

*Mississippi Board of Licensure for Professional Engineers and
Professional Surveyors*
'Continuing Professional Competency' (CPC)

*Mississippi Board of Licensure for Professional
Engineers and Professional Surveyors*

Continuing Professional Competency

Mississippi Department of
Information Technology Services



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***Mississippi Board of Licensure for Professional Engineers and
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‘Continuing Professional Competency’ (CPC)

Revision History

Date	Version	Description	Author
September 3rd 2019	1.0	Initial Version	John McManus
September 30th, 2020	1.1	2020 Instructions	John McManus
October 9 th , 2020	1.2	CPC Exempt Verbiage Change	John McManus
December 17 th , 2020	1.3	Maintain Credits – Changed indication on Carryover & Used.	John McManus

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1. Brief Description:

This document is meant to provide you with ‘How To’ instructions on entering your continuing education PDH’s. You must be compliant with your ‘Continuing Professional Competency’ requirements before you are able to renew your license.

Important Note: Please note that most of the screenshots captured within this document reflect activity in the license period 2019. Please make sure you are using the 2020 license period.

2. How Do I Login To The Licensee Portal?

Licensee Portal URL: <https://www.peps.apps.its.ms.gov/home.aspx>

You will need the following information to login to the Licensee Portal:

- License Type
- Your License Number
- Last 4 digits of your SSN
- Your Last Name
- Your Date of Birth

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Login Page: Please enter your credentials.

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Licensing
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Our online licensure renewal system has been updated to allow you to renew your firm license (COA – Certificate of Authority) as well as your individual PE and/or PS license. Just follow the instructions, step by step. If you are the designated licensee for your firm's COA, then be advised that the firm's COA cannot be renewed until after your individual license has been renewed. If you have any questions, please email: information@pepls.state.ms.us

* indicates a required field.

Login

* License Type Professional Engineer
* License Number PE 6753
* Last four digits of SSN 8888
* Last Name Alford
* Date of Birth 01/01/2000

Submit

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The screenshot shows the user interface of the Mississippi Board of Licensure for Professional Engineers and Surveyors website. At the top, there is a header with the word "MISSISSIPPI" in large, stylized letters, followed by the full name of the board. Below the header, there are four small images: a person holding a trophy, a modern building, a construction site, and a rolled-up document. A navigation menu on the left side includes links for "Licensing Home", "Renew License", "General Information", "Pocket Card", "CE Compliance", "CE How To", "Pay Balance", "Payment Tracking", "FAQ", "Contact Us", and "Logout". The main content area displays the user's profile information: "PE-6753 John M Alford", "License Status: ACTIVE", and "Professional Engineer". A central message box welcomes the user and explains the site's purpose. A red warning box indicates that the user is not compliant with their Continuing Professional Competency (CPC) requirements and provides instructions on how to renew their license and claim exemptions.

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Licensing Home PE-6753 John M Alford License Status: ACTIVE Professional Engineer
Renew License
General Information
Pocket Card
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CE How To
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Payment Tracking
FAQ
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Logout

Welcome to the Mississippi Board of Licensure for Professional Engineers and Surveyors Licensing application and renewal website. This site was developed to service your licensing needs quickly, safely, and securely. The links on your left will navigate you through the site.

Our records indicate that you are not compliant with your Continuing Professional Competency (CPC). You will not be able to renew your license until you have entered your mandatory hours of CPC activity.

Please Note: CPC Exemption should be claimed during the renewal process. If exempt, please click on the "Renew License" button on the upper left hand side of this page.

For instructions on entering your continuing education PDH's, please click on the menu item 'CE How To'.

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3. How Do I Claim CPC Exemption?

CPC Exemption is requested during the [online renewal process](#). As shown below the following exemptions may be requested.

Certification

I hereby certify that I currently meet all Board requirements for Continuing Professional Competency (CPC) and that my entries are true and correct. I understand that I may be audited by the Mississippi Board of Licensure for Professional Engineers and Surveyors, and if audited, I will be required to submit documentation to validate completion of all CPC requirements. I further understand that failure to comply with such requirements or any false statements made are in violation of the Board's Rules and could be cause for disciplinary action.

Note: You do not need to submit CPC documentation unless requested by the Board for audit purposes.

I hereby certify that I have entered my CPC hours in the NCEES Tracking system; that those entries are true and correct, and met all current Mississippi requirements, and I have already electronically transmitted my NCEES CPC prior to this renewal. I understand that I may be audited by the Mississippi Board of Licensure for Professional Engineers and Surveyors, and if audited, I will be required to submit documentation to validate completion of all CPC requirements. I further understand that failure to comply with such requirements or any false statements made are in violation of the Board's Rules and could be cause for disciplinary action.

I qualify for CPC exemption based upon:

- New Licensee during 2020
- 60 years of age with 20 years or more of practice
- Military exemption
- Medical Exemption

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4. How Do I Check My Continuing Education Compliance?

Once you have successfully logged into the Licensee Portal, using the left hand navigation, click on the 'CE COMPLIANCE' menu item to view your compliance summary.

Please note that the licensee pictured below is 'Not Compliant' and the alert message shows that 'No CPC hours have been entered'.

To enter your Continuing Education PDH's, click on 'Maintain Credits', then 'Add Class' or refer to next section (Section 4) of this document for instructions.

The screenshot displays the 'Continuing Education Compliance Information' page for licensee John M Alford (PE-6753). The page shows the following details:

- Licensee:** PE-6753 John M Alford
- License Status:** ACTIVE
- Professional Engineer**
- Licensing Period:** PE-6753: 01/01/2019 - 12/31/2019
- CE Compliance Summary:**

	Required	Taken	Balance
Ethics	1.0	0.0	-1.0
General	14.0	0.0	-14.0

Status: Not Compliant

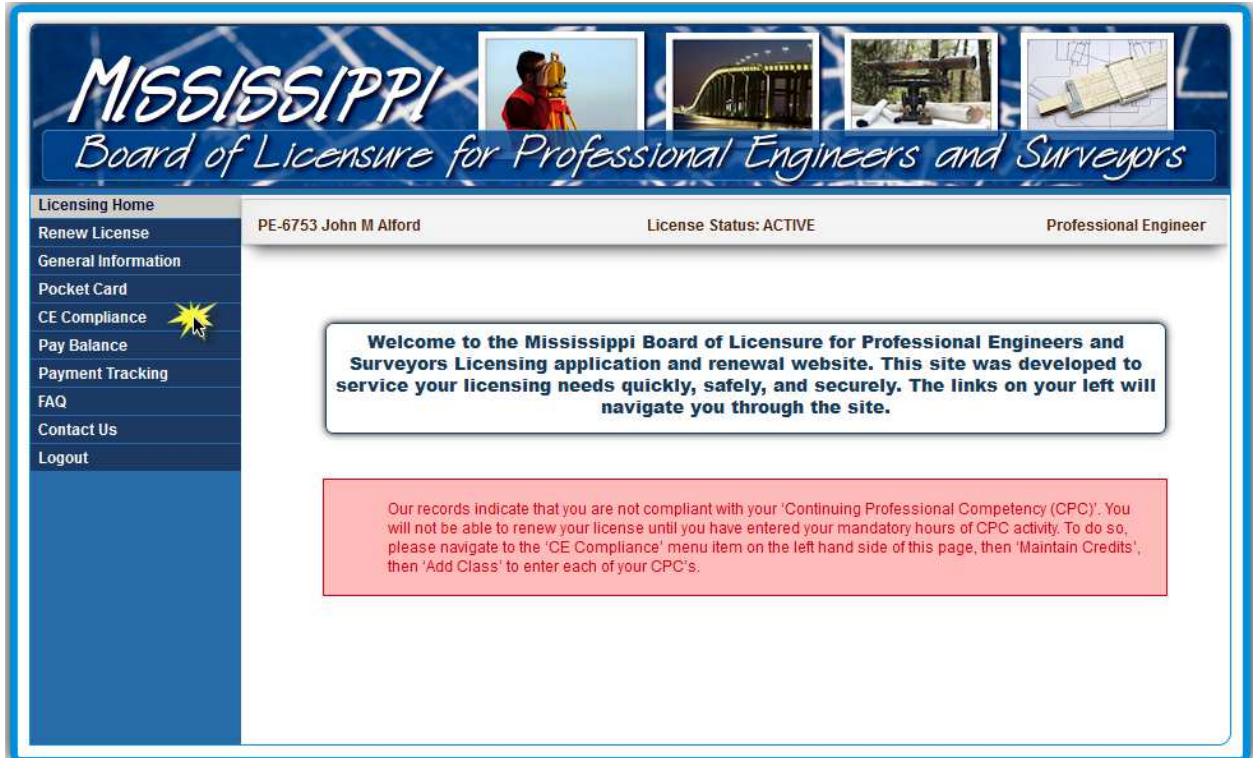
Alert: No CPC Hours Have Been Entered For This License Period

Buttons: View Course Summary, Maintain Credits

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5. How Do I Enter My Continuing Education PDH's?

- a) Using the left hand navigation, click on the **'CE COMPLIANCE'** menu item to view your compliance summary.



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b) Click on **'Maintain Credits'**.

The screenshot displays the user interface for a professional engineer's account. The header includes the board's name and logo. The user's profile information is shown as PE-6753 John M Alford, License Status: ACTIVE, and Professional Engineer. The main content area is titled 'Continuing Education Compliance Information' and shows a 'Licensing Period' dropdown set to 'PE-6753: 01/01/2019 - 12/31/2019'. Below this is a 'CE Compliance Summary' table:

	Required	Taken	Balance
Ethics	1.0	0.0	-1.0
General	14.0	0.0	-14.0

Below the table, a red button indicates 'Not Compliant'. A red warning box contains the message: 'No CPC Hours Have Been Entered For This License Period'. At the bottom, there are two buttons: 'View Course Summary' and 'Maintain Credits', with a mouse cursor hovering over the latter.

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c) Click on **'Add Class'**.

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Licensing Home
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PE-6753 John M Alford License Status: ACTIVE Professional Engineer

Maintain Credits

For licensees who are using 2018 hours for Ethics or MS Standard of Practice requirements, please enter information in the 1/1/18-12/31/18 license period so that the hours can be applied to your 2019 license renewal.

License & Period < Select One >

License	Date Taken	Course	PDH Units
No class details available.			

2

Add Class

Back to Compliance Summary

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d) Add your Continuing Education PDH details and 'Save'.

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PE-6753 John M Alford License Status: ACTIVE Professional Engineer

Maintain Credits
Add Class

Please make sure you are entering for the correct license and license period.

Select Your PDH category from dropdown list.

PDH Units will be calculated for you!

Category Help Message

Enter the number of hours of professional development in course work, seminars, or professional or technical presentations made at meetings, conventions or conferences.
Credit for qualifying seminars and workshops will be based on one (1) PDH unit for each hour of attendance. Attendance at qualifying programs presented at professional or technical society meetings will earn PDH units for the actual time of each program.

11 Save Cancel

* License Period	PE-6753: 01/01/2019 - 12/31/2019	1
* Category	Hour of professional development in course work, seminars, or professional or	2
* Title	Davis-Bacon Labor Standards	3
Program Country	United States of America	4
Program State	Mississippi	5
Program City	Jackson	6
* Provider Name	Davis-Bacon	7
* Start Date	07/11/2019	8
* End Date	07/11/2019	9
* # of hours	3 = 3.0	10
	PDH Units	

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e) Continue Entering Your Continuing Education PDH's.

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PE-6753 John M Alford | License Status: ACTIVE | Professional Engineer

Continuing Education Compliance Information

Licensing Period
PE-6753: 01/01/2019 - 12/31/2019

PE-6753: 01/01/2019 - 12/31/2019

Course Summary

Date Taken	Course	Ethics Earned / Used / CarryOver	General Earned / Used / CarryOver	MS Standard Earned / Used / CarryOver	CarryOver From Previous	Provider
07/11/2019	Davis-Bacon Labor Standards	0.0 / 0.0 / 0.0	3.0 / 3.0 / 0.0	0.0 / 0.0 / 0.0	<input type="checkbox"/>	Davis
05/22/2019	State Math Counts	0.0 / 0.0 / 0.0	1.0 / 1.0 / 0.0	0.0 / 0.0 / 0.0	<input type="checkbox"/>	MSU
04/15/2019	Updates from The Board of Licensure	0.0 / 0.0 / 0.0	1.0 / 1.0 / 0.0	0.0 / 0.0 / 0.0	<input type="checkbox"/>	PEP
03/05/2019	Innovative Construction	0.0 / 0.0 / 0.0	8.0 / 8.0 / 0.0	0.0 / 0.0 / 0.0	<input type="checkbox"/>	MSU
02/13/2019	MES Update	0.0 / 0.0 / 0.0	1.0 / 1.0 / 0.0	0.0 / 0.0 / 0.0	<input type="checkbox"/>	MES
01/22/2019	Ethics For Professional Engineers	1.0 / 1.0 / 0.0	0.0 / 0.0 / 0.0	0.0 / 0.0 / 0.0	<input type="checkbox"/>	UMC

[Back to Compliance Summary](#)

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f) Completed Continuing Education PDH's.

The screenshot shows the user interface for a professional engineer's account. The header includes the board's name and logo. The user's name (PE-6753 John M Alford) and license status (ACTIVE) are displayed. The main content area is titled 'Continuing Education Compliance Information' and shows a 'Current CE Compliance Summary' table for the licensing period of 01/01/2019 to 12/31/2019. The table indicates that the user is compliant with 14.0 CE credits.

	Required	Taken	Balance
Ethics	1.0	1.0	0.0
General	14.0	14.0	0.0

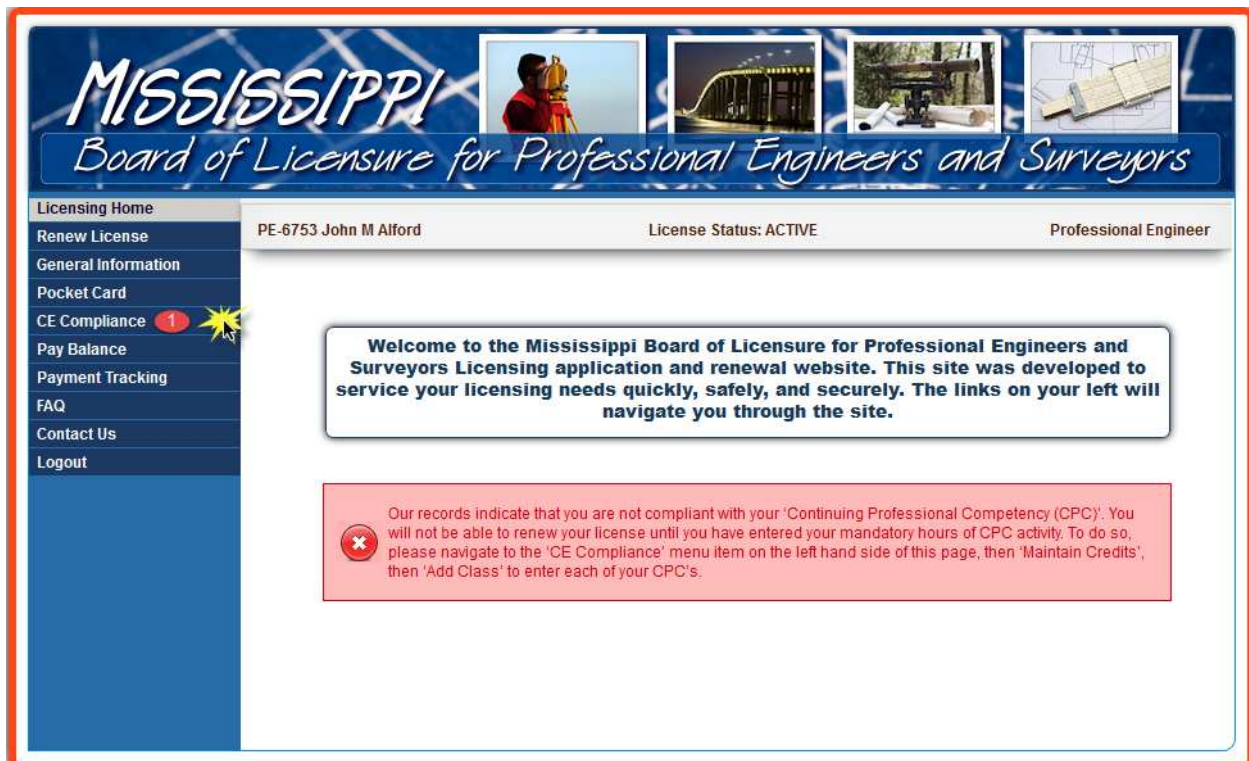
Below the table, a 'Status' button points to a green 'Compliant' button. At the bottom, there are buttons for 'View Course Summary' and 'Maintain Credits'.

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6. Dual Licensees - How Do I Enter My Continuing Education PDH's For Each of My Licenses?

Once a dual licensee logs into the Licensee Portal they will be able to enter their CPE for both their PE & PS licenses. This is accomplished by selecting the appropriate 'License Type' and 'License Period' and entering your continuing education PDH's for each.

- a) Using the left hand navigation, click on the 'CE COMPLIANCE' menu item to view your compliance summary.



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- b) Select the appropriate 'License Type/Number' and 'License Period'.
- c) Click on **Maintain Credits**.

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Licensing Home PE-6753 John M Alford License Status: ACTIVE Professional Engineer

Continuing Education Compliance Information

Dual Licenses will need to select their PE or PS license when entering their PDH's.

CE Compliance Summary		Licensing Period
Ethics	Required 1.0	PE-8605: 01/01/2019 - 12/31/2019 ¹
General	Required 16.0	PS-1687: 01/01/2019 - 12/31/2019 ²
MS Standard	Required 1.0	PE-8605: 01/01/2018 - 12/31/2018
		PS-1687: 01/01/2018 - 12/31/2018
		PE-8605: 01/01/2017 - 12/31/2017
		PS-1687: 01/01/2017 - 12/31/2017
		PE-8605: 01/01/2016 - 12/31/2016
		PS-1687: 01/01/2016 - 12/31/2016
		PE-8605: 01/01/2015 - 12/31/2015
		PS-1687: 01/01/2015 - 12/31/2015
		PE-8605: 01/01/2014 - 12/31/2014
		PS-1687: 01/01/2014 - 12/31/2014
		PE-8605: 01/01/2013 - 12/31/2013
		PS-1687: 01/01/2013 - 12/31/2013
		PE-8605: 05/17/1982 - 12/31/2012
		PS-1687: 07/30/1975 - 12/31/2012

Not Compliant

No CPC Hours Have Been Entered For

[View Course Summary](#) [Maintain Credits](#) ³

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d) Click on **'Add Class'**.

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PE-6753 John M Alford License Status: ACTIVE Professional Engineer

Maintain Credits

 For licensees who are using 2018 hours for Ethics or MS Standard of Practice requirements, please enter information in the 1/1/18-12/31/18 license period so that the hours can be applied to your 2019 license renewal.

License & Period

License	Date Taken	Course	PDH Units
No class details available.			

2

Add Class

Back to Compliance Summary

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e) Click on 'Add Class'.

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Licensing Home | Renew License | General Information | Pocket Card | **CE Compliance** | CE How To | Pay Balance | Payment Tracking | FAQ | Contact Us | Logout

PE-8605 John James Smith | License Status: ACTIVE | Professional Engineer

Maintain Credits

Add Class

As you hold both PE & PS licenses, please enter your CPC hours under the appropriate license.

* License Period: PE-8605: 01/01/2019 - 12/31/2019 (1)

* Category: Hour of professional development in course work, seminars, or professional or (2)

* Title: Davis-Bacon Labor Standards (3)

Program Country: United States of America (4)

Program State: Mississippi (5)

Program City: Jackson (6)

* Provider Name: MSU (7)

* Start Date: 07/15/2019 (8)

* End Date: 07/15/2019 (9)

* # of hours: 3 (10) = 3.0 PDH Units

PDH Units will be calculated for you

Category Help Message

Enter the number of hours of professional development in course work, seminars, or professional or technical presentations made at meetings, conventions or conferences.

Credit for qualifying seminars and workshops will be based on one (1) PDH unit for each hour of attendance. Attendance at qualifying programs presented at professional or technical society meetings will earn PDH units for the actual time of each program.

(11) **Save** * **Cancel**

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f) Continue Entering Your Continuing Education PDH's.

Maintain Credits

License & Period

***** on the record indicates it has already been used to renew that license.
****** on the record indicates a carryover from the previous license period.

	License	Date Taken	Course	PDH Units
**	PE-10154: 01/01/2021 - 12/31/2021	10/01/2020	PDH	6.0
*	PE-10154: 01/01/2020 - 12/31/2020	10/01/2020	PDH	20.0
*	PE-10154: 01/01/2019 - 12/31/2019	06/06/2019	PDH	14.0
*	PE-10154: 01/01/2019 - 12/31/2019	05/05/2019	Ethics	6.0

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g) Completed Continuing Education PDH's.

The screenshot shows the user interface for a professional engineer's account. The header includes the board's name and logo. The user's name (PE-8605 John James Smith) and license status (ACTIVE) are displayed. The main content area is titled 'Continuing Education Compliance Information' and shows the current CE compliance summary for the licensing period 01/01/2019 - 12/31/2019.

	Required	Taken	Balance
Ethics	1.0	1.0	0.0
General	16.0	19.0	3.0
MS Standard	1.0	1.0	0.0

Below the table, the status is shown as 'Compliant' with a green button. There are also buttons for 'View Course Summary' and 'Maintain Credits'.

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7. Definitions - Terms used in this section are defined as follows:

- a. **Professional Development Hour (PDH)** – A contact hour (nominal) instruction or presentation. The common denominator for other units of credit.
- b. **Continuing Education Unit (CEU)** – Unit of credit customarily used for continuing education courses. One continuing education unit equals ten (10) hours of class in approved continuing education course.
- c. **College Semester Or Quarter Hour** – Credit for course in ABET-approved programs or other related college course approved in accordance with article 5 of this rule.
- d. **Course/Activity** – Any qualifying course or activity with a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee’s field of practice in engineering and surveying.
- e. **Licensee** – A person who is licensed as a Professional Engineer or a Professional Surveyor.
- f. **Dual Licensee** – A person who is licensed as both a Professional Engineer and a Professional Surveyor.

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8. Catagories - Professional Development Hour Catagories:

- Hour of professional or technical presentations made at meetings, conventions, or conferences.
- Ethics
- Continuing Education Unit (CEU)
- Active participation in professional and technical society.
- Active participation in educational outreach activities
- Teaching
- Published paper, article, or book.
- College or unit semester credit hour
- College or unit quarter credit

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9. Units - The conversion of other units of credit to PDH units is as follows:

- a. One (1) College or unit semester credit hour 15 PDH
- b. One (1) College or unit quarter credit hour 10 PDH
- c. One (1) Continuing Education Unit (CEU) 10 PDH
- d. One (1) Hour of professional development in course work and seminars 1 PDH
- e. One (1) Hour of professional or technical presentations made at meetings, conventions, or conferences 1 PDH
- f. For teaching apply multiple of two (2)*
- g. Each published paper, article, or book 10 PDH
- h. Active participation in professional and technical society.** 1 PDH
(One (1) PDH per organization with a maximum of three (3) PDH.)
- i. Active participation in educational outreach activities 1 PDH
(Maximum of three (3) PDH)

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10. Requirements - Continuing Professional Competency Requirements

- a. Every Professional Engineer licensee is required to obtain fifteen (15) PDH units during the renewal period year.
- b. Every Professional Surveyor licensee is required to obtain twelve (12) PDH units during the renewal period year.
- c. Dual Licensees - The number of PDH units required shall be eighteen (18), at least one third (1/3) of which shall be obtained in each profession.
- d. As of January 1, 2010, every licensee shall be required to obtain one (1) PDH unit of Ethics training every two (2) years. After 2010, excess ethics PDH may not be carried forward.
- e. Professional Surveyors licensed in Mississippi are required to obtain training in Mississippi Standards of Practice. Professional Surveyors with five (5) years or less licensure in Mississippi are required to obtain one (1) PDH unit in Mississippi Standards of Practice annually. Professional Surveyors with more than five (5) years licensure in Mississippi are required to obtain one (1) PDH unit in Mississippi Standards of Practice biennially. Courses of surveying standards in other states may not be used to meet this requirement. However, standard courses from other states may be used as a portion of the licensee’s remaining PDH. Excess Mississippi Standards PDH may not be carried forward.
- f. If a licensee exceeds the annual requirement in any renewal period, PDH units may be carried forward into the subsequent renewal period as follows: a maximum of eighteen (18) PDH units by a Professional Engineer or Professional Surveyor licensee; a maximum of fifteen (15) PDH units by a Professional Engineer licensee; a maximum of twelve (12) PDH units by a Professional Surveyor licensee, with the exception of Ethics and Standards of Practice, in which case 3d and 3e will govern.

PDH units may be earned as follows:

- 1) Successful completion of college courses.
- 2) Successful completion of continuing education courses.
- 3) Successful completion of correspondence, televised, videotaped, electronic and qualifying short courses.
- 4) Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences.

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- 5) Teaching or instructing in (1) through (4) above.
- 6) Authoring published papers, articles, or books.
- 7) Active participation in professional or technical societies, or active participation in educational outreach activities.

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11. Exemptions – A licensee may be exempt from the professional development educational requirements for one of the following reasons.

- a. New licensees by way of examination or comity shall be exempt until the beginning of the next renewal period.

- b. A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a year shall be exempt from obtaining the professional development hours required during that year. Supporting documentation must be furnished to the Board.

- c. Licensees experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the board may be exempt. Supporting documentation must be furnished to the Board, upon request by the Board for audit verification purposes.

- d. A Professional Engineer licensee sixty (60) years of age and having twenty (20) years of aggregate practice shall be exempt from the professional development educational requirement. A Professional Surveyor licensee sixty (60) years of age and having twenty (20) years of aggregate practice shall obtain at least one (1) PDH of Mississippi Standards of Surveying biennially, but shall be exempt from the remaining professional development educational requirement.

- e. A Professional Engineer or Professional Surveyor currently in Retired Status.