May each biennial year; however, it is the licensee's responsibility to renew his license prior to the official expiration date of June 30. Licenses are renewed online.

8. If I choose not to renew, does the Board have an inactive status? The Board does not have a formal "inactive" classification; however, you may apply for [Retired Registration Status](#) or [Emeritus Registration Status](#). If you do not wish to renew your registration, we ask that you notify the Board's office in writing and your registration will be placed in a lapsed status.

Certificate of Authorization (COA)

9. I am a registered South Carolina PE and operate a business corporation in another state. Does my company need to get registered in South Carolina to offer engineering/surveying services in South Carolina? Yes, if your company will be offering engineering/surveying services in South Carolina, you will need to register with our Board for a Certificate of Authorization. Also, since your firm is an out of state company, you will need to file with the [South Carolina Secretary of State's Office](#) for a Certificate of Authorization to Transact Business as a Foreign Corporation.

10. My company is an out of state regular business corporation with numerous shareholders, many of whom are not engineers, surveyors, or even employees. Can we obtain a Certificate of Authorization (COA) in South Carolina? Yes. If your company will be practicing engineering or surveying in this state, it should qualify for a Certificate of Authorization (COA) To Transact Business As A Foreign Corporation from the South Carolina Secretary of State's Office. South Carolina does not require that a majority of the company owners be licensed engineers or surveyors. We do, however, require that a SC licensed engineer or surveyor be designated by the company to have corporate responsibility over the engineering or surveying work. The engineer or surveyor in responsible charge must be full time employees and have an active role in the affairs of the company.

11. My company designs and manufactures wood trusses. Our truss designs are prepared under the responsible charge of a licensed engineer.

Must we obtain a Certificate of Authorization (COA)? No. For companies such as yours and others like manufacturers of precast concrete products or pre-engineered buildings where the engineering design is solely in support of the manufacturing business, a Certificate of Authorization (COA) would not be required.

Continuing Education

12. What are the continuing education requirements? Each licensee is required to obtain at least 30 hours each biennial renewal period.

13. What if I exceed the 30-hour requirement for continuing education in this period of time? A maximum of 15 hours may be carried forward into the subsequent renewal period.

14. Is the XYZ class that I took from XYZ Continuing Education Company approved by the Board? The Board does not pre-approve courses or sponsoring organizations. Licensees should use their judgment to choose courses or activities that benefit them and their practice. Continuing education which enhances the professional attributes of the licensee and is beneficial in an area of practice will be considered by the Board. Courses accepted by other states that meet the criteria of the SC Board will be generally accepted for credit. Should a course credit be denied, the licensee will be allowed a twelve month period to make up deficiencies.

15. Do I need to send copies of my continuing education credits to the Board? Please do not send certificates/documentation unless we notify you that you have been selected for audit after a renewal period.

16. Can I contact the Board to find out how many continuing education credits or carry-over credits I have on record? No. The responsibility for maintaining records used to support credits claimed is that of the licensee.

17. Can I receive continuing education credit for studying for an exam and passing an exam, such as a LEED exam? At the Board meeting on June 3, 2008, the Board decided that licensees could **not** receive continuing education credit for such exams.

Individual Reinstatements

19. How can I change my individual registration from lapse status back to active status? By completing the appropriate reinstatement application (short-form or long form – depending on the number of years in lapsed status), paying all back renewal fees with penalties and obtaining at least 30 hours of continuing education credits. Upon Board approval of your reinstatement, you will be placed

back in the active status. A reinstatement packet may be requested by contacting Susan Hicks via email at hickss@lir.sc.gov.

20. I noticed on the long form reinstatement application that I have the option of reapplying instead of reinstating. What is the difference? With the reinstatement: (1) you will be re-issued your old registration number upon approval, (2) you only have to update from your original registration date with the South Carolina Board to the present date, (3) you will pay all back renewal fees and penalties and (4) you must provide proof of continuing education credits.

Disciplinary

21. What should I do after receiving a Cease and Desist Order? You are to stop practicing engineering or surveying immediately and contact our office to either get your license reinstated or to apply for a license if you are qualified. If you are not qualified to become an engineer or surveyor, you are to remove any reference to engineering or surveying from your business, including references on letterhead, business cards, advertisements, signs, web postings, invoices, etc. Violation of a Cease and Desist Order is adjudicated by the Administrative Law Court.

22. Are Letters of Caution considered disciplinary actions and do I have to report them to other states? A Letter of Caution is **not** considered a disciplinary action and does **not** have to be reported to other states.

23. Are Letters of Caution subject to FOIA request? A Letter of Caution is not subject to a FOIA request.

Seals

24. I am a South Carolina registered PE and was recently told that when signing & sealing documents, electronic signatures and dates are now acceptable. Is this information true? Yes. Effective 07/16/2004 under the Uniform Electronic Transactions Act (Section 26-6-50B) (Section 26-6-70(A)(D)), electronic signatures are acceptable between parties who agree to conduct transactions by electronic means. Electronic seals are authorized by Reg. 49-207(A)(2).

25. I was just approved for a Certificate of Authorization (COA). I wanted to know if the corporate seal can be a rubber stamp or does it have to be an embossed seal? The Certificate of Authorization (COA) seal can be a rubber stamp, an embossed seal or may be computer generated.

26. I am a registered South Carolina PE and recently applied for and was issued a Certificate of Authorization (COA). When do I need to put the

corporate seal on my drawings? The COA seal should be affixed to all documents which would otherwise require the individual seal.

General

27. I have a change of address, how can I notify the Board? You may complete an [Address Update Form](#) and return to the Board via email at ENGLS@lir.sc.gov or via fax to (803) 896-4427. You may also access [Online Services](#). We cannot take address changes over the phone.

28. How do I obtain a letter of good standing or verification of my South Carolina license? Send written requests to [Melissa Jones](#). There is no charge for the request.

29. Once I have passed the FE exam, how do I get an EIT card? Once the Board receives an official university transcript showing completion of the applicable degree, a card will be mailed to the address on record with this Board. Please be sure to immediately notify the Board of any address changes (see question # 27).

30. I need to hire an engineer/surveyor. Can the Board refer me to an engineer or a surveyor? No. However, you may visit our [Licensee Look-Up](#) to get general information on those licensed with this Board.

31. Does your state have a temporary permit for surveyors? South Carolina does not have a temporary permit for surveyors; only engineers are eligible for a temporary permit.

32. Is there a statute of limitations applicable to professional engineers and surveyors in South Carolina? Yes, S.C. Code of Laws Ann. Sections 15-3-640, 15-3-660 and 15-3-670 restrict legal actions against engineers and surveyors based upon or arising out of the defective or unsafe conditions of an improvement to real property no later than eight (8) years after completion.