

**Policies
Of
The State Board of Licensure for Professional Engineers and Professional Land
Surveyors**

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20.1 – Abbreviations

ABET – Accreditation Board for Engineering and Technology

B.L.M – Bureau of Land Management

CAB – Canadian Accreditation Board

C.R.C.P. – Colorado Rules of Civil Procedure

C.R.S. – Colorado Revised Statutes

EAC – Engineering Accreditation Commission

ECPD – Engineers’ Council of Professional Development

EI – Engineer-Intern

EIT – Engineer-in-training (term no longer used)

FE – Fundamentals of Engineering Examination

G.L.O – General Land Office

NCEES – National Council of Examiners for Engineering and Surveying

ILC – Improvement Location Certificate

LSI – Land Surveyor-Intern

PE – Professional Engineer

PLS – Professional Land Surveyor

PLSM – Public Land Survey Monument

PLSS – Public Land Survey System

RAC – Related Accreditation Commission

SIT – Surveyor-in-Training (term no longer used)

TAC – Technology Accreditation Commission

30.0 – Reserved.

40.0 – Policies Concerning Administrative Procedure

40.1 – Board-Approved Degrees

40.1.1 – Validity of ABET/EAC Accreditation for Engineering Graduates. Pursuant to Rule 4.6.1.1 of the board's Bylaws and Rules, board-approved degrees are those that have been accredited by the Accreditation Board for Engineering and Technology/Engineering Accreditation Commission (ABET/EAC). In accordance with ABET's recommendation, the board will consider an applicant who has graduated from an engineering curriculum to be a graduate of a board-approved engineering curriculum provided the applicant graduated within two years prior to the effective date of the accreditation of the program.

40.1.2 – Validity of ABET/TAC Accreditation for Engineering Technology Graduates. Pursuant to Rule 4.6.1.2 of the board's Bylaws and Rules, board-approved degrees are those that have been accredited by the Accreditation Board for Engineering and Technology/Technology Accreditation Commission (ABET/TAC). In accordance with ABET's recommendation, the board will consider an applicant who has graduated from an engineering technology curriculum to be a graduate of a board-approved engineering technology curriculum provided the applicant graduated within two years prior to the effective date of the accreditation of the program.

40.1.3 – Validity of ABET Accreditation for Surveying Graduates. Pursuant to Rule 4.6.2.1 of the board's Bylaws and Rules, board-approved degrees are those that have been accredited by any of the ABET accrediting commissions. In accordance with ABET's recommendation, the board will consider an applicant who has graduated from a surveying curriculum to be a graduate of a board-approved surveying curriculum provided the applicant graduated within two years prior to the effective date of the accreditation of the program.

Adopted 4/17/87; Revised 9/8/00

40.2 – Engineering Degree Programs Accredited by the Canadian Accreditation Board

40.2.1 – Comparability of Canadian Accreditation Board Engineering Degrees to ABET Degrees. In recognition of the following action taken by the Accreditation Board for Engineering and Technology (ABET), the Board of Licensure for Professional Engineers and Professional Land Surveyors recognizes the accreditation process as administered by the Canadian Accreditation Board (CAB) to be comparable to the accreditation process administered by ABET. Therefore, degrees from CAB accredited programs will be credited in the same manner as ABET accredited programs, as set forth in the board's Rules.

"The Engineers' Council for Professional Development (ECPD), now the Accreditation Board for Engineering and Technology (ABET), recognizes the quality of the education programs leading to degrees in engineering as accredited by the Canadian Accreditation Board (CAB) a standing committee of the Canadian Council of Professional Engineers. It regards the criteria for accreditation and many of the individual program guidelines to be comparable to those employed by ECPD.

Therefore, ECPD adjudges the accreditation decisions rendered by the CAB as acceptable for the education preparation of graduates for the practice of engineering at a professional level and agrees to so indicate by including in the ECPD Annual Report a list of the programs in Canadian universities that are accredited by the CAB."

Adopted 12/12/86; Revised 9/8/00, 1/14/05

40.3 – Students Eligible to Take Fundamentals of Engineering Examination

40.3.1 – School Must Submit List of Eligible Students. Colleges or universities in Colorado that desire to have the fundamentals of engineering examination administered on campus must submit to the board office a list of the students eligible to sit for the examination. This eligibility list will be based on the applicable criteria as specified by Section 12-25-112(2)(b)(I) and (II), C.R.S. That is, the student must be in his/her senior year of study in an engineering curriculum of four years or more and the curriculum must be accredited by the Engineering Accreditation Commission (EAC) or the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET). This eligibility list must be received by the board office no later than six weeks before the administration of the examination.

40.3.2 – Validity of Exam from Ineligible Student. If the board receives an examination from a student who is not on the list of eligible students submitted by the institution, then that student's examination score will not be released and his/her examination will become void.

40.3.3 – Refund of Examination Fee. If a student submits an application for the fundamentals of engineering examination according to board Policy 40.3.1 and cancels his/her reservation to take the exam pursuant to board Rule 4.7.4, the examination fee will be refunded according to the provisions set forth by the board's exam administration vendor. In order to take the exam subsequently, the applicant must still meet the eligibility requirements of Policy 40.3.1 and reapply to take the exam.

40.3.4 – Forfeiture of Examination Fee. If a student submits an application for the fundamentals of engineering examination according to board Policy 40.3.1 and does not appear for the exam, or does not cancel pursuant to board Rule 4.7.4, or fails the exam, the examination fee will be forfeited and the application will be purged from the board files. The applicant must submit a new application to again be considered for approval to take the exam.

Adopted 2/24/84; Revised 9/8/00, 9/7/01, 1/14/05

40.4 – Examination Sites

40.4.1 – Location of Examinations. Anyone, other than eligible students as outlined below, wishing to take the fundamentals of engineering, principles and practice of engineering, fundamentals of surveying, principles and practice of surveying, or the state specific land surveying examination must take the exam in Denver (Spring and Fall exams), Grand Junction (Fall exam only), or Durango (Spring exam only). Also, any out-of-state examinee must take his/her exam at one of these sites.

40.4.2 – Students Eligible to Take FE Examination on Their Campus. Only students who are eligible to take the fundamentals of engineering examination as outlined in board Policy 40.3.1 may take said examination on their college or university campus. All other examinees that have been approved by the board to sit for the exam must take the examination at an examination site designated by the board.

40.4.2.1 – Failure to Comply with Policy. Failure of an examinee to comply with this policy shall result in the voiding of his/her examination score.

Adopted 2/24/84; Revised 9/8/00, 1/14/05

40.5 – Materials Permitted in the Examination Room

40.5.1 – General Requirements. Following are general parameters concerning materials in the examination room.

40.5.1.1 – Devices Affecting Security. Devices that might compromise the security of the examination or examination process are not permitted.

40.5.1.2 – Calculators. Hand-held, battery-operated, silent, non-printing calculators are permitted according to the provisions set forth by the board's exam administration vendor.

40.5.1.3 – Computers. Computers, that is, any device with a complete alpha-numeric typewriter-style keyboard such that it could be used for word processing purposes, are prohibited.

40.5.1.4 – Writing Instruments. Only the writing instruments provided by the exam administrator are permitted to be used to take the exam.

40.5.2 – Open Book Examination Requirements. Following are parameters concerning materials for open book examinations.

40.5.2.1 – Allowed Materials. The following reference material and aids may be brought into the examination room by the candidate for his or her personal use only.

(a) Handbooks and textbooks.

(b) Bound reference materials provided that the material remains contained in its cover during the entire examination. Bound is defined as either of the following.

(i) Material that is attached to its cover permanently, e.g. stitched or glued.

(ii) Material that is fastened securely in its cover by fasteners that penetrate all papers, e.g. ring binders, spiral binders, plastic snap binders, brads, screw posts, etc.

40.5.2.2 – Exchange of Material During Examination. Examinees are not permitted to exchange any reference materials.

40.5.2.3 – Other Materials. Writing tablets, unbound tables, notes, or papers are not permitted in the examining room.

40.5.3 – Closed Book Examination Requirements. No reference material will be permitted to be brought into the examination room by the examinee.

Adopted 2/24/92; Revised 9/8/00, 1/14/05

40.6 – Review of Examinations

40.6.1 – Objectively Scored Examinations. Examination questions that are entirely in an objectively scored format (multiple-choice questions) will not be subject to review by examinees. The scores of objectively scored exams, as provided by NCEES shall be final.

Adopted 7/8/88; Revised 1/27/92, 2/23/92, 9/12/97, 6/9/00, 9/8/00, 1/14/05

40.7 – Discipline Exams Required for Endorsement. In order to qualify for licensure by endorsement pursuant to provisions set forth in Section 12-25-114(1)(a), C.R.S., an applicant who took and passed the NCEES principles and practice of engineering examination in April 1990 or on any subsequent date shall have taken that exam in a specific engineering discipline.

Adopted 6/24/91; Revised 2/24/92, 9/8/00

40.8 – Validity of the Colorado State Specific Land Surveying Examination. The passing score of an applicant's Colorado state specific land surveying examination is valid for licensing purposes for a period of no more than two years commencing with the date of notification of the passing score. Within such time, if the applicant does not also pass the NCEES principles and practice of land surveying examination, said applicant must retake the Colorado state specific land surveying examination and pay the re-examination fee.

Adopted 12/9/94; Revised 9/8/00

40.9 – Disciplinary Action Regarding Expired Licenses. It is the policy of the Colorado Board of Licensure for Professional Engineers and Professional Land Surveyors to take disciplinary action when the board finds that a licensee practiced engineering and/or land surveying with a lapsed license.

If a licensee fails to renew a license to practice engineering and/or land surveying by the license expiration date, a penalty fee will be due upon renewal of the license. From the date of expiration, a licensee will have 60 days within which to renew a license during which the license will be deemed active. 60 days after expiration of the license, the license will be deemed to have lapsed.

If the board finds that a licensee practiced with a lapsed license for a period of 60 days up to one year, it is the policy of the board to issue a letter stating that the board does not endorse such behavior. If the board finds that a licensee practiced with a lapsed license for a period of one to two years, it is the policy of the board to issue a Letter of Admonition, which is a disciplinary action recorded on the license history. If the board finds that a licensee practiced with a lapsed license for more than two years, the licensee must apply for reinstatement of the license pursuant to the requirements in Board Rule 4.8 – Expired Licenses and the board may levy a fine in addition to a Letter of Admonition, or such other disciplinary action as the board deems appropriate.

Adopted 12/13/02; Revised 1/14/05

40.10 – Retention of Confidential Letters of Concern. It is the policy of the Colorado Board of Licensure for Professional Engineers and Professional Land Surveyors that files in which a confidential letter of concern has been issued to a licensee be retained in the Board’s files for a period of five years. After five years from the date of the confidential letter of concern, the file will be treated as a dismissed file and disposed of similarly. If the licensee has other active cases pending at the end of the five-year retention period, the confidential letter of concern may be kept for a longer period of time at the discretion of Board staff.

Adopted 9/10/04

40.11 – Verification of Recent Experience. An applicant must include verification of work experience within the twelve months prior to submittal of the application in addition to any engineering or surveying experience for which the applicant desires credit toward qualification for licensure.

Adopted 12/10/04; Revised 1/14/05

50.0 – Policies Concerning the Practice of Engineering

50.1 – Materials Testing. The development of testing protocols for engineering projects, the interpretation of materials testing data, or any subsequent analysis or engineering design relying upon materials testing data constitutes the practice of engineering as defined in Section 12-25-102(10), C.R.S. However, materials testing, in and of itself, and its related data collection, may be done by individuals who are not professional engineers.

Adopted 11/18/94; Revised 9/8/00

50.2 – Engineering in Natural Hazard Areas. In areas having “Natural Hazards,” as defined in Section 24-65.1-101 et. seq., C.R.S., such as expansive soil and rock, corrosive soils and unstable slopes, engineers performing soils (geotechnical) investigations, construction observation, and design of structures including foundations, grading and drainage, buried utilities, streets and pavements, and remedial work to these improvements shall demonstrate knowledge and incorporate knowledge of and expertise in both of the following.

- (a) Methods used to mitigate such hazards.
- (b) Investigation, design and construction guidelines adopted by local governments.

50.2.1 – Responsibilities of Engineers. The following shall guide professional engineers in the course of performing engineering in natural hazard areas.

50.2.1.1 – Recognition and Mitigation of Natural Hazards. Licensees should be thoroughly familiar with applicable natural hazard legislation and local government policies and regulations for the mitigation of effects of natural hazards. Local government policies and regulations may vary. It is the responsibility of each licensee to become familiar with the applicable policies and regulations. Local government policies and regulations, or lack thereof, concerning natural hazards do not relieve the licensee of sound engineering practice in the recognition and mitigation of natural hazards.

50.2.1.2 – Multi-Disciplinary Approach. Licensees should recognize and acknowledge that the mitigation of effects from natural hazards requires a multi-disciplinary approach encompassing the fields of engineering, geology, hydrology, architecture, and land-use planning. It is incumbent on the licensee that these fields are adequately represented in the mitigation of natural hazards through demonstrated knowledge and experience. In general, the board believes that individual licensees are unlikely to possess the necessary knowledge and expertise to deal with all natural hazards in all cases.

50.2.1.3 – Education. Knowledge of natural hazards should be demonstrated by attendance at courses on natural hazards sponsored by the Colorado Geological Survey, universities, local government, or professional societies. Licensees should be prepared to demonstrate appropriate knowledge and expertise.

50.2.1.4 – Disclosure. Licensees should be open and forthright about the existence of natural hazards, risks to their clients and the public, methods of mitigation, and the chances of success in mitigation. This applies to all stages of the design process, from feasibility through final design and construction. Licensees should not knowingly take part in remedial work in natural hazard areas where the intent is to disguise either the hazards or existing damage.

Adopted 2/20/95; Revised 8/7/98, 9/8/00, 1/14/05

50.3 – Responsibilities of Professional Engineers Receiving Testimony. It shall not be considered aiding and abetting the unlawful practice of engineering, and therefore a violation of any part of Article 25 of Title 12, C.R.S., for a professional engineer to listen to or receive oral testimony or other oral statements made to a regulatory body or commission, by any person testifying before such a body or commission, or to read written testimony or other written materials delivered to such a regulatory agency or commission by any person.

Notwithstanding the above, it shall be the professional responsibility of any licensed professional engineer to report to the Colorado Board of Licensure for Professional Engineers and Professional Land Surveyors, any instance of such testimony which, in the professional opinion of such engineer, is unethical, incompetent or otherwise presents an actual or potential threat to public health, safety or welfare.

Adopted 2/9/01; Revised 1/14/05

60.0 – Policies Concerning the Practice of Land Surveying

60.1 – Basis of Bearing Statements. Section 38-51-106(1)(e), C.R.S., requires professional land surveyors to include explanatory statements concerning the basis of bearings on their land survey plats.

60.1.1 – Purpose. The purpose of a basis of bearing statement on a land survey plat is to enable another surveyor to retrace all or part of that survey in the future. Any basis of bearing statement that does not facilitate a retracement of the survey is inadequate. A land survey plat shall show the graphic and mathematical relationship between the basis of bearing and the land parcel.

60.1.2 – Methods. When bearings are used, there are four generally accepted methods of stating a basis of bearing on a land survey plat, “astronomic,” “reference to recorded survey,” “grid,” and “assumed.”

60.1.2.1 – Astronomic. This is normally Solar or Polaris. Examples are as follows.

(a) "Bearings determined by Polaris observations on west line of Section 8 (monuments described on plat)."

(b) "Bearings determined by Polaris observations on reference line near SW corner of Section 8 and tied to survey by traverse, as shown hereon."

60.1.2.2 – Reference to Recorded Survey. This usually involves a subdivision plat or Bureau of Land Management record. Examples are as follows.

(a) "Bearings based on west line of Lot 7, Block 10, Sunshine Subdivision, Filing 2, (N 04° 10' 30" E); southwesterly corner is No. 5 rebar with Surv-Cap stamped 4321; northwesterly corner is 2" diameter brass cap in concrete marked with punch mark and L.S. 1980."

(b) "Bearings based on north line of recorded survey of Jackson Parcel (Map Book 17, Plat 4) as N 00° 10' 12" E. Both ends of said line are No. 4 rebars in mounds of stone."

(c) "Bearings are based on the G.L.O. record of N 89° 30' E along the north line of the NW 1/4 of Section 8 (monuments described on plat)."

60.1.2.3 – Grid. All bearings are grid bearings of the Colorado State Plane Coordinate System, Central Zone, North American Datum 1927. The basis of grid bearing is the line between triangulation stations "double" (a standard disk cemented in a boulder that is 10 inches below ground) and "black" (a standard disk cemented in a drill hole in outcropping bedrock). That bearing being “S, 57° 51' 07" W.”

60.1.2.4 – Assumed. An example is, "Bearings are based on the assumption that the east line of the SW 1/4 of Section 17 runs northsouth. South 1/4 corner is B.L.M. brass cap on 2 1/2" diameter pipe, center 1/4 corner is 1 1/4" diameter axle on west side of 8" x 8" fence post." It is important to note that if the monuments at each end of the reference line are fully described on the plat, they need not be described in the "Basis of Bearings" statement.

60.1.2.5 – Unacceptable Statements. Following are examples of two unacceptable statements.

(a) "Basis of bearings from plat of adjoining Sunrise Knolls."

(b) "Bearings based on north line of NW 1/4, Section 10 as being N 89° 30' E." This is unacceptable because monuments are not described.

Adopted 12/18/89; Revised 11/18/94, 9/8/00, 2/9/05

60.2 – Depiction of Easements and Rights-of-Way on Subdivision Plats. The purpose of this policy is to provide clarification regarding the requirements of Section 38-51-106(1)(b), C.R.S., as it pertains to "platted subdivisions." The generally accepted standard of practice with respect to the preparation of land survey plats for platted subdivisions is to depict on all such plats all recorded and apparent rights-of-way and easements, regardless of clients' wishes.

Adopted 2/10/95; Revised 9/8/00

60.3 – Required Monumentation for Land Survey Plats. The board recognizes the ambiguities that exist in statutes 38-51-102 through 38-51-107 pertaining to land survey plats [38-51-102 (12)], monumented land surveys [38-51-102 (13)], and monumentation of land surveys [38-51-104 (1) (a)]. The purpose of this policy is to clarify when the complete monumentation of a land survey or monumented land survey is required.

(a) Monumented land survey [38-51-102 (13)]. For the words, "to mark the **boundaries** of a **specified parcel** of land" [emphasis added], the board interprets the word "boundaries" as plural and the words "specified parcel" to mean that all corners of the parcel must be found or set.

(b) Land survey plat [38-51-102 (12)]. For the words, "shows the information developed by a **monumented land survey**" [emphasis added], the board's interpretation of a monumented land survey requires that all corners of the parcel must be found or set.

(c) Monumentation of land surveys [38-51-104 (1) (a)]. For the words, "**any** line points or reference points which are set to perpetuate the location of any land **boundary**" [emphasis added], the board interprets the words "any" and "boundary" to be singular and thus **not** requiring all corners of the boundary of a parcel to be set. The surveyor may set only the corners marking the line, or lines, of the boundary requested by the client and any resultant drawing would **not** be labeled a Land Survey Plat, but shall be deposited pursuant to section 38-51-107, C.R.S.

Adopted 1/14/05

60.4 – Monumentation of ALTA/ACSM Land Title Surveys. It is the board's interpretation that the Minimum Standard Detail requirements for ALTA/ACSM Land Title Surveys cannot be met without all pins of the parcel being found or set, even if item 1 of Table A Optional Survey Responsibilities and Specification is not requested. The ALTA/ACSM Land Title Survey is considered by the board to be a monumented land survey and a land survey plat must be recorded if required by section 38-51-107, C.R.S.

Adopted 1/14/05; Revised 1/13/06

70.0 – Board Policies of Procedure

70.1 – Board-Conducted Disciplinary Hearings

70.1.1 – Statutory Basis to Conduct Hearings. Pursuant to Sections 12-25-109(4) and 12-25-209(4), C.R.S., disciplinary hearings shall be conducted by the Board of Licensure for Professional Engineers and Professional Land Surveyors or by a duly appointed administrative law judge and shall be held in the manner prescribed by the State Administrative Procedure Act. The State Administrative Procedure Act specifies that the Rules of Civil Procedure and Rules of Evidence for civil non-jury cases in the District Courts shall apply to administrative hearings and determinations to the extent practicable.

70.1.2 – Purpose of Policy. The board has concluded that a literal application of the Rules of Civil Procedure governing pre-trial disclosure and discovery is not practicable for board-conducted disciplinary hearings.

70.1.3 – Procedures. Unless otherwise ordered by the board, the pre-hearing and discovery procedures outlined below shall apply to all board-conducted hearings in lieu of a literal application of Colorado Rules of Civil Procedure 16, 26 and 29-37.

70.1.3.1 – Ministerial Duties Delegated to Program Director. The board's program director has been delegated the ministerial duty of entering procedural orders consistent with this policy for any case set for a board-conducted hearing.

70.1.3.2 – Pre-Hearing Disclosure Required. A pre-hearing disclosure shall be made in accordance with this policy to conserve the board's time and administrative resources, to prevent undue surprise at hearing, and to facilitate the prompt and orderly administration of justice.

70.1.3.2.1 – Identification of Witnesses and Exhibits. No less than 45 days before a hearing scheduled before the board, each party shall file with the board's program director and promptly serve upon all parties a written document entitled "Identification of Witnesses and Exhibits" that provides the following information.

(a) Lay Witnesses. The name, address, and telephone number of each individual expected to be called as a lay witness, together with a concise statement of each lay witness' anticipated testimony and an estimate of the length of time required for such testimony.

(b) Expert Witnesses. The name, address, and telephone number of each individual expected to be called as an expert witness, together with a concise statement of each expert's anticipated testimony that identifies each opinion and basis, therefore a recitation of the expert's qualifications, and an estimate of the length of time required for such testimony.

(c) List of Exhibits. A list describing all trial exhibits that should include a specific description of any physical or documentary evidence the party intends to introduce at hearing.

70.1.3.2.2 – Exchange of Exhibits. The parties shall exchange copies of their pre-marked exhibits 45 days prior to the date of hearing. In marking exhibits, the petitioner shall use numbers and the respondent shall use letters. Any objection to the authenticity

of any exhibit shall be made in writing and filed with the board's program director ten days prior to the date of hearing, or such objection shall be considered waived.

70.1.3.3 – Authorization Required for Discovery of Additional Information. Given the scope of required pre-hearing disclosure, no discovery shall be commenced until after such pre-hearing disclosures. Discovery of additional information may be authorized only upon a written application to the board demonstrating good cause.

70.1.3.3.1 – Criteria for Board Authorization. In determining good cause, the board shall consider whether the discovery sought is reasonable under the circumstances, whether it is cumulative or duplicative, and whether it is obtainable from a more convenient, less burdensome, or less expensive source.

70.1.3.3.2 – Limitation of Discovery. Discovery, when authorized by the board, shall be limited to only those matters not privileged that are relevant to the subject matter involved in the pending action, and shall be limited to the following.

(a) Depositions. Deposition upon oral examination of one expert witness.

(b) Interrogatories. Ten interrogatories, each consisting of a single question, to petitioner or respondent.

(c) Documents or Items. A request for production of documents or tangible items is limited to ten in number.

70.1.3.3.3 – Timeframe of Additional Authorized Discovery and Supplements to Previously Filed Documents. Any authorized discovery shall be completed no less than ten working days before the scheduled hearing. Any supplements to the parties' "Identification of Witnesses and Exhibits" lists shall be filed with the board and served upon opposing parties no less than five working days before the scheduled hearing.

NOTE: Sample Procedural Orders and other information are available from the board office.

Adopted 2/10/95; Revised 9/8/00, 1/14/05

70.2 – Composition and Duties of the Monitor Panel. The board, through its survey quorum, has delegated to the monitor panel the review of land surveying work performed by licensees under probation with the board. The monitor panel is directly charged with this review to determine if the monitreee is meeting the generally accepted standards of surveying practice and the requirements of the Land Surveying Practice Act.

70.2.1 – Mission. At the board's direction, the monitor panel shall evaluate and advise the board as to the compliance with surveying standards and statutes of those required to submit surveying work for review.

70.2.2 – Composition. The members of the monitor panel shall be appointed by the board and shall be comprised of a pool of professional land surveyors divided into two groups representative of the geographical regions of Colorado. Two members shall be designated co-chairs by the board, each assigned to lead one of the groups. The board's program director shall direct work to be monitored to one of the groups. The selection for each meeting shall avoid any conflicts of interest.

70.2.3 – Term of Service. Members of the monitor panel shall be appointed to two-year terms, with no such members serving more than two consecutive terms. Appointments shall be staggered to provide for continuity on the monitor panel.

70.2.4 – Preparation for Meetings. Work to be reviewed will be sent to monitor panel members two weeks in advance of the scheduled meeting. Monitor panel members shall review the work in detail prior to the meeting to determine compliance with standards and statutes.

70.2.5 – Meetings. The monitor panel shall meet as necessary in advance of the survey quorum meetings and such meetings shall be open to the public. Each piece of work will be reviewed and discussed. The monitor panel shall evaluate whether the work meets generally accepted surveying standards and the requirements of the statutes, and if not, determine the specific violation(s). In addition, the monitor panel shall state specifically whether the monitored surveyor's practice, as evidenced by the work, falls within generally accepted standards. These advisements shall be recommendations to the board that the board may or may not accept.

70.2.6 – Record of Proceedings. Documentation of the activities of the monitor panel shall be in the form of reports submitted to the board regarding each monitoree's performance. These reports shall be prepared by a monitor panel member designated by the monitor panel co-chair.

70.2.7 – Reports to the Board. The monitor panel shall report to the board via the reports prepared on each monitoree's performance that shall be forwarded to the survey quorum for review prior to being sent to the monitoree.

70.2.8 – Remuneration and Reimbursement. Monitor panel members shall be paid an hourly rate to be determined by the board; and, reimbursed for mileage, parking, and meals. The cost of payment shall be borne by the monitoree(s) being reviewed.

Adopted 3/13/98; Revised 7/10/98, 9/8/00, 1/14/05, 2/9/05