

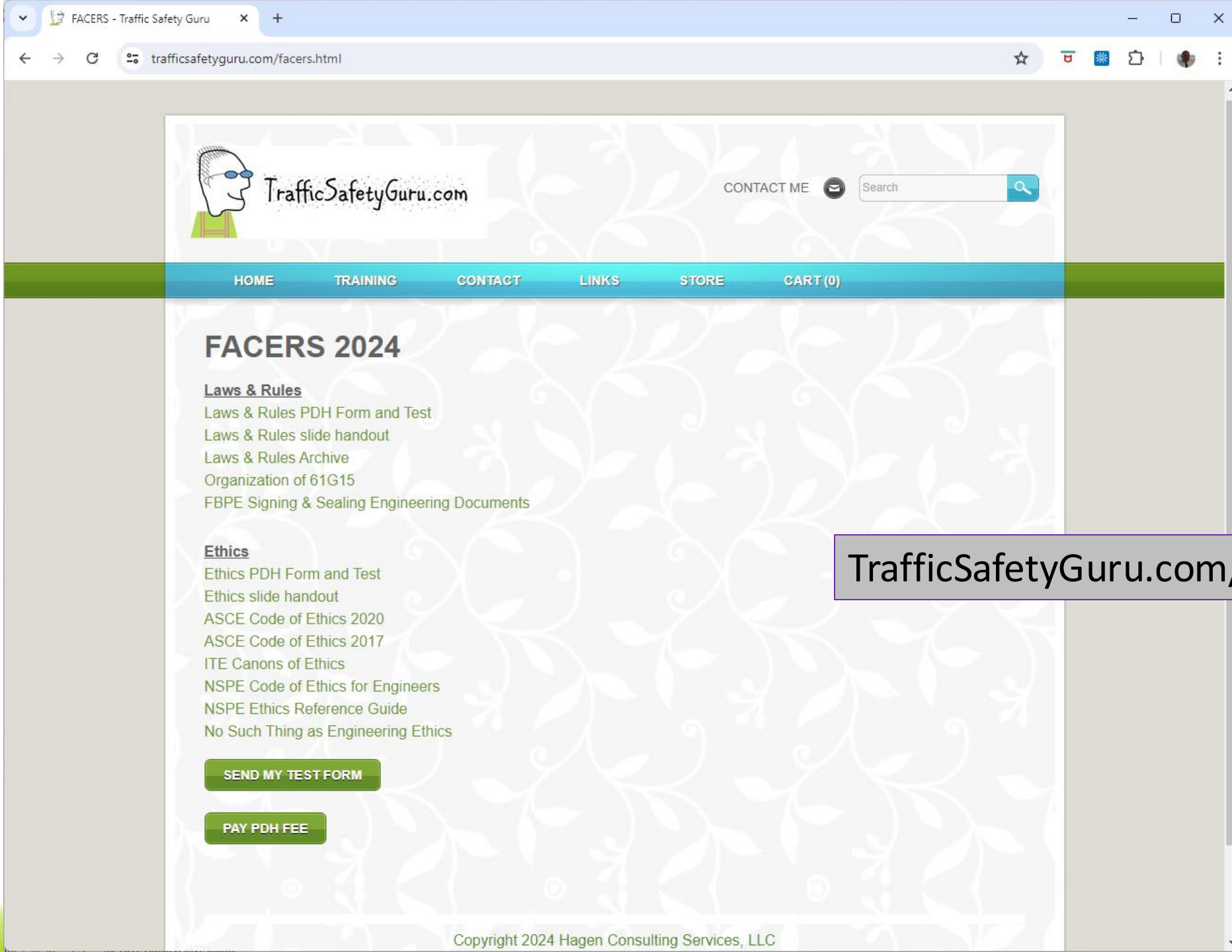
# Laws & Rules for Florida Engineers

June 2024 FACERS Version

Lawrence T. Hagen, P.E., PTOE, RSP

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## FACERS 2024

### Laws & Rules

Laws & Rules PDH Form and Test

Laws & Rules slide handout

Laws & Rules Archive

Organization of 61G15

FBPE Signing & Sealing Engineering Documents

### Ethics

Ethics PDH Form and Test

Ethics slide handout

ASCE Code of Ethics 2020

ASCE Code of Ethics 2017

ITE Canons of Ethics

NSPE Code of Ethics for Engineers

NSPE Ethics Reference Guide

No Such Thing as Engineering Ethics

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# Your instructor for this course...

- Professional Engineer in Florida and Georgia
- Professional Traffic Operations Engineer
- Road Safety Professional
- Fellow of the Institute of Transportation Engineers
- BSCE and ME degrees from University of Florida
- Broad base of experience:
  - Public sector
    - State DOT
    - County Traffic Engineering
  - Private sector
    - Large firms
    - Medium firms
    - Small firms
  - Academia
    - Research
    - Teaching (Graduate and Undergraduate)



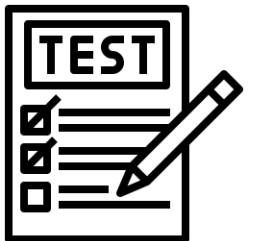
FBPE Approved Provider of CE hours:

- Ethics
- Laws & Rules
- Other engineering topics



**Whose responsibility is it to  
know the laws and rules?**

**The Licensee**



# How do I keep up with it?

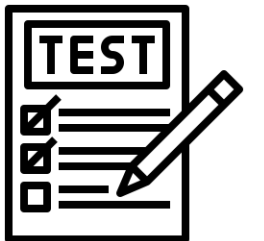
1. Follow the rule changes

2. Read the FBPE Connection



**Where do I go to follow  
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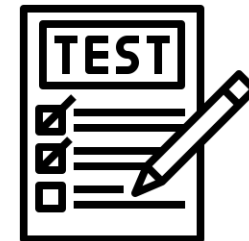
**WHAT HAS CHANGED SINCE 2/28/23**





# Where do I go to follow the FBPE Connection?

[www.FBPE.org](http://www.FBPE.org)





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### RENEW | LICENSE

License renewal opens Nov. 5, 2024. Visit our License Renewal page for more information.

### REPORT | CE COURSES

Learn how to use NCEES CPC Tracking to report your continuing education courses.

### SEARCH | FOR LICENSEE

MyFloridaLicense.com provides information about applicants and licensed individuals.

### RECORDS | REQUEST

Anyone may request information about disciplinary or enforcement actions.

### FILE | A COMPLAINT

Complaints are filed with FBPE from many sources, including any member of the public.





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## Publications

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The goal of the Florida Board of Professional Engineers in publishing its quarterly *Connection* newsletter is to report on FBPE, the Florida Engineers Management Corporation, and Board staff actions and activities.



In addition, FBPE will accept and publish, at its sole discretion, articles from recognized professional and academic organizations wishing to disseminate industry-related information. FBPE welcomes submissions of articles from recognized professional engineering associations or societies, and engineering colleges or universities on industry-related topics, events, or noteworthy accomplishments and achievements. Please see the [FBPE Style Guide and Information for Outside Authors](#) for complete details for submission requirements.

If you are interested in submitting an article, please email [publicinfo@fbpe.org](mailto:publicinfo@fbpe.org).

### Latest FBPE Newsletters

- [January 2024 FBPE Connection newsletter](#)
- [April 2024 FBPE Connection newsletter](#)

### UPCOMING EVENTS

- JUN 25 11:00 am - 1:00 pm **FBPE Evaluation of Damaged Structures Committee Meeting (via zoom)**
- JUL 4 All day **FBPE office closed: Independence Day**
- JUL 10 8:30 am - 11:00 am **FBPE Probable Cause Panel Meeting (via zoom)**
- JUL 10 1:00 pm - 2:00 pm **FBPE Board Meeting/Application Review (via zoom)**
- JUL 10 2:00 pm - 4:00 pm **FBPE Rules Committee Meeting**





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## Coming Down the Pike: Mandatory CE Reporting

Home / Newsletters / January 2024 Newsletter / Coming Down the Pike: Mandatory...

BY **EDWIN BAYÓ**, ESQ.

Engineers in Florida are primarily regulated by two Florida Statutory Chapters, 455 and 471. [Chapter 471, F.S.](#), also known as the *Florida Engineering Practice Act*, contains laws that apply only to Professional Engineers.

One of these laws requires PEs to complete [18 hours of continuing education](#) every biennium. Of the 18 hours, one hour must relate to the Florida laws and rules of Professional Engineers and be from a Board-approved provider, and one hour must relate to professional ethics. Four hours must relate to an area of practice. The remaining 12 hours may be related to any topic pertinent to the practice of engineering.

Engineers licensed in multiple states face the challenge of keeping up with different state rules on the number of hours and what qualifies as acceptable CE courses. Currently, 42 states and the District of Columbia require CE for renewal of licensure. In addition, some of these states require that engineers report their CE as part of the licensure renewal process.

[Chapter 455, F.S.](#), contains several laws applicable to all practitioners, including PEs, under the umbrella of the [Department of Business and Professional Regulation \(DBPR\)](#). One of these laws is [Section 455.2177, F.S.](#), titled



### UPCOMING EVENTS

- JAN 10 8:30 am - 11:00 am **FBPE Probable Cause Panel Meeting (via zoom)**
- JAN 10 1:00 pm - 3:00 pm **FBPE Board Meeting/Application Review (via zoom)**
- JAN 15 All day **FBPE office closed: Martin Luther King Jr. Day**
- JAN 29 1:00 pm - 4:00 pm **FBPE Rules Committee Meeting (via zoom)**
- FEB 7 1:00 pm - 5:00 pm **FBPE Board Meeting**



[Chapter 455, F.S.](#), contains several laws applicable to all practitioners, including PEs, under the umbrella of the [Department of Business and Professional Regulation](#) (DBPR). One of these laws is [Section 455.2177, F.S.](#), titled *Monitoring of compliance with continuing education requirements*. This somewhat obscure statute requires DBPR to monitor licensee compliance with applicable CE requirements. The term “monitor” means the act of determining, for each licensee, whether the licensee was in compliance with the applicable CE requirements as of the time of their license renewal.

Paragraph (3) of that statute allows DBPR to waive the CE monitoring requirements for any profession that has a program in place that measures compliance through statistical sampling techniques or other methods that can indicate at least 95 percent of licensees are compliant. Under that statute, the Florida Board of Professional Engineers adopted [Rule 61G15-22.006, Florida Administrative Code](#), which established a random CE audit process that had been in place since 2001. As part of the license renewal process, PEs had to click a button that served as a declaration that they had completed all the required CEs. FBPE then randomly audited a minimum of 3 percent of licensees to ensure that the CE requirements were being met. Unfortunately, these random audits demonstrated a compliance rate of 85 to 90 percent. Because the 95 percent requirement in the statute was not being met, actual monitoring for CE compliance will now become a reality.

Starting with the renewal period beginning November 2024, PEs will not only have to click the button declaring that they have completed their required CE hours, but they will also have to provide documentation that they have done so. Many professions in Florida already require licensees to record their CE in a database that can be accessed by their respective licensing board as proof that the subjects and hours of CE were taken. Something along those lines will now be required for Florida PEs.

FBPE is currently deciding how to implement this mandatory reporting requirement. There is a CE tracking tool available to engineers through the National Council of Examiners for Engineering and Surveying, the same outfit that provides all those wonderful engineering licensure examinations. NCEES uses the acronym CPC, for Continuing Professional Competency, in their tracking tool. This service allows you to select the appropriate licensing state, add the course information and corresponding CE hours, upload supporting documentation to your account, and transmit a transcript electronically to a state licensing board. The best part of this service is the cost, which is free.

Rule 61G15-22.006, F.A.C., has been amended to reflect that random audits will now be a thing of the past. The



# Continuing Education



- Florida requires a total of **18 hours** of continuing education to renew your license for the upcoming license renewal (February 2023).
- Required hours are broken up into four categories:
  - Laws & Rules (1 hour) ← **This course!**
  - Ethics (1 hour)
  - Area of Practice (4 hours)
  - Topics Pertinent to the Practice of Engineering (12 hours)



# Definition of Terms:

Area of Practice: An engineering discipline for which a Principles and Practice of Engineering examination is offered by the National Council of Examiners for Engineering and Surveying (NCEES).



# Area of Practice

- Agricultural and Biological Engineering
- Architectural Engineering
- Chemical
- Civil
- Control Systems
- Electrical and Computer
- Environmental
- Fire Protection
- Industrial and Systems
- Mechanical
- Metallurgical and Materials
- Mining and Mineral Processing
- Naval Architecture and Marine
- Nuclear
- Petroleum
- Structural



From NCEES.org website



# Definition of Terms:

Topic pertinent to the practice of engineering: For purposes of meeting the continuing education requirements, a topic pertinent to the practice of engineering is any topic that falls within the definition of the practice of “engineering” as defined in Section 471.005(7), F.S. Topics on marketing, foreign language skills, and basic math skills below the requirements set forth in paragraph 61G15-20.007(1)(a), F.A.C. are not acceptable and are excluded.





# Section 471.005(7), F.S.

(7) “Engineering” includes the term “professional engineering” and means any service or creative work, the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to such services or creative work as consultation, investigation, evaluation, planning, and design of engineering works and systems, planning the use of land and water, teaching of the principles and methods of engineering design, engineering surveys, and the inspection of construction for the purpose of determining in general if the work is proceeding in compliance with drawings and specifications, any of which embraces such services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products or




# Section 471.005(7), F.S. (continued)

equipment of a mechanical, electrical, hydraulic, pneumatic, or thermal nature, insofar as they involve safeguarding life, health, or property; and includes such other professional services as may be necessary to the planning, progress, and completion of any engineering services.  A person who practices any branch of engineering; who, by verbal claim, sign, advertisement, letterhead, or card, or in any other way, represents himself or herself to be an engineer or, through the use of some other title, implies that he or she is an engineer or that he or she is licensed under this chapter; or who holds himself or herself out as able to perform, or does perform, any engineering service or work or any other service designated by the practitioner which is recognized as engineering shall be construed to practice or offer to practice engineering within the meaning and intent of this chapter. 



# Laws & Rules


Licensees are required to obtain one (1) hour of continuing education focusing on Florida's professional engineering laws (*F.S. 471*) and rules (*F.A.C. 61G15*). This hour can be obtained by

- Successfully completing an FBPE approved laws & rules course from an FBPE approved CE provider,  **This course!**
- Serving on the Florida Board of Professional Engineers,
- Serving as a consultant engineer used by the Board in the resolution of Board business, including rule-making and prosecution of discipline cases and complaints, or
- Serving as a member of the Legislature or as an elected state or local official.



# Ethics

Licensees are required to obtain one (1) hour of continuing education focusing on ethics for professionals. This hour can be obtained by:

- Successfully completing a professional ethics course approved for credit in any US jurisdiction.  **I have one!**
- Serving as a member of the Legislature or as an elected state or local official.



# Area of Practice

Licenseses are required to obtain four (4) hours of continuing education focusing on each licensee's particular area(s) of practice. These hours can be obtained by

- Successfully completing an “*Advanced*” Florida Building Code course approved by the FBPE within the disciplines of civil, structural, mechanical, electrical or general engineering; or
- Presenting or attending seminars, in-house or non-classroom courses, workshops, or professional or technical presentations made at meetings, webinars, conventions, or conferences, including those presented by vendors provided the vendor is an FBPE approved CE provider. ← **I am one!**



# Topics Pertinent to the Practice of Engineering

The remaining twelve (12) hours of continuing education may correlate to any topic pertinent to the practice of engineering. These hours can be obtained in the following ways

- Up to 4 hours may be earned by serving as an officer or actively participating on a committee of a board-recognized professional or technical engineering society;
- Complete an “*Advanced*” Florida Building Code course approved by the FBPE within the disciplines of civil, structural, mechanical, electrical or general engineering; or
- Presenting or attending seminars, in-house or non-classroom courses, workshops, or professional or technical presentations made at meetings, webinars, conventions, or conferences, including those presented by vendors provided the vendor is an FBPE approved CE provider. ←

Who's your friend?



# Activities that DO NOT qualify include, but are not limited to, the following:

- Self-generated courses, that being courses generated and presented by the licensee to himself or herself for continuing education credit,
- Personal self-improvement courses,
- Equipment demonstrations or trade show displays,
- Enrollment without attendance,
- Repetitive attendance or teaching of the same course,
- Tours of buildings, structures, schools, museums and such unless there is a clear objective to maintain and strengthen competency in a technical field,
- Regular employment,
- Personal, estate or financial planning,
- Courses the content of which is below the level of knowledge and skill that reflects the responsibility of an engineer in charge.





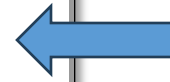
# What's New?

What has changed since February 2023



## What has changed since last renewal (2/28/23)

- 5/22/23 – first update after last renewal
  - 61G15-19.001 Grounds for Disciplinary Proceedings – deleted (6)(a) “Expressing an opinion publicly on an engineering subject without being informed as to the facts relating thereto and being competent to form a sound opinion thereupon;” from being defined as misconduct.
  - 61G15-32.005 Design of Gas Agent Fire Suppression Systems
  - 61G15-32.006 Design of Foam and Foam Water Fire Suppression Systems
  - 61G15-32.008 Design of Fire Alarms, Signaling Systems, and Control Systems
- 6/29/23 – second update
  - 61G15-20.0011 Structural Engineering Recognition Program For Professional Engineers
  - 61G15-32.004 Design of Water Based Fire Protection Systems
  - 61G15-32.007 Design of Dry Chemical and Miscellaneous Fire Suppression or Control Systems
- 8/30/23 – third update
  - 61G15-21.007 Re-examination; Additional Requirements After Third Failure
- 10/12/23 – fourth update
  - 61G15-19.004 Disciplinary Guidelines; Range of Penalties; Aggravating and Mitigating Circumstances – mostly reformatting of table. Some additions, some deletions.
- 12/18/23 – fifth update
  - 61G15-22.006 Demonstrating Compliance; Audits; Investigations – removes from the rules the requirement that the Board randomly audit a minimum of 3% of licensees.




Let's look at this change





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### 61G15-19.001 Grounds for Disciplinary Proceedings.

(1) Pursuant to Section 471.033(2), F.S., the Board, to the extent not otherwise set forth in Florida Statutes, hereby specifies that the following acts or omissions are grounds for disciplinary proceedings pursuant to Section 471.033(1), F.S.

(2) A professional engineer shall not advertise in a false, fraudulent, deceptive or misleading manner. As used in Section 471.033(1)(f), F.S., the term "advertising goods or services in a manner which is fraudulent, false, deceptive, or misleading in form or content" shall include without limitation a false, fraudulent, misleading, or deceptive statement or claim which:

- (a) Contains a material misrepresentation of facts;
- (b) Omits to state any material fact necessary to make the statement in the light of all circumstances not misleading;
- (c) Is intended or is likely to create an unjustified expectation;
- (d) States or implies that an engineer is a certified specialist in any area outside of his field of expertise;
- (e) Contains a representation or implication that is likely to cause an ordinary prudent person to misunderstand or be deceived or fails to contain reasonable warnings or disclaimers necessary to make a representation or implication not deceptive;
- (f) Falsifies or misrepresents the extent of his education, training or experience to any person or to the public at large, tending to establish or imply qualification for selection for engineering employment, advancement, or professional engagement. A professional engineer shall not misrepresent or exaggerate his degree of responsibility in or for the subject matter of prior assignments;
- (g) In any brochure or other presentation made to any person or to the public at large, incident to the solicitation of an engineering employment, misrepresents pertinent facts concerning a professional engineer's employer, employees, associates, joint ventures, or his or their past accomplishments with the intent and purpose of enhancing his qualifications and his works.

(3) A professional engineer, corporation or partnership, or other qualified business organization ("firm") shall not practice engineering under an assumed, fictitious or corporate name that is misleading as to the identity, responsibility or status of those practicing thereunder or is

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- (d) States or implies that an engineer is a certified specialist in any area outside of his field of expertise;
- (e) Contains a representation or implication that is likely to cause an ordinary prudent person to misunderstand or be deceived or fails to contain reasonable warnings or disclaimers necessary to make a representation or implication not deceptive;
- (f) Falsifies or misrepresents the extent of his education, training or experience to any person or to the public at large, tending to establish or imply qualification for selection for engineering employment, advancement, or professional engagement. A professional engineer shall not misrepresent or exaggerate his degree of responsibility in or for the subject matter of prior assignments;
- (g) In any brochure or other presentation made to any person or to the public at large, incident to the solicitation of an engineering employment, misrepresents pertinent facts concerning a professional engineer's employer, employees, associates, joint ventures, or his or their past accomplishments with the intent and purpose of enhancing his qualifications and his works.

(3) A professional engineer, corporation or partnership, or other qualified business organization ("firm") shall not practice engineering under an assumed, fictitious or corporate name that is misleading as to the identity, responsibility or status of those practicing thereunder or is otherwise false, fraudulent, misleading or deceptive within the meaning of subsection 61G15-19.001(2), F.A.C. When a qualified business organization or individual is practicing engineering as a sole proprietor under a combination of his own given name, and terms such as "engineering" "and associates" or "and company" then said person or qualified business

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**61G15-19.001 Grounds for Disciplinary Proceedings.**  
(1) Pursuant to Section 471.033(2), F.S., the Board, to the extent not otherwise set forth in Florida Statutes, hereby specifies that the following acts or omissions are grounds for disciplinary proceedings pursuant to Section 471.033(1), F.S.

person to misunderstand or be deceived or fails to contain reasonable warnings or disclaimers necessary to make a representation or implication not deceptive;

(f) Falsifies or misrepresents the extent of his education, training or experience to any person or to the public at large, tending to establish or imply qualification for selection for engineering employment, advancement, or professional engagement. A professional engineer shall not misrepresent or exaggerate his degree of responsibility in or for the subject matter of prior assignments;

(g) In any brochure or other presentation made to any person or to the public at large, incident to the solicitation of an engineering employment, misrepresents pertinent facts concerning a professional engineer's employer, employees, associates, joint ventures, or his or their past accomplishments with the intent and purpose of enhancing his qualifications and his works.

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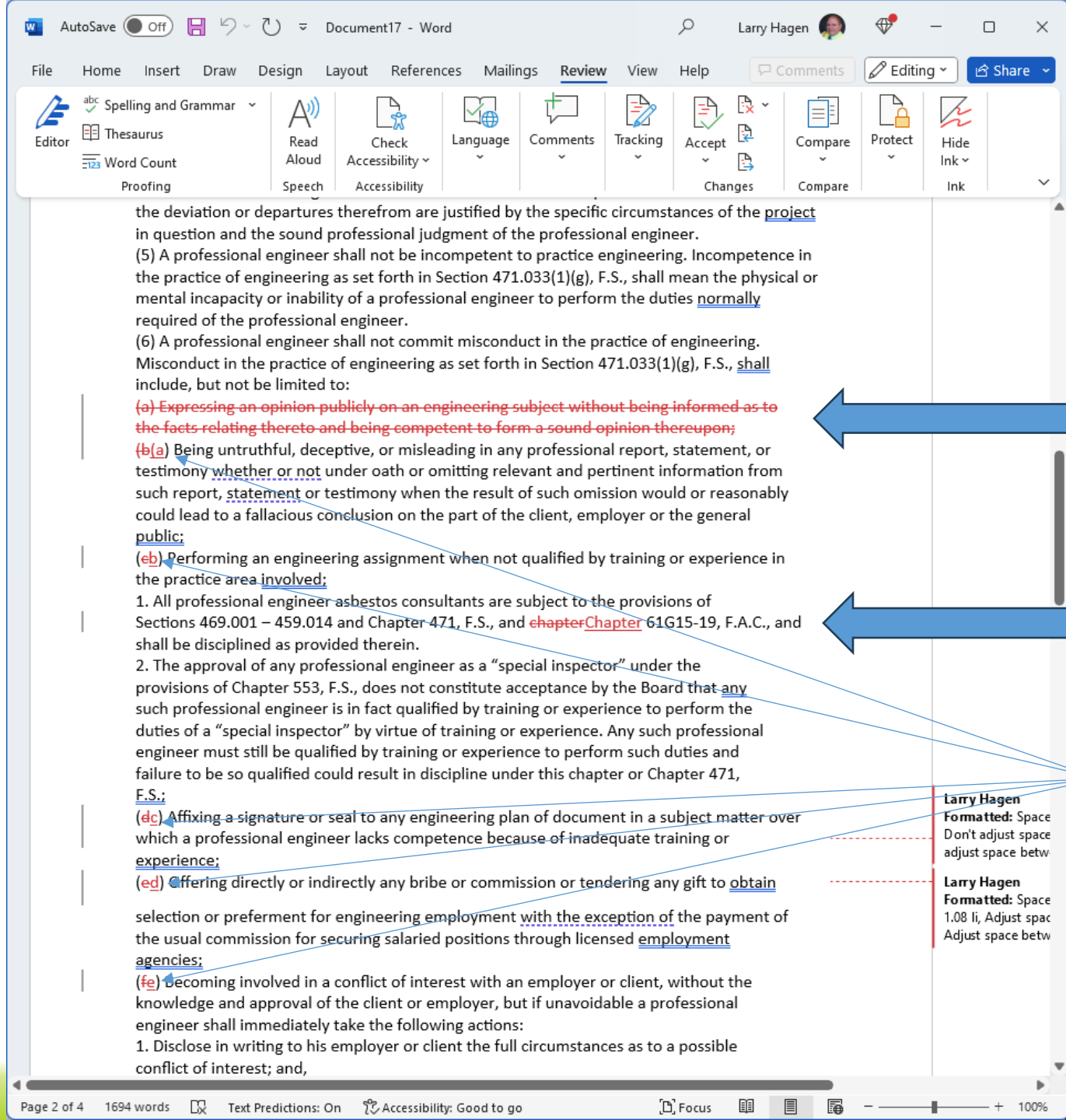
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the deviation or departures therefrom are justified by the specific circumstances of the project in question and the sound professional judgment of the professional engineer.

(5) A professional engineer shall not be incompetent to practice engineering. Incompetence in the practice of engineering as set forth in Section 471.033(1)(g), F.S., shall mean the physical or mental incapacity or inability of a professional engineer to perform the duties normally required of the professional engineer.

(6) A professional engineer shall not commit misconduct in the practice of engineering. Misconduct in the practice of engineering as set forth in Section 471.033(1)(g), F.S., shall include, but not be limited to:

~~(a) Expressing an opinion publicly on an engineering subject without being informed as to the facts relating thereto and being competent to form a sound opinion thereupon;~~

~~(b)(a)~~ Being untruthful, deceptive, or misleading in any professional report, statement, or testimony whether or not under oath or omitting relevant and pertinent information from such report, statement or testimony when the result of such omission would or reasonably could lead to a fallacious conclusion on the part of the client, employer or the general public;

~~(eb)~~ Performing an engineering assignment when not qualified by training or experience in the practice area involved;

1. All professional engineer ~~asbestos~~ consultants are subject to the provisions of Sections 469.001 – 459.014 and ~~Chapter~~Chapter 471, F.S., and ~~chapter~~Chapter 61G15-19, F.A.C., and shall be disciplined as provided therein.

2. The approval of any professional engineer as a “special inspector” under the provisions of Chapter 553, F.S., does not constitute acceptance by the Board that any such professional engineer is in fact qualified by training or experience to perform the duties of a “special inspector” by virtue of training or experience. Any such professional engineer must still be qualified by training or experience to perform such duties and failure to be so qualified could result in discipline under this chapter or Chapter 471, F.S.:

~~(dc)~~ Affixing a signature or seal to any engineering plan of document in a subject matter over which a professional engineer lacks competence because of ~~inadequate~~ training or experience;

~~(ed)~~ Offering directly or indirectly any bribe or commission or tendering any gift to obtain selection or preferment for engineering employment with the exception of the payment of the usual commission for securing salaried positions through licensed employment agencies;

~~(fe)~~ Becoming involved in a conflict of interest with an employer or client, without the knowledge and approval of the client or employer, but if unavoidable a professional engineer shall immediately take the following actions:

1. Disclose in writing to his employer or client the full circumstances as to a possible conflict of interest; and,

Deleted text here

Capitalized “Chapter”

Taking out (a) above caused the subsequent entries to be re-ordered





# Seals



1-7/8 inches minimum



## SIZE MATTERS



# 61G15-23.002

(2) Wet Seals, Embossing Seals and Digitally Created Seals shall be a minimum of 1-7/8 inches in diameter and shall be of a design similar to those set forth in subsections (a), (b) and (c) below. When utilizing Digitally Created Seals, the requirement of a minimum diameter of 1-7/8 inches shall be met when the image is represented in native (unreduced) document size.



### **61G15-19.0051 Notice of Noncompliance.**

(1) As specified in Section 120.695(2)(b), F.S., minor violations of rules are violations that do not result in economic or physical harm to a person or adversely affect the public health, safety, or welfare or create a significant threat of such harm. Accordingly, as provided in Section 120.695(2)(a), F.S., as an alternative to investigation and prosecution, when a complaint is received, FEMC shall provide a licensee with a notice of noncompliance for an initial offense for the following violations:

- (a) Failure to date documents when affixing signature and seal.
- (b) Practice with an inactive or delinquent license less than one month.
- (c) Failing to report a criminal conviction or plea of nolo contendere, regardless of adjudication, pursuant to Section 455.227(1)(t), F.S., if the licensee self reports after 30 days from the date of conviction or plea but within one (1) year after the date of the conviction or plea.
- (d) Failure to complete a Board approved Advanced Building Code course as required by subsection 61G15-22.001(3), F.A.C., prior to submission of engineering documents in connection with buildings, structures, or facilities and systems covered by the Florida Building Code to an Authority Having Jurisdiction.
- (e) Failure to produce documentation of compliance with continuing education requirements within sixty (60) days of notification to the licensee of the requirement to produce said documentation – first offense – No Notice of Noncompliance previously issued Section 61G15-22.006(2)(c), F.A.C.
- (f) Failure to comply with the location, content, or formatting requirements of paragraphs 61G15-23.004(3)(a)-(d) or 61G15-23.005(4)(a)-(d), F.A.C.
- (g) Failure to properly utilize a Title Block as required by paragraph 61G15-23.001(4)(a), F.A.C.
- (h) Practice with an improper seal. (See Rule 61G15-23.001, F.A.C.).
- (i) First time failure to complete a Florida Board Approved Laws and Rules and/or Professional Ethics Continuing Education course, as required by subsection 61G15-22.001(1), F.A.C., if a non-approved L&R or PE course was taken prior to licensure renewal.
- (j) From August 2, 2021 until December 31, 2022, a first time failure to properly sign and seal an Electronic Multidimensional Model submitted as Final Work Product – subsection



# What needs to be signed, dated and sealed:

All final drawings, specifications, plans, reports, or documents prepared or issued by the licensee and being filed for public record and all final documents provided to the owner or the owner's representative shall be signed by the licensee, dated, and sealed with said seal. Such signature, date, and seal shall be evidence of the authenticity of that to which they are affixed.

- F.S. 471.025 (1)

This includes not only plans, but also reports and even letters that contain engineering opinions or direction.



# What needs to be signed, dated and sealed:

“It is the desire of the FBPE as part of this effort to emphasize that **ANY** and **ALL** final documents prepared or issued by the licensee and being filed for public record, **ALL** final documents provided to the owner or the owner’s representative, and **ALL** documents required by any public entity or any provision of a contract which may require signing, dating and sealing **are to be signed, dated and sealed.**” - FBPE January 2016 Newsletter



What needs to be signed, dated and sealed:

## **IMPORTANT POINT:**

Even if your client doesn't require a document to be signed, dated and sealed, you are required to sign, date and seal it if the rules require it.



# What needs to be included...

The date a document is signed MUST be included for both physical and electronic documents.



# Physically Transmitted Documents:

The licensee's signature is required to be overlapping and partially obscured by the seal (so as to verify the authenticity of the signature), not "below" the seal on the page.





## IMPORTANT REMINDER:

A scanned, facsimile, digitally created or copied image of your signature IS NOT ALLOWED to be used on original signed, dated and sealed documents.



# Physical Document vs Electronic Document

Simply put, the issue of physical documents versus electronic documents can be summed up as:

- Once a physical document - always a physical document. *Physical documents must be physically signed, dated and sealed.*
- Once an electronic document - always an electronic document. *Electronic documents must be either electronically or digitally - signed, dated and sealed.*



## **61G15-23.003 Procedures for Physically Signing and Sealing Plans, Specifications, Reports or Other Documents.**

Engineering plans, specifications, reports or other documents which must be signed, dated and sealed in accordance with the provisions of Section 471.025, F.S., and Rule 61G15-23.001, F.A.C. may be physically signed, dated and sealed as provided herein by the professional engineer in responsible charge.

(1) The licensee shall sign by hand an original of the licensee's signature on each page required to be sealed. A scanned, facsimile, digitally created or copied image of the licensee's signature shall not be used.

(2) The licensee must then use a wet seal, a digitally created seal, or an embossing seal placed partially overlapping the licensee's signature on each page required to be sealed. The placement of the seal shall not render the signature illegible.



## **61G15-23.004 Procedures for Digitally Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents.**

(1) Engineering plans, specifications, reports or other documents which must be signed, dated and sealed in accordance with the provisions of Section 471.025, F.S., and Rule 61G15-23.001, F.A.C. may be signed digitally as provided herein by the professional engineer in responsible charge. As used herein, the terms “certification authority,” and “digital signature” shall have the meanings ascribed to them in Sections 668.003(2), (3) and (4), F.S.

Plus a whole lot more...



# With Digitally Created Seal:



This item has been digitally signed and sealed by [NAME] on the date adjacent to the seal.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.



# Without Digitally Created Seal:

[NAME], State of Florida, Professional Engineer, License No. [NUMBER]

This item has been digitally signed and sealed by [NAME] on the date indicated here.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.



# Multiple Sheets or Multiple Engineers:

(e) When engineering plans, specifications, reports or other documents contain multiple sheets or pages, the licensee may apply a single digital signature per electronically transmitted item as set out in Rule 61G15-23.001, F.A.C. A digital signature applied to an item in electronic form shall have the same force and effect as signing all of the individual sheets or pages contained within that item unless otherwise limited as specified in subsection 61G15-30.003(3), F.A.C.

(f) In the case where multiple licensees sign and seal a single item, each licensee shall apply their digital signature and include qualifying language with those items required in paragraph (e) of this rule thoroughly describing what portions the licensee is taking responsibility for.



## **61G15-23.005 Procedures for Electronically Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents.**

(1) Engineering plans, specifications, reports or other documents which must be signed, dated and sealed in accordance with the provisions of Section 471.025, F.S., and Rule 61G15-23.001, F.A.C. may be signed electronically as provided herein by the professional engineer in responsible charge. As used herein, the term “electronic signature” shall have the meanings ascribed to them in Sections 668.003(2), (3) and (4), F.S.





# With Digitally Created Seal:



This item has been electronically signed and sealed by [NAME] on the date adjacent to the seal using a *SHA* authentication code.

Printed copies of this document are not considered signed and sealed and the *SHA* authentication code must be verified on any electronic copies.

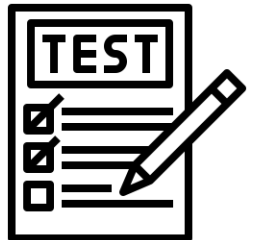


# Without Digitally Created Seal:

[NAME], State of Florida, Professional Engineer, License No. [NUMBER]

This item has been electronically signed and sealed by [NAME] on the date indicated here using a *SHA* authentication code.

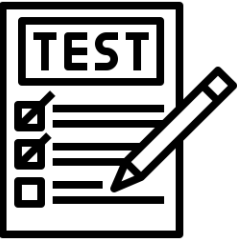
Printed copies of this document are not considered signed and sealed and the *SHA* authentication code must be verified on any electronic copies.



# From FBPE Website:

## DIGITALLY SIGNING AND SEALING

A digital signature must be unique to the Professional Engineer using it, obtained from a third-party certification authority, and capable of verification. The certification authority will vet the PE and provide a password-protected digital signature file. (FBPE does not approve or provide a list of authorities.)



You may not use the digital signature option provided in Adobe Acrobat, since it is self-authenticated and does not use a third party. However, you may use Adobe Acrobat in conjunction with the digital signature provided from a proper certification authority.

Your digital signature must be linked to the document in such a way that any change invalidates the signature and document.





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# Digital Signatures

All construction contracts let after July 2016 are required to conduct business with the Department within a paperless environment. In order to do so, all stakeholders whom have signatory duties are required to have a Digital Signature.

IdenTrust has been chosen by the Department as its primary Digital Certificate Authority but we do not mandate its use by our stakeholders, as long as Department policies are complied with. Please refer to the list of [Approved Certificate Authorities](#).

After July 2016, documents requiring signatures must be digitally signed and transmitted electronically (via email attachment or collaboration site). Before July 2016, documents requiring signatures can be signed by 3 methods. Method 1 and 2 are preferred.

1. With approval from the Project Administrator, forms can be filled out electronically, signed digitally, and transmitted via email attachment.
2. Documents can be printed, filled out manually, signed with wet ink, scanned, and transmitted electronically via email attachment.
3. Documents can be printed, filled out, signed, and delivered in-person or via US mail, UPS, FedEx, etc.

## Digital Signature Acquisition

Consultants and Contractors

- Contact an [Approved Certificate Authority](#) and follow their application process to obtain your digital certificate

FDOT Employees

- Submit an AARF Request for a Digital Signature

## Digital Signature Renewal

Consultants and Contractors

- Contact an [Approved Certificate Authority](#) and follow their renewal process to obtain an updated digital certificate.





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# Information Technology

## Digital Certificates

Due to the sunsetting of the General Services Administration (GSA) Access Certificates for Electronic Services (ACES) Program, digital certificates used to sign documents submitted to The Department of Transportation must be acquired from a [Public Key Infrastructure \(PKI\)](#) approved provider on the **Business Identity and Credentials** section of the GSA IDManagement.gov Trust Services List.

Certificates issued prior to August 1, 2018 from a vendor that was previously on FDOT's approved list, but not on the current PKI approved provider list, will be accepted through their expiration date. This currently includes GlobalSign and Cybertrust/Verizon.

Documents signed by the Federal Government (FHWA, Army Corps of Engineers, etc.) must utilize digital certificates from an approved provider on the **Government Identity and Credentials** section of the [GSA IDManagement.gov Trust Services List](#), including DigiCert Federal Shared Service Provider (formerly Symantec) and Verizon/Cybertrust Federal Shared Service Provider.

Root certificates are required for proper digital signature validation. If you are missing certificates, digital signatures may not appear valid. Look at the digital signature properties to determine which certificates are needed and download them from the digital signature authority.

Identrust: <https://www.identrust.com/support/downloads>

Digicert: <https://www.digicert.com/digicert-root-certificates.htm>

Entrust: <https://www.entrustdatacard.com/knowledgebase/entrust-root-certificates>

Note: DocuSign is NOT listed

Effective: February 4, 2019 Updated: March 25, 2020





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## Digital Signature FAQ

Expand all

- > [1. The website only allows specific providers and I was wondering if there was a reason Adobe Acrobat signatures were not included on the list?](#)
- > [2. Why does the digital signatures status show up as UNKNOWN in Adobe??](#)
- > [3. Should I add an individual's digital signature certificate to my trusted certificates, so its status becomes valid?](#)
- > [4. I have a file with a digital signature status as Valid in Adobe, but Revoked in Bluebeam/Nuance. Which is correct?](#)
- > [5. Why can't documents have both digital signatures and a wet ink signatures?](#)
- > [6. Can I use DocuSign as my digital certificate provider?](#)
- > [7. Can I change the name of a document that has been digitally signed?](#)
- > [8. I received a document with an Expired or Revoked digital signature, what do I do?](#)
- > [9. I know my digital signature \(or the digital signature provided to me\) is valid, but it is showing Invalid in Excel. What is wrong?](#)

More information here

It is recommended to digitally sign and validate all documents with the free [Adobe Acrobat Reader DC](#) or Adobe Acrobat DC to provide more consistent and accurate results.

In an effort to eliminate redundant questions about Digital Signatures, the State Construction Office will answer questions that arise, in order to provide general guidance for FDOT staff and stakeholders. If you don't find the answer to your question here, please contact the [SCO System Section](#) for assistance.



**Whose responsibility is it to  
know the laws and rules?**

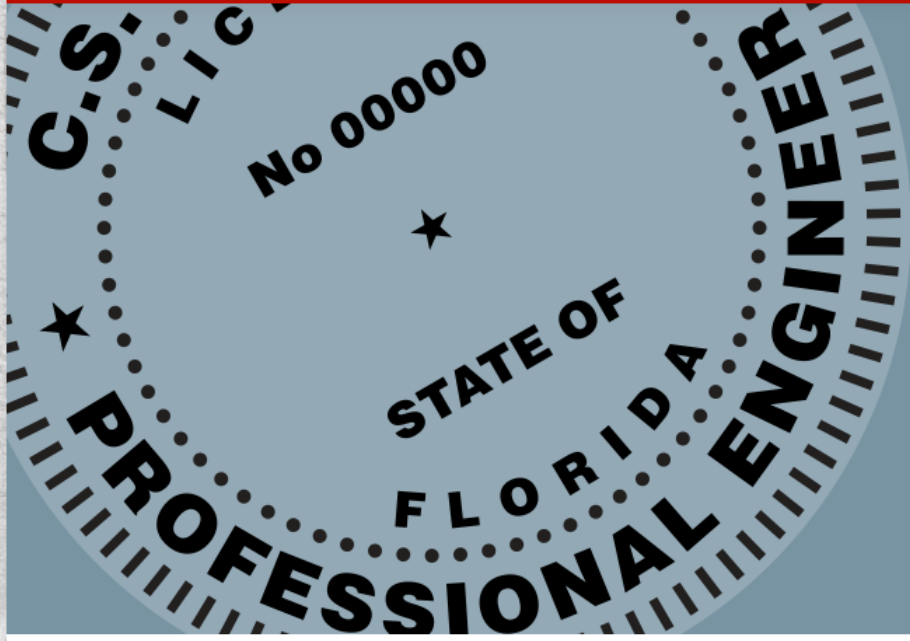
**The Licensee**





Committed to protecting the interest of public health and safety by properly regulating the practice of engineering

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YOUR COMPLETE GUIDE TO

# SIGNING & SEALING

ENGINEERING DOCUMENTS



### RENEW | LICENSE

License renewal **ended Feb. 28, 2023**. Visit our *License Renewal* page for more information.

RENEW LICENSE

### SEARCH | FOR LICENSEE

DBPR's My Florida License website provides information about applicants and licensed individuals.

SEARCH FOR LICENSEE

### RECORDS | REQUEST

Anyone may request information about disciplinary or enforcement actions.

RECORDS REQUEST

### FILE | A COMPLAINT

Complaints are filed with FBPE from many sources, including any member of the public.

FILE A COMPLAINT





# To receive your PDH for this session:

- Complete the Laws & Rules Test and PDH form (need passing score of 70%)
- Submit the completed form and test
- Pay the \$5 processing fee
- Receive your certificate via email



# Thank you!

## Questions?

Send questions to:  
[Larry@TrafficSafetyGuru.com](mailto:Larry@TrafficSafetyGuru.com)

