



West Virginia State Board of Registration for Professional Engineers
300 Capitol Street, Suite 910, Charleston, WV 25301

CERTIFICATE OF AUTHORIZATION APPLICATION

PD \$ _____ CK/Mo # _____
FOR OFFICE USE ONLY

INSTRUCTIONS

Application must be typed. Unless all required information is furnished, the application will be returned without processing. Attach additional sheets if more space is required.

Date of Application: ____ / ____ / 20____

ALL FEES ARE NON-REFUNDABLE.

First-Time COA Applicant

- ☐ \$ 0 Sole proprietors with no employees (fee waiver applicable if, and ONLY IF, the entity has ONLY ONE EMPLOYEE on the payroll and that ONE EMPLOYEE is the WV PE submitting this COA)
- ☐ \$ 90 Firm/organization with three (3) or fewer Professional Engineers (count includes ALL PEs, even non-WV PEs)
- ☐ \$135 Firm/organization with four (4) or more Professional Engineers (count includes ALL PEs, even non-WV PEs)

COA Reinstatement Applicant – Request to reinstate COA # C0____-00

- ☐ \$ 0 Sole proprietors with no employees (fee waiver applicable if, and ONLY IF, the entity has ONLY ONE EMPLOYEE on the payroll and that ONE EMPLOYEE is the WV PE submitting this COA)
- ☐ \$180 Firm/organization with three (3) or fewer Professional Engineers (count includes ALL PEs, even non-WV PEs)
- ☐ \$630 Firm/organization with four (4) or more Professional Engineers (count includes ALL PEs, even non-WV PEs)

Other

- ☐ \$ 0 Change of Company Name COA # C0____-00 (Former Company Name on file: _____)
- ☐ \$ 0 Change in Engineer in Responsible Charge COA # C0____-00 (Former EIRC Name on file: _____)
- ☐ \$23 New Certificate (to reflect official change of name or EIRC) or Replacement Certificate or Duplicate Certificate

Check appropriate box:

- ☐ Sole Proprietorship ☐ Corporation
- ☐ Limited Partnership or Limited Liability Partnership
- ☐ Limited Liability Company or Professional Limited Liability Company
- ☐ Other

A firm must also register with the Secretary of State's office prior to providing engineering services in WV. Please be advised their agency may have additional requirements with respect to insurance needs of LLCs and PLLCs.

STATEMENT

Name of Firm: _____ FEIN: _____

Mailing address: _____
Address City County State Zip

Corporation: State: _____ Date of Incorporation: ____ / ____ / ____ Web address: _____

Telephone: (____) ____ - ____ Fax Number: (____) ____ - ____ Email: _____

CORPORATE OFFICERS

List below the name, address and title of each officer of the corporation. If any such officer is also registered by the West Virginia State Board of Registration for Professional Engineers, list their PE registration number.

NAME	TITLE	COMPANY ADDRESS	WV PE #

REGISTERED INDIVIDUAL IN RESPONSIBLE CHARGE

The following West Virginia Professional Engineer is in direct control or has personal supervision of the practice and all personnel who act on behalf of the firm in professional matters and will be responsible for the proper conduct of the above named firm in the State of West Virginia for the practice of engineering. An engineer who renders occasional, part-time or consulting engineering to or for a firm may not be designated as being responsible for the professional activities of the firm unless that engineer is an owner or principal of the firm.

Name:

First Middle Last (Sr., Jr., III)

Position/Title:

_____ WV Registration #: _____

Mailing Address:

Address City County State Zip

Telephone:

() - _____ Email address: _____

DISCLOSURE

- ☐ No ☐ Yes Have you personally ever been convicted in any jurisdiction of any felony? A guilty plea must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.
- ☐ No ☐ Yes Have you ever personally been subject to any disciplinary action or any investigation by any local, state or national regulatory body (including WV)?
- ☐ No ☐ Yes Have you personally ever been convicted in any jurisdiction of any misdemeanor? A guilty plea must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.
- ☐ No ☐ Yes Have you ever personally been denied licensure in another jurisdiction?
- ☐ No ☐ Yes Are you currently practicing or even offering to provide engineering services for projects in WV?
- ☐ No ☐ Yes Has this firm ever been subject to any disciplinary action or any investigation by any local, state or national regulatory body (including WV)?
- ☐ No ☐ Yes Has this firm ever been denied a Certificate of Authorization (or similar company license) in another jurisdiction?
- ☐ No ☐ Yes Is this firm currently practicing or even offering to provide engineering services for projects in WV?

If you answered "Yes" to one or more of the above questions, attach additional pages providing an explanation of the events, a description of the investigation, disciplinary proceedings, type of sanctions imposed, or any other documentation relating to this matter, including applicable criminal conviction records, state police or court records. You also have the right to include any additional information you wish to have considered with this application (i.e., reference letters, documentation of rehabilitation, etc.).

AFFIDAVIT OF REGISTERED INDIVIDUAL IN RESPONSIBLE CHARGE

State of _____

County of _____

I, _____, being duly sworn, state that I am a registered engineer in the State of
Name of WV Registered Professional Engineer

West Virginia and that I am responsible for the proper conduct of all the engineering activities in the State of West Virginia of

_____. I also hereby certify that I have read and understood the Laws, Rules
Name of Firm

and Regulations of the WV Board of Registration for Professional Engineers.

Signature of WV Registered Professional Engineer

Subscribed and sworn before me this _____ day of _____, 20_____.

My commission expires: _____
(SEAL)

Notary Public

OTHER WV REGISTRANTS EMPLOYED BY THE FIRM

List below the name, address and registration number of each WV Professional Engineer whose professional services are employed by the firm as of the date of this application.

NAME	COMPANY ADDRESS	WV REG. #

**** In an effort to avoid duplicate billings for branch offices operating under the same FEIN, please attach a list of all such branch offices and their addresses to be covered under this Certificate of Authorization.**

WV CODE 30-13-17. Certificates of authorization required; naming of engineering firms.

- (a) No person or firm is authorized to practice or offer to practice engineering in this state until the person or firm has been issued a certificate of authorization by the board.
- (b) A person or firm desiring a certificate of authorization must file all the required information with the board on an application form specified by the board. The required information shall include the sworn statement of the engineer in responsible charge who is a professional engineer registered in this state. The board shall issue a certificate of authorization to an applicant who has met all the requirements and paid the fees set forth in board rules.
- (c) No person or firm is relieved of responsibility for the conduct or acts of its agents, employees, officers or partners due to compliance with the provisions of this article. No individual practicing engineering under the provisions of this article is relieved of responsibility for engineering services performed due to his or her employment or other relationship with a person or firm holding a certificate of authorization.
- (d) An engineer who renders occasional, part-time or contract engineering services to or for a firm may not be designated as being in responsible charge for the professional activities of the firm unless that engineer is an owner or principal of the firm.
- (e) The Secretary of State shall not issue a certificate of authority or business registration or license to an applicant whose business includes, among the objectives for which it is established, the words engineer, engineering or any modification or derivation thereof unless the board of registration for this profession has issued to the applicant a certificate of authorization or a letter indicating eligibility to receive the certificate. The certificate or letter from the board shall be filed with the application filed with the Secretary of State to do business in West Virginia.
- (f) The Secretary of State shall decline to register a trade name or service mark which includes the words engineer, engineering or modifications or derivatives thereof in its business name or logotype except those businesses holding a certificate of authorization issued under the provisions of this article.
- (g) The certificate of authorization may be renewed in accordance with board rule upon payment of the required renewal fee.
- (h) Every holder of a certificate of authorization has a duty to notify the board promptly of any change in information previously submitted to the board in an application for a certificate of authorization.

AFFIDAVIT

It is hereby stipulated that the firm agrees to remain in good standing with all State agencies and departments as of the date of this application. If applicable, the Corporation Department in the office of the West Virginia Secretary of State shall be contacted immediately upon receipt of the Certificate of Authorization granted by the WV Board of Registration for Professional Engineers. It is recognized that failure to contact the WV Secretary of State's office, or failure to remain in good standing with them or any other state agency or department, will result in the possible revocation of the COA granted by this Board.

IN WITNESS WHEREOF, the corporation has caused its corporate name and seal (if applicable) to be hereunto affixed by its President and attested to by its Secretary this _____ day of _____, 20____.

NAME OF FIRM

ATTEST: (If applicable)

SIGNATURE OF SECRETARY (OFFICER)

SIGNATURE OF PRESIDENT (OFFICER)