



CERTIFIED CONSULTING ENGINEERS OF COLORADO

800 Grant Street, Suite 100 Tel 303 832 2200
Denver, CO 80203 Fax 303 832 0400
acec-co.org/ccec

Dear Prospective Certificant:

We are pleased to provide to you an application and information pertaining to the Certified Consulting Engineers of Colorado. This organization promotes both high professional and ethical standards within our industry. As a certified consulting engineer, you will be joining a group of individuals who are leaders in our profession and who up-hold the principles of placing public health and safety, professionalism and ethics above all other considerations. After you complete the application and your references are returned to this office, the Commissioners will schedule an interview with you.

Fees for certification are as follows:

- \$10.00 application fee due with application
- \$120.00 certification fee due after approval of application
(prorated for quarter application was approved)
- \$175.00 reaffirm fee billed each December for the following
calendar year

If you have any questions, please call the Certified Consulting Engineers of Colorado at 303/832-2200. We look forward to receiving your completed application and welcoming you into the ranks of certified engineers.

Sincerely,

Kimberly R. McGhee, P.E., C.C.E.
Chairman

Enclosures



Commission for Certification of Consulting Engineers of Colorado

800 Grant St • Suite 100 • Denver, Colorado 80203 303/832-2200 Fax: 303/832-0400

APPLICATION FOR CERTIFIED CONSULTING ENGINEER

(Form must be completely filled out, neatly lettered or typed. Send original to the above address.
Filing fee of \$10 must accompany application.)

Date _____

Name _____
(Last) (First) (Middle)

Firm _____

Position with Firm _____

Field(s) of Qualified Practice _____
(State field(s) of practice in which you are qualified, not those of your firm)

Business Address:

Street _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Home Address:

Street _____

City _____ State _____ Zip _____

Phone _____

Date of Birth _____ Place of Birth _____ Citizenship _____

COMMISSION RECORD

{This space not to be used by Applicant}

Date Application Received _____ Application Filing Fee Paid _____

Investigation of Application: References Checked - Date: _____
Verification of Qualifications - Date: _____
Interview by Board - Date: _____

Commission Action:

Applicant Notified of Acceptance or Denial - Date: _____

Certificate Fee Paid - Date: _____

Certificate No. - Number: _____

Issue Date - Date: _____

Commission Secretary _____ Date: _____

REGISTRATION—States where you hold registration as a Professional Engineer. You must be registered as a Professional Engineer in Colorado to qualify for Certification as a Consulting Engineer in Colorado.

STATE _____ DATE _____ REGISTRATION NO. _____

CERTIFICATION—States where you have been Certified as a Consulting Engineer. (Necessary for reciprocity and desired for Commission Record.)

STATE _____ DATE _____ CERTIFICATION NO. _____

REFERENCES— Submit the names of at least six (6) references, including the following, who will testify to your experience, character, reputation and adherence to the Guide for Professional Conduct.

A. Consulting Engineer—Name one (1) for whom you have worked and obtained qualifying experience in engineering and administrative duties. (List self if qualifying experience is by self-employment.)

NAME _____
FIRM _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE (_____) _____

B. Certified Consulting Engineers—Name two (2) who have knowledge of your engineering and administrative experience.

NAME _____
FIRM _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE (_____) _____

NAME _____
FIRM _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE (_____) _____

C. Clients— Name two (2) for whom you have worked and who have personal knowledge of your "responsible charge" on projects.

NAME _____
FIRM _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE (____) _____

NAME _____
FIRM _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE (____) _____

D. Character References—Name two (2) who have personal knowledge of your character

NAME _____
FIRM _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE (____) _____

NAME _____
FIRM _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE (____) _____

EDUCATION - List in chronological order the name and location of each college, university or technical school from where you have received credit.

Name and Location	Years From-To	Date Graduated	Course Major	Degree Received
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For informational purposes only, please provide the following on a separate piece of paper:

ORGANIZATIONAL PARTICIPATION – List professional engineering organizations to which you belong and any committees, boards or commissions associated with the organizations on which you have served.

PROFESSIONAL DEVELOPMENT – List any Continuing Education Credits (CEU) or Professional Development Hours (PDH) you have earned in the last year.

STATE BOARD OF REGISTRATION ACTION – Have any disciplinary actions by the State Board of Registration been brought against you? If yes, please provide an explanation.

EXPERIENCE

A Consulting Engineer, to become certified, shall be a sole proprietor, partner, principal, or officer of a private engineering firm. In the case of a branch office, division or subsidiary, they shall be responsible for management decisions and have the power to make and act on engineering policies without necessary reference to a higher administrative authority.

To become certified, the applicant must have a total of eight (8) years of “responsible-charge” engineering experience, four of which shall be as a principal associated with a Consulting Engineering firm on projects requiring substantial engineering services, including contract administration, client relationships, business administration, insurance, and legal aspects of engineering responsibilities, all acquired within the last ten (10) years. Administrative experience gained during service with a public agency or armed services shall not be classified as qualifying experience.

Please list your experience for the past 10 years to reflect the 8 years of responsible-charge and 4 years as principal.

CODE OF ETHICS

With high regard for the engineering profession and recognizing in the Code of Ethics a set of dynamic principles to guide his/her services to his/her fellowmen, and with full knowledge of the responsibility of consulting engineers to safeguard health, safety, and public welfare, a Certified Consulting Engineer...

1. Brings credit, honor and dignity to the engineering profession in his/her dealings with clients, other engineers and the public.
2. Acts for his/her clients as a faithful agent or trustee and accepts remuneration only in accordance with his/her stated charges for services rendered.
3. Exchanges non-confidential engineering information with other engineers, students and the engineering press, encourages the public knowledge of engineering, and insures proper credit for engineering work.
4. Upholds the principle of appropriate and adequate compensation for consulting engineers and those in their employ.
5. Upholds the professional reputation of other consulting engineers and respects their engineer-client agreements.
6. Solicits engineering work assignments according to high professional standards, without offering commissions, or using undue influence.
7. Upholds and promotes the principle of selection of consulting engineers for assignments on the basis of qualifications, including training, skill, experience, personnel, work loads and availability.
8. Associates as a consulting engineer only with engineers and other professionals who conform to ethical practices.

The Undersigned hereby makes application for certification as a Certified Consulting Engineer in the State of Colorado, under the provisions of the ByLaws adopted by the Commission for Certification of Consulting Engineers, Colorado, and agrees to the following:

- a. Grants permission to the Commission to contact any of the persons listed in this application to make inquiries in regard to his qualifications only.
- b. Subscribes to and agrees to abide by the Guide for Professional Conduct as stated in this application and further agrees to reaffirm his adherence to the Code annually.
- c. To return his certificate when requested by the Commission should renewal be denied in accordance with the ByLaws.

AFFIDAVIT

State of _____

ss.

County of _____

I do solemnly swear all the statements made herein are true to the best of my knowledge and belief.

Signature of Applicant

(SEAL)

Subscribed and Sworn to before me this

_____ day of _____ A.D. 20__

Notary Public _____

My Term Expires _____

Standards for Membership of Certified Consulting Engineers

The Standards offered are:

Basic Standards:

1. A bachelors degree in an engineering discipline from an Engineering Accreditation Commission (EAC) of Accreditation Board for Engineering Technology (ABET) program unless otherwise approved by the commission.
2. A Consulting Engineer, to become certified , shall be a sole proprietor, partner, principal or officer of a private engineering firm
3. The applicant must have a total of eight (8) years or more of “Responsible-Charge” engineering experience, four (4) of which shall be as a principal associated with a Consulting Engineering firm on projects requiring substantial engineering services, including contract administration, client relationship, business administration, insurance, and legal aspects of engineering responsibilities, all acquired within the last ten (10) years. Administration experience gained during service with a public agency or armed services shall not be classified as qualifying experience.
4. Registration as a professional engineer in Colorado and such other states where engineering practice is performed and required.
5. Every certificant is required to obtain 30 PDH units over 2 years which will include a minimum of four (4) PDHs addressing ethics for practicing consulting engineers. Most PDHs will be obtained in business and technical core courses/activities. Certificants will be informed at time of annual reaffirmation of the number of PDHs reported for previous two years.
6. Active involvement in professional engineering organization(s) with a minimum requirement of periodically serving on a committee, board, commission, etc.
7. Agreement to abide by the following professional postulates.
 - a. Putting the health, safety and welfare of the public first.
 - b. Undertaking engineering assignments ONLY when properly qualified by education and experience.
 - c. Telling only what is believed to be the truth.
 - d. Working for a fee that is fair to both the client and the engineer.
 - e. Soliciting work fairly, and openly without misrepresentation, improper solicitation or conflict of interest.
 - f. Learning, reviewing and adhering to all applicable laws and codes of conduct.
 - g. Being respectful of all persons, creations and the environment.
8. Certificants shall agree to report in writng any verifiable violations of the Professional Engineering Postulates to the Commission. (This would include reporting oneself or another certificant.)

Revised August 16, 2000

Revised November 19, 2002

Revised October 14, 2003