



**CERTIFICATE OF AUTHORIZATION APPLICATION**

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

Application must be typed. All four pages are required to be completed by all firms, including Sole Proprietors, and for all types of applications. Sole Proprietors may use their SSN in lieu of the FEIN. Incomplete applications will not be processed.

Date of Application: \_\_\_ / \_\_\_ / 20\_\_\_

**ALL FEES ARE NON-REFUNDABLE – MAKE PAYABLE TO WV PE BOARD**

**First-Time COA Applicant**

- \$ 0 Sole Proprietor with no employees (SP 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 Proprietor with no employees (SP Fee Waiver applicable if, and ONLY IF, the Firm 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 (EIRC) - COA # C0\_\_\_\_-00 (Former EIRC Name: \_\_\_\_\_)
- \$ 0 Change in Total # of PEs (ALL PEs, including non-WV PEs):  4 or more  3 or fewer  SP Fee Waiver
- \$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
- Professional Limited Liability Company  Other \_\_\_\_\_

**A firm may also need to register with the WV 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.**

**FIRM INFORMATION** Contact details provided below will be used for secure COA Online Login and all official Board correspondence.

Name of Firm: \_\_\_\_\_ FEIN: \_\_\_\_\_

Firm Mailing Address: \_\_\_\_\_  
 Address City County State Zip

Corporation: State: \_\_\_\_\_ Date of Incorporation: \_\_\_ / \_\_\_ / \_\_\_ Web address: \_\_\_\_\_

Telephone: ( ) - - Fax Number: ( ) - - Firm 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. Attach additional sheet(s) as necessary.

NAME	TITLE	COMPANY ADDRESS	WV PE #



**First-Time and Reinstatement Applicants** – If you answered “Yes” to practicing or even offering to provide engineering services for a project in WV prior to the issuance of a COA, complete the following applicable table(s). Attach additional pages and/or explanations as needed.

List all projects located in West Virginia that the EIRC or Firm has provided engineering services during the last five years (or since COA was Inactive, Invalidated or Lapsed):

PROJECT NAME OR IDENTIFIER	CLIENT	LOCATION OF PROJECT	START DATE	END DATE

List all additional projects located in West Virginia that the EIRC or Firm has submitted on Request for Proposals or Request for Qualifications or advertised or offered engineering services during the last five years (or since COA was Inactive, Invalidated or Lapsed):

DATE OF SUBMISSION	CLIENT/POTENTIAL CLIENT	LOCATION OF PROJECT

**AFFIDAVIT OF REGISTERED ENGINEER IN RESPONSIBLE CHARGE**

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn, state that I am a registered engineer in the State of  
Printed 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  
Printed 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: \_\_\_\_\_

**(NOTARY SEAL)**

\_\_\_\_\_  
Signature of Notary Public

**ADDITIONAL WV PROFESSIONAL ENGINEERS EMPLOYED BY THE FIRM**

List below the name, address and registration number of each WV Professional Engineer employed by the firm as of the date of this application. Attach additional sheet(s) as necessary.

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 or reinstated in accordance with board rule and upon payment of the required fees.
- (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.

**FIRM AFFIDAVIT**

It is hereby stipulated that the firm agrees to remain in good standing with all WV state agencies and departments as of the date of this application. If applicable, the Corporation Department in the office of the WV 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 their office or any other state agency or department, may result in the possible revocation of the COA granted by this Board.**

IN WITNESS WHEREOF, the Firm has caused its name to be hereunto affixed by \_\_\_\_\_  
(PRINTED NAME OF AUTHORIZED REPRESENTATIVE)

and attested to by its \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(PRINTED TITLE OF AUTHORIZED REPRESENTATIVE - OWNER/OFFICER/PRESIDENT/ETC)

\_\_\_\_\_  
 NAME OF FIRM

\_\_\_\_\_  
 SIGNATURE OF AUTHORIZED REPRESENTATIVE