



# Certificate of Authorization Biennial Renewal Application

## Board of Registration for Professional Engineers

1511 Pontiac Avenue, Bldg., 68-2, Cranston, RI 02920  
[www.bdp.state.ri.us](http://www.bdp.state.ri.us) Phone: (401) 462-9592 Fax: (401) 462-9532

**For Office Use only:**  
 RI COA# \_\_\_\_\_  
 Check# \_\_\_\_\_  
 Date: \_\_\_\_\_ Amt. \_\_\_\_\_

<b>Renewal Expiration Date: 06/30/14 Period: 07/01/14-06/30/16</b> <ul style="list-style-type: none"> <li><b>Renewal Fee: \$50.</b></li> <li><b>FEE WAIVED IF NO EMPLOYEES</b></li> <li><b>Indicate COA number on check.</b></li> <li><b>Make checks payable to: Treasurer, State of RI</b></li> </ul>	<input type="checkbox"/> <b>Yes, I want to renew.</b> <input type="checkbox"/> <b>No, I do not want to renew.</b>  <p style="text-align: center;"><b>CHECK ALL BOXES THAT APPLY</b></p> <input type="checkbox"/> <b>FEE WAIVED - No Employees</b> <input type="checkbox"/> <b>Limited Liability Partnership</b>
<b>Name under which services will be offered:</b>  Name: _____  Address: _____  Phone: (    ) _____ Email: _____	<b>Change of Address: (If Applicable)</b>  _____ _____ _____

**PART I TO BE COMPLETED BY ALL**  
**List all Rhode Island licensed engineers in responsible charge who act on behalf of the firm.**

For the purposes of this requirement, no person who is not an employee of the firm may be considered to be in responsible charge. The engineer in responsible charge shall work not less than twenty (20) hours per week for the firm, provided however that the Board might waive such requirement upon written application to the Board for good cause shown.

I hereby certify under oath that I acknowledge that I have the obligation of keeping the Board informed at all times in the event that I should terminate my employment and/or position of engineer in responsible charge. I further acknowledge that in the event that such a termination of responsibility occurs, that I must notify the board, in writing, within seven (7) days of the date of such termination and that otherwise, the Board shall be authorized to hold me responsible for any and all work performed by this firm.

<u>Name</u>	<u>Discipline</u>	<u>Are you listed on other COA's in RI?</u>			<u>Signature</u>	<u>RI Lic. No.</u>
		Yes	No	How Many		

**PART II TO BE COMPLETED ONLY IF YOU HAVE NO EMPLOYEES.**

**If you are the only employee in your firm, you are exempt from the fee if you complete this section.**

I hereby certify that I have no employees and that I am the sole Rhode Island licensed engineer of the firm and the individual in responsible charge."

**Signature:** \_\_\_\_\_

**PART III TO BE COMPLETED BY ALL**

1. Have you or any partner, officer, majority shareholder or member of the Board of Directors, been convicted of or entered in to a plea bargain an y offense which involves, fraud, professional negligence, moral turpitude or are any such charges now pending?  
 If yes, for each such offense, state the nature of th e charge, the State in which the charge was brought and the person or persons convicted or has entered into a plea. If any charges are pending, please briefly explain. Yes \_\_\_\_ No \_\_\_\_
2. Has any officer, majority shareholder or member of the Board of Directors, or any registered P.E. employed by the firm, had his or her license to practice engineering revoked or suspended in any State? If yes, state the name of such person, their address, and the nature and State of such revocation or suspension. Yes \_\_\_\_ No \_\_\_\_
3. Have you read/understood the provisions of R.I. Gen. Laws Title 5, Chap. 8 as amended? Yes \_\_\_\_ No \_\_\_\_
4. Have you read/understood the Rules and Regulations and the Canons of Ethics adopted by the Board? Yes \_\_\_\_ No \_\_\_\_

I am aware that the Certificate of Authorization may be revoked if any agent, employee, director or officer of the corporation violates or causes to be violated any provisions of those laws or regulations governing the practice of engineering in RI.

**Signed:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# STATE OF RHODE ISLAND BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

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**COA RENEWAL APPLICATION**

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**List additional Rhode Island licensed engineers in responsible charge who act on behalf on the firm.**

For the purposes of this requirement, no person who is not an employee of the firm may be considered to be in responsible charge. The engineer in responsible charge shall work not less than twenty (20) hours per week for the firm, provided however that the Board might waive such requirement upon written application to the Board for good cause shown.

I hereby certify under oath that I acknowledge that I have the obligation of keeping the Board informed at all times in the event that I should terminate my employment and/or position of engineer in responsible charge. I further acknowledge that in the event that such a termination of responsibility occurs, that I must notify this Board, in writing, within seven (7) days of the date of such termination and that otherwise, the Board shall be authorized to hold me responsible for any and all work performed by this firm.

<u>Name</u>	<u>Discipline</u>	<u>Are you listed on other COA's in RI</u>			<u>Signature</u>	<u>RI Lic. No.</u>
		Yes	No	How Many		



## Tax Payer Status Affidavit / Identity Verification

All persons applying or renewing any license, registration, permit or other authority (hereinafter called "licensee") to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by state law (RIGL 5-76) except as noted below.

In order to verify that the state is not owed taxes, licensees are required to provide their Social Security Number and Federal Tax Identification Number as appropriate. These numbers will be transmitted to the Division of Taxation to verify tax status prior to the issuance of a license. This declaration must be made prior to the issuance of a license.

**Please return this affidavit along with your license application to: Rhode Island Department of Business Regulation, State Board of Registration for professional Engineers, 1511 Pontiac Avenue, Building 68-2, Cranston, RI 02920.**

### Licensee Declaration

- I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have paid all taxes owed.
- I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the Tax Administrator.
- I am currently pursuing administrative review of taxes owed to the state.
- I am in federal bankruptcy. (Case # \_\_\_\_\_)
- I am in state receivership. (Case # \_\_\_\_\_)
- I have been discharged from Bankruptcy. (Case # \_\_\_\_\_)

\_\_\_\_\_  
Type of Professional License for which you are applying

\_\_\_\_\_  
Full Name (Please Print or Type)

\_\_\_\_\_  
Social Security Number  
(or FEIN if appropriate)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number  
(including area code if not 401)

\_\_\_\_\_  
Date

# INSTRUCTION SHEET

## LIMITED LIABILITY PARTNERSHIPS

1. **Complete Parts I, II, III and IV in full.**
2. Verify that company name and address are correct. If incorrect, please make changes in appropriate section.
3. **NO EMPLOYEES** -- Complete this section and affix your signature if you have no employees. If you complete this section the renewal fee is waived.
4. Attach a copy of a current Certificate of Legal Existence obtained from the R.I. Secretary of State's Office. You may request this form by calling the RI Secretary of State's Corporation Division at (401) 222-3040.  
**(A current Certificate of Legal Existence is one that is not over 30 days old.)**

**DO NOT SUBMIT APPLICATION AND CHECK WITHOUT A CURRENT CERTIFICATE OF LEGAL EXISTENCE. ONLY COMPLETE PACKAGES WILL BE ACCEPTED.**

5. Attach the \$50. renewal fee and the "Certificate of Legal Existence" to the renewal application and mail to the Board.
6. After review of your application, you will be mailed a letter and sticker to be placed on your wall certificate.



# STATE OF RHODE ISLAND

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### **Certificate of Authorization (COA)**

#### **TITLE 5**

#### **Businesses and Professions**

#### **CHAPTER 5-8**

#### **5-8-24. Sole proprietorship, partnership, limited liability partnership, corporate and limited liability company --**

(a) The practice or offer to practice engineering as defined by this chapter by a sole proprietorship, partnership, limited liability partnership, corporation or limited liability company subsequently referred to as the "firm", through individuals is permitted; provided, that the individuals: (1) are in direct control of such practice; (2) exercise personal supervision of all personnel who act in behalf of the firm in professional and technical matters; and (3) are registered under the provisions of this chapter; and provided, further, that said firm has been issued a certificate of authorization by the board of engineers.

(b)(1) Within one year after enactment of this chapter every firm must obtain a certificate of authorization from the board and those individuals in direct control of the practice and who exercise direct supervision of all personnel who act in behalf of the firm in professional and technical matters must be registered with the board. The certificate of authorization is issued by the board upon satisfaction of the provisions of this chapter and the payment of a fee not to exceed one hundred twenty-five dollars (\$125.). This fee shall be waived if the firm consists of only one person who is the person in responsible charge.

(2) Every firm desiring a certificate of authorization must file with the Board an application for a certificate of authorization on a form to be provided by the Board. A separate form provided by the board is to be filed with each renewal of the certificate of authorization and within thirty (30) days of the time any information previously filed with the Board has changed, is no longer true or valid, or has been revised for any reason. If, in its judgment, the information contained on the application and renewal form is satisfactory and complete, the board will issue a certificate of authorization for the firm to practice engineering in this state.

(3) No firm that has been granted a certificate of authorization by the board shall be relieved of responsibility for modification or derivation of the certificate, unless the board has issued for the applicant a certificate of authorization or a letter indicating the eligibility of such applicant to receive the certificate. The firm applying shall supply the certificate or letter from the Board with its application for incorporation, organization or registration as a foreign corporation.