

**The Board of Licensure Report**  
**October 2020**  
**James Ed Manning, Executive Director**

**Stay in Touch**

Every year, hundreds of individual PE and PLS licenses and Business Entity Permits are not renewed. In many cases, this is unintentional. There are a variety of reasons why this can happen.

- Licensees often have renewal notices sent to their work address, but fail to inform us when they leave the firm.
- Employees at some firms delegate license and firm renewals to a clerical employee in the office, even providing that employee's email address instead of their own. This can be a problem when that employee leaves the firm or their job duties change.
- Licensees who list their home address as their default address sometimes fail to notify the board when they move. They might submit a change of address form to the Post Office, assuming their renewal notice will be forwarded. But USPS Forwarding Orders expire after six months, so depending on the timing, a renewal notice sent to a licensee's old address might not be forwarded.
- Licensees sometimes provide only the minimum contact information to the board, leaving the board with no means of contacting a licensee when the default address is no longer valid.

Here are some tips to help you stay in touch and keep your license status current...

- 1.** Maintain control over your license renewals. If you delegate this task to someone else, have a procedure in place to make sure it is done properly and on time. It is also important to remember that a license renewal is an application in which certain important questions must be answered. The licensee is responsible for the accuracy of these answers regardless of who completes the form.
- 2.** Mark your calendar to keep track of when your individual license and business entity permit (if applicable) expires.
- 3.** Carefully consider which address to provide to the board as your "default" address for official correspondence. While our system can

record multiple addresses (home, work, etc...), the default address you provide is the only address to which renewal notices are mailed.

4. Provide an email address. While the board still uses USPS for renewal notices, we are beginning to use email for second notices and for other important communications. The use of email will likely increase in the future. Email addresses provided to the board are not published.
5. Provide phone numbers, including a cell phone number. Thanks to phone number "portability", a cell phone number can potentially be the most enduring method of contact. Many people keep the same cell phone number for years regardless of where they move. Cell phone numbers provided to the board are not published.
6. Periodically check and update your contact information, especially when you move or have a change in employment. You can check your contact information at our online searchable roster at: <https://elsweb.kyboels.ky.gov/kweb/Searchable-Roster>.

You can update your contact information during the renewal process, or anytime online at:

<https://elsweb.kyboels.ky.gov/kweb/Login?ReturnUrl=%2fkweb%2fAddressChange>

## **Board Report is now Digital Only**

The Board Report is published in the Kentucky Engineer, an official publication of the Kentucky Society of Professional Engineers and the Interior Angle, the official publication of the Kentucky Society of Professional Surveyors. Both of these publications are now published via the Internet.

You can find these publications at:

<https://www.kyengcenter.org/page/KYEngineerMagazine>, and [www.kaps1.com](http://www.kaps1.com)

You can also find current and past Board Reports on the board website at

<https://kyboels.ky.gov/Pages/Whats-New.aspx>

## **Firm Renewals**

All Firm Permits (also known as Business Entity Permits) expire December 31, 2020. The online firm renewal system is open and accepting renewal payments at:

<https://kyboels.ky.gov/Renewals/Pages/default.aspx>

Be sure to select the “**Online Firm Renewal**” option; not the individual renewal option. Renewal takes only a few minutes and you can pay the renewal fee online with a credit card. Renewal Notices were mailed in late October.

Firms which renew after December 31 will be assessed a 10% per month late payment penalty. Firms which remain expired for more than one year must file an application for reinstatement of the firm’s permit.

### **Late Individual Renewals**

If you missed the June 30 renewal deadline for renewal of your individual PE and/or PLS license (odd number years for A-K and even number years for L-Z), you have up to one year to renew using the online renewal system. The system will automatically calculate a 10% per month late renewal penalty. Please be aware that anyone who renews on or after September 1 of his or her renewal year is subject to an automatic continuing education audit.

The late renewal provision notwithstanding, practice on an expired license is prohibited. While your license is expired, you cannot practice, offer to practice, or represent to the public that you are a professional engineer or professional land surveyor. Each of these acts constitutes unlicensed practice and can result in disciplinary action.

Any licensee whose license remains in expired status for more than one year must apply for reinstatement before returning to active practice.

For all these reasons, please renew timely. You can always check your license status and contact information using our online searchable roster at:

<http://elsweb.kyboels.ky.gov/kboels-web/Searchable-Roster.aspx>

Also, please mark your own calendar so you know when your firm and/or individual renewals are due. Even though we send a Renewal Notice in the mail, you are solely responsible for ensuring that your license(s) and permit(s) are renewed in a timely manner.

### **Wallet Cards Discontinued**

We continue to receive inquiries from time to time regarding wallet cards. We no longer issue wallet cards for renewed permits or licenses and have

not done so for several years. You can check and print information regarding the status of permits and licenses using our online searchable roster, which is updated nightly.

<http://elsweb.kyboels.ky.gov/kboels-web/Searchable-Roster.aspx>

### **Continuing Education Audits and NCEES Continuing Education Tracking System**

Random Continuing Professional Development (CPD) audits went out in early September. If you have received an audit notice and have not yet replied to it, please contact Tamra Chesser at the Board office immediately. Failure to respond to a CPD audit within 30 days can result in disciplinary action.

The National Council of Examiners for Engineering and Surveying (NCEES) offers a free continuing education tracking system where you can enter your continuing education courses, scan and store documents such as completion certificates, and transmit them electronically to us if you are selected for audit. The link to the free tracking system is available on our website at:

<http://kyboels.ky.gov/Already-Licensed/Pages/Continuing-Education.aspx>

Please take advantage of this free service.

### **Multi-State Licensure and the NCEES Record**

For a variety of reasons, many licensed professional engineers and professional land surveyors find it necessary to obtain a license in more than one state. The NCEES Records program was developed in response to this need. It provides an easier and faster way to complete the licensure process in multiple jurisdictions, including all 50 states, the District of Columbia, Guam, Puerto Rico, Northern Mariana Islands, and the U.S. Virgin Islands. An established NCEES Record will include most—if not all—of the materials you need to apply for comity licensure in additional states and territories.

More than two thirds of PE and PLS licensing jurisdictions across the US and its territories now accept the NCEES Record in satisfaction of all or nearly all of the information required to apply for a PE or PLS license. In these states, the NCEES Record lets you eliminate having to resubmit your college transcripts, exam results, employment verifications, and professional references every time you apply.

If you were licensed in Kentucky in the last few years, you already have an NCEES record. If you don't have an NCEES Record and want to apply for licensure in an additional U.S. state or territory, consider applying for an NCEES Record. NCEES will review your materials and, after your Record is established, electronically submit them directly to the licensing board on your behalf. This saves time and simplifies the application process when you need to practice in multiple states and territories.

## Calendar of Events 2021

January 21	Committee Meetings	Frankfort KY
January 22	Board Meeting	Frankfort KY
January 26	PE Civil Exam (extra administration)	Louisville KY <sup>1</sup>
April 8	Committee Meetings	Frankfort KY
April 9	Board Meeting	Frankfort KY
April 15-17	NCEES Southern Zone Meeting	Greenville SC
April 22	PE, SE Vertical Exams	Louisville KY <sup>2</sup>
April 23	SE Lateral Exam	Louisville KY
July 29	Committee Meetings	Frankfort KY
July 30	Board Meeting	Frankfort KY
August 18-21	NCEES Annual Meeting	New Orleans
October 28	Committee Meetings	Frankfort KY
October 29	Board Meeting	Frankfort KY
October 22	PE, SE Vertical Exams	Louisville KY <sup>2</sup>
October 23	SE Lateral Exam	Louisville KY

1. The January administration of the PE Civil is being offered to address the need created by cancellation of the April 2020 exam and reduced capacity at many venues during the October 2020 exam. The exam is offered at several cities across the US. Deadline to register is December 14, 2020. For more information, visit [ncees.org](https://ncees.org)
2. NCEES is transitioning all exams to computer based format. At this time, some exams still paper and pencil format while some are computer based. Visit <https://ncees.org/engineering/pe/> for specific information about the particular exam you are interested in.

## ENFORCEMENT ACTIONS SUMMARY

For The Period

**July 1, 2020 – September 30, 2020**

**Kyle Elliott, Director of Enforcement**

FIROOZ ZANDI, PE

In 2019, the Board of Licensure received notification from the Indiana Board that Firooz Zandi, a resident of Indiana, and a licensee in both Indiana and Kentucky, had been convicted by a court of law, of a felony of *Theft of Property Having a Value in Excess of \$50,000.00*. In an August 14, 2020 Order, the Indiana State Board of Registration for Professional Engineers Indefinitely Suspended Zandi's Indiana license. Mr. Zandi's felony conviction was directly related to his professional engineering practice, and therefore constituted a violation of KRS 322.180 (7). When Board staff entered into settlement negotiations with Mr. Zandi, he chose to surrender his Kentucky PE license instead of going to an Administrative Hearing. His voluntary surrender of his license was presented to the Board of Licensure through a Consent Decree, which the Board accepted on October 23, 2020.

### JAMES CLANCY, PE

On September 10, 2019, the New York Board of Engineering, Land Surveying, and Geology, entered an Order against James Clancy for two counts of professional misconduct, for sharing his engineering fees with a non-licensed individual and for signing off on a letter of completion for a construction project, without thoroughly reviewing the work, which had been done by someone else. His New York license was suspended for two years, with the suspension stayed while his license was placed on a two-year probation. After an investigation was initiated, it was discovered that during both his 2009 and 2011 renewals in Kentucky, Mr. Clancy failed to disclose prior disciplinary actions in New Jersey and Vermont. In addition, a review of Mr. Clancy's Kentucky projects found that Clancy was certifying plans that were not prepared by him or under his direct supervision and failed to keep records of his reviews of the plans and his calculations. Finally, Mr. Clancy was operating in Kentucky without an engineering firm permit. All of these are violations of various portions of KRS 322, and 201 KAR Chapter 18. Mr. Clancy was offered a variety of penalties for the many violations, and chose instead to surrender his Kentucky PE license. His voluntary surrender was presented to the Board of Licensure through a Consent Decree, which the Board accepted on October 23, 2020.