

BYLAWS

Civil Engineering Certification, Inc.

Adopted by the CEC Board of Directors: 30 May 2009

Approved by the ASCE Board of Direction: October 2009

Revisions adopted by the CEC Board of Directors: 29 August 2022

Revisions approved by the ASCE Board of Direction: 21 July 2023

ARTICLE 1. GENERAL

1.0 Name/Abbreviation. The name of the corporation is Civil Engineering Certification, Inc. (CEC).

1.1 Incorporation. CEC is a nonprofit 501(c)(6) corporation incorporated in the Commonwealth of Virginia.

1.2 Purpose. The purpose of CEC is to develop and administer civil engineering board certification programs. CEC pursues this purpose in collaboration with the American Society of Civil Engineers (ASCE or Society) with whom CEC shares mutual interest in advancing the civil engineering profession.

1.3 Headquarters. The principal office of CEC shall be determined by the CEC Board of Directors and may be co-located with ASCE Headquarters.

ARTICLE 2. MEMBERSHIP

2.0 Membership. There are no members of CEC.

ARTICLE 3. SEPARATIONS FROM MEMBERSHIP, DISCIPLINARY PROCEEDINGS

Not used.

ARTICLE 4. FEES AND DUES

Not used.

ARTICLE 5. MANAGEMENT

5.0 Board of Directors. The affairs of CEC shall be managed by its Board of Directors (hereinafter the "Board").

5.1 Board Composition. The Board shall be comprised of nine (9) Directors. Three (3) Directors shall be elected from among those individuals nominated by the Administrative Units; two (2) Directors shall be elected from among those nominated by the ASCE Institutes; and three (3) Directors-at-Large shall be elected from those nominated by the Nominating Committee. One (1) Director shall be appointed by the ASCE Board of Direction upon the recommendation of the President-elect from among those serving on the Board of Direction at the time of appointment. The Secretary/Treasurer shall serve as a non-voting member of the Board.

5.2 Executive Committee. There shall be an Executive Committee consisting of the Past President, President, and President-elect, with the President acting as Chair. The Executive Committee shall have the power to act on urgent matters when it is not possible to convene the full Board. All actions of the Executive Committee will be brought to the Board at its next meeting for review and confirmation. *The Secretary/Treasurer is a non-voting members of the Executive Committee.*

5.2.1 Executive Committee Duties. The Executive Committee shall be oversight-based, having responsibilities such as monitoring day-to-day operations, overseeing details of financial management, coordinating/implementing the actions of the Board and communicating results/progress to the Board.

5.3 Financial Management.

5.3.1 Fiscal Year. The fiscal year of CEC shall be from October 1 to September 30.

5.3.2 Annual Budget. The Board shall approve an annual budget to be submitted to the ASCE Board of Direction for concurrence. The budget will include all staffing and other expenses for CEC and its Administrative Units to achieve their mission. The Board may redistribute or increase expenditures within budget lines without approval of the ASCE Board of Direction provided the total budget does not exceed the amount authorized by the ASCE Board of Direction.

ARTICLE 6. OFFICERS AND DIRECTORS

6.0 Compensation. Officers and Directors do not receive compensation for services but may be reimbursed for reasonable expenses.

6.1 Officers. The Officers of CEC shall be a President, President-Elect, Past-President, and Secretary/Treasurer. The Officers of CEC shall perform all duties required by law and the CEC's governing documents, and those duties incident to the office or as may be assigned.

6.1.1 President. The President shall preside at the Annual Meeting and all meetings of the Board. The President shall perform all duties incident to the office of President, subject to the oversight of the Board, and shall perform such other duties as shall be assigned by the Board.

6.1.1.1 Qualifications. The President shall be a Director of CEC, a voting member in Good Standing of the Society or an ASCE Institute, and shall have served a term as President-elect.

6.1.1.2 Term. The President shall serve a one (1) year term. The President shall assume the office immediately following the conclusion of a term as President-elect.

6.1.1.3 Vacancy. A vacancy in the office of President shall be filled for the unexpired portion of the term by a qualified member of the Board as determined by the Board at the time of the vacancy.

6.1.2 President-elect. The President-elect shall act in place of the President when the President is not available. The President-elect shall assume all the powers and duties of the President in the absence or disability of the President and shall perform other duties as shall be assigned by the Board.

6.1.2.1 Qualifications. The President-elect shall be a Director of CEC and a voting member in Good Standing of the Society or an ASCE Institute.

6.1.2.2 Term. The President-elect shall serve a one (1) year term.

6.1.2.2.1 If a Director is elected as President-elect in the second or third year of the Director's first term, the Director shall be deemed to be selected to a second three-(3) year term to complete the Officer cycle. This shall encompass a total of six (6) years of service on the Board.

6.1.2.2.2 If a Director is elected as President-Elect in the second or third year of the Director's second term, the Director will be deemed to be elected to the minimum number of years required to complete the rotation of President and Past-President offices.

6.1.2.3 Vacancy. A vacancy in the office of President-elect shall be filled for the unexpired portion of the term by a qualified member of the Board, exclusive of the President or Past President, as determined by the Board at the time of the vacancy.

6.1.3 Past President. The Past President shall attend all meetings of the Board and may perform other duties as shall be assigned by the Board.

6.1.3.1 Qualifications. The Past President shall be a Director of CEC, a voting member in Good Standing of the Society or an ASCE Institute, and shall have had prior service on the Board as President.

6.1.3.2 Term. The Past President shall serve a one (1) year term immediately following the conclusion of a term as President. The Past President shall serve any remaining years of their term as an elected Director upon completion of their term as Past President.

6.1.3.3 Vacancy. A vacancy in the office of Past President shall be filled for the unexpired portion of the term by the most recent Past President available and willing to serve.

6.1.4 Secretary/Treasurer. The Secretary/Treasurer shall attend all meetings of the Board; prepare the agendas thereof; document the proceedings thereof; maintain all corporate documents; give and serve notices of CEC; maintain a current roster of Certification Administrative Units, have custody of all funds and securities of CEC; keep or cause to be kept complete and accurate accounts of receipts and disbursements of CEC; and deposit all monies and other valuable effects of CEC in such banks or depositories as the Board shall designate. Whenever required by the Board, the Secretary/Treasurer shall render a statement of CEC's accounts and shall, at all reasonable times, exhibit CEC's books and accounts to any Director or member of the

Board or Society's Executive Director, and perform all duties incident to the office of Secretary/Treasurer.

6.1.4.1 Qualifications. The Secretary/Treasurer shall be employed by the Society and is subject to Society employment rules. The Secretary/Treasurer will be reviewed annually by the Society's Executive Director, or his or her designee, after input from the Past President of the Board. The Secretary/Treasurer can be removed, with or without cause, by the Executive Director of the Society after consultation with the Board.

6.1.4.2 Term. The term of the Secretary/Treasurer coincides with the term of employment of the Secretary/Treasurer.

6.1.4.3 Vacancy. A vacancy in the office of Secretary/Treasurer shall be filled by action of the Society's Executive Director in consultation with the Board.

6.2 Directors. Directors shall perform all the duties required by law and the CEC governing documents, including but not limited to attendance at and participation in meetings of the Board and other official assignments.

6.2.1 Administrative Unit and Institute Directors. The Board shall elect three (3) Directors from among those Candidates nominated by the Administrative Units and two (2) Directors nominated by the ASCE Institutes.

6.2.1.1 Qualifications. A Candidate for the office of Administrative Unit or Institute Director shall be a member in good standing of the Society or an ASCE Institute. A Candidate nominated by an Administrative Unit shall be certified by that Unit.

6.2.1.2 Term. Administrative Unit and Institute Directors shall serve a three (3) year term which shall be staggered. The term begins upon installation and shall continue until a successor is installed. No Director shall serve more than two (2) consecutive terms unless completing a term as President or Past President as permitted in these Bylaws.

6.2.1.3 Vacancy. A vacancy in the office be filled by appointment of the Board upon recommendation of the entity represented by the vacancy.

6.2.2 At-Large Directors. The Board shall select three (3) At-Large Directors.

6.2.2.1 Qualifications. Candidates for the office of At-Large Director shall have skills and perspectives of value to the Board.

6.2.2.2 Term. At-Large Directors shall serve a three (3) year term which shall be staggered. The term shall begin upon installation and shall continue until a successor is installed.

6.2.2.3 Vacancy. A vacancy in the office shall be filled for the unexpired portion of the term by appointment of the Board.

6.2.3 Society Appointed Director. The Society Appointed Director shall be appointed by the ASCE Board of Direction upon the recommendation of the ASCE President-elect. Duties of the Society Appointed Director shall include, but are not limited to, preparation for, attendance at and participation in meetings of the Board, facilitating communication between the ASCE Board and the CEC board, and other official assignments.

6.2.3.1 Qualifications. The Society Appointed Director shall be a sitting member of the ASCE Board of Direction.

6.2.3.2 Term. The Society Appointed Director shall serve a two (2) year term. The term of the Society Appointed Director shall begin upon installation and shall continue until a successor is installed.

6.2.3.3 Vacancy. A vacancy in the office of the Society Appointed Director shall be filled for the unexpired portion of the term by the ASCE President-elect.

6.3 Removal from Office. The incapacitation of any Officer or Director of CEC, or neglect in the performance of the duties of the office, may be grounds for removal from office by the Board. Any Director may be removed by the Board with a two-thirds majority of the entire Board voting in the affirmative.

ARTICLE 7. ELECTIONS

7.0 Definitions.

7.0.1 Nominee. A nominee is an individual qualified to serve according to these bylaws who has received the nomination of the Nominating Committee, an Administrative Unit, or an ASCE Institute.

7.0.2 At-Large Director Nominee. A nominee for an At-Large Director position secured by the Nominating Committee.

7.0.4 Election Timing. Elections for Directors and Officers shall occur annually at the annual meeting or regular meeting of the Board of Directors prior to October 1.

7.0.5 Terms. Unless otherwise specified in these Bylaws, terms begin on October 1.

7.1 Nominating Committee. There shall be a Nominating Committee consisting of the Past President and two former Board members appointed by the President, with the Past President acting as Chair.

7.1.1 Nominations. The Nominating Committee shall seek nominations of qualified candidates to fill open Board seats and the President-Elect. Nominations shall be collected by July 31.

7.1.2 At-Large Director Nominations. The Nominating Committee shall solicit nominations from organizations within and external to ASCE that offer experience and perspectives that can enrich Board deliberations of policies and actions consistent with CEC's purpose.

7.2 Election of the President-Elect. The Board shall annually elect a President-elect from among the qualified sitting members of the Board at a regular meeting of the Board.

7.3 Election of Directors. The Board shall annually elect Directors to fill open Board seats from among those nominated at a regular meeting of the Board.

7.4 Special Elections. If Director or Officer vacancies occur prior to the end of the term, then the Board may conduct a special election to fill vacant positions at a regular meeting of the Board.

ARTICLE 8. MEETINGS

8.0 Annual Meeting. The Board shall convene at least one (1) Annual Meeting to be held at the time and place fixed by the President.

8.0.1 Notice of Annual Meeting. At least thirty (30) days notice shall be provided to all Directors in advance of the Annual Meeting.

8.0.2 Quorum. A majority of the members of the Board shall constitute a quorum at any meeting of the Board.

8.1 Regular Meetings of the Board.

8.1.1 Requirements. Regular Meetings of the Board may be called by the President or at the request of any three (3) Directors.

8.1.2 Notice of Regular Meeting of the Board. At least fourteen (14) days notice shall be provided to all Directors in advance of the Regular Meeting of the Board.

8.2 Special Meetings of the Board.

8.2.1 Requirements. Special Meetings of the Board may be called by the President or at the request of any three (3) Directors. Notice of a Special Meeting of the Board shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Meeting of the Board.

8.2.2 Notice of Special Meeting of the Board. At least five (5) days notice shall be provided to all Directors in advance of the Special Meeting of the Board.

8.3 Parliamentary Authority. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the laws of the State in which CEC is incorporated or with CEC's adopted Bylaws or Rules of Policy and Procedure.

8.4 Meeting Participation by Alternative Means. Any member of the Board may participate in a meeting of the Board by means of a conference telephone or similar communications system that allows all persons participating in the meeting to hear each other at the same time. Such participation shall be considered presence in person at the meeting.

8.5 Action without a Meeting. In accordance with Virginia law, any corporate action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board consent in writing to such action.

ARTICLE 9. ORGANIZATIONAL ENTITIES

9.0 Objectives and Purposes of Organizational Entities. The objectives and purposes of CEC's Committees and Administrative Units shall be consistent with those of CEC.

9.1 Committees. The President with the approval of the Board has the authority and responsibility to create and disband committees, establish duties, conditions, and terms of service, and approve committee appointments, including designation of the chair and other committee officers.

9.2 Certification Administrative Units. The Board may establish certification Administrative Units if, in the judgment of the Board, the unit is consistent with the CEC mission. These Units may be in specialty areas of civil engineering that have certification needs. An Administrative Unit may be disbanded by the Board if there is no longer a need for the certification administered by the Unit, or for any other reason. Action to establish or disband an Administrative Unit requires a two-thirds (2/3) affirmative vote of the entire Board.

9.2.1 Governance. Administrative Units shall establish Operating Procedures to conduct the Unit activities and operate consistent with these Bylaws and CEC Rules. Each Administrative Unit shall establish their applicable body of knowledge, administer the certification process, propose annual budgets for Board review and approval, coordinate with ASCE Organizational Entities, and report regularly to the Board.

ARTICLE 10. ADMINISTRATIVE PROVISIONS

10.0 Rules of Policy and Procedure. The Board shall adopt Rules of Policy and Procedure to implement the provisions in these Bylaws and describe operational procedures including but not limited to minimum qualifications for certifications and certification administration.

10.1 Conflict of Interest. A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interests of CEC, or in which the interests of an individual or another organization has the potential to be placed above those of CEC. Any interested Officer, Director or other individual must disclose the existence of any actual or possible Conflict of Interest and all material facts to the CEC entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the CEC entity.

10.2 Indemnification. CEC shall indemnify its Officers, Directors, volunteers, or employees of CEC or its Administrative Units against claims for liability arising from the individual's good faith performance of duly authorized duties for or on behalf of CEC, and further provided that the performance by the party was not or is not illegal. The right accruing to any person under the foregoing provision shall not exclude any other right to which he or she shall be lawfully entitled, nor shall anything herein contained restrict the right of CEC to indemnify or reimburse such person in any proper case to the extent permitted by law even though not specifically herein provided. CEC, its Directors, Officers, and employees shall be fully protected in taking any good faith action or making any payment under this Article or in refusing to do so.

10.3 Earnings/Activities. No part of the net earnings of CEC shall inure to the benefit of, or be distributable to its Directors, Officers, or other private persons, except that CEC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and

distributions in furtherance of the purposes set forth above. No substantial part of the activities of CEC shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and CEC shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

10.4 Dissolution. Upon the dissolution of CEC, the Board shall, after paying or making provision for the payment of all of the liabilities of CEC, dispose of all of the assets of CEC exclusively for the purposes of CEC in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, literary, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code, as the Board shall determine.

10.5 Restrictions. All policies and activities of CEC shall be consistent with applicable federal, state, and local antitrust, trade regulation, or other legal requirements. No policies or activities shall contravene the ASCE Constitution, Bylaws, Code of Ethics, or Rules of Policy and Procedure.

10.6 Limitations. No member, Officer, Director, committee, employee, agent, or representative of CEC shall have any right, authority, or power to expend money of CEC, to incur liability on its behalf, or to make any commitment that will or may be deemed to bind or involve CEC in any expense or financial liability, unless such expenditure, liability, or commitment has been authorized and budgeted by the Board or by specific resolution at a duly called meeting of the Board.

ARTICLE 11. AMENDMENTS

11.0 Bylaws Amendments. These Bylaws may be amended at any meeting of the Board by two-thirds (2/3) majority vote of the entire Board, provided that the exact proposed text of such amendment shall have been included in the meeting notice at which such action is taken. No change to these Bylaws becomes effective until approved by the ASCE Board of Direction.

11.1 Rules of Policy and Procedure Amendments. The Rules of Policy and Procedure may be amended by the Board in the following manner.

11.1.1 Procedure. The Board may, at any meeting with a quorum present, amend the Rules of Policy and Procedure by a two-thirds (2/3) vote of those present and voting, provided a copy of such proposed amendment shall have been distributed to the Board members and they shall be provided the opportunity to review the proposed language prior to the time at which such action is to be taken.

Rule #1

List of Administrative Units

Approved by the CEC Board of Direction: 01 August 2022

Revisions approved by the CEC Board of Direction: 16 October 2023

Rule applicability: All certifications

Per the CEC Bylaws, the Board of Direction maintains this list of administrative units and certification types.

Unit Name	Certification Type	Established	Active
American Academy of Water Resources (AAWRE)	Post-licensure	2004	Yes
Academy of Geo-Professionals (AGP)	Post-licensure	2008	Yes
Academy of Coastal, Ocean, Port, and Navigation Engineers (ACOPNE)	Post-licensure	2009	Yes
The Utility Engineering & Surveying Certification Board (UESCB)	Post-licensure	2023	Yes

Rule #2

Recertification and Revocation

Approved by CEC Board of Direction: 10 January 2022

Revisions approved by the CEC Board of Direction: 16 October 2023

Rule applicability: Post-licensure Certifications

All post-licensure specialty board certified persons (Diplomates) shall be required to recertify annually by paying the applicable recertification fee as determined by the CEC, maintaining a valid professional engineering license, and satisfactorily completing the required continuing professional development hours (PDHs). Upon request, Diplomates shall provide proof of a valid professional engineering license and PDHs to the Academy.

Process

On initial certification, the Civil Engineering Certification (CEC) will issue a Certificate of Special Knowledge to a new Diplomat with the current date, a unique identification number, and the certification expiration date. The initial expiration date will be December 31 of the year following the initial certification year. For example, if the initial certification date is May 15, 2021, the initial expiration date will be December 31, 2022.

Thereafter, post-licensure certifications are in effect for 1-year periods beginning January 1 and ending December 31.

The annual recertification process begins with renewal notices sent by CEC staff to currently certified Diplomates during the first week of October. These efforts are prepared and conducted in coordination with the ASCE Marketing staff before the annual recertification process begins. Additional recertification notices will be sent in October, November, and December by the CEC staff.

During the first three weeks of January, CEC staff will send notices to Diplomates who have not recertified informing them their Diplomat certification has lapsed and they have until March 31 to recertify before their names are removed from the Diplomat certification rosters maintained by CEC and ASCE and their authority to use the title Diplomat in personal titles and correspondence is rescinded.

Diplomates who have not completed all steps for recertification (i.e., verification of professional development requirements and submission of recertification fees) by March 31st will have their names removed from the appropriate CEC and ASCE rosters and be sent a letter from CEC staff informing them of this action, their authority to use the Diplomat title is rescinded, and the steps to follow if they choose to seek certification at a later date. These steps will be complete before April 30 for all Diplomates who do not recertify.

Applications to recertify following a lapse in certification, as described above, will follow the normal Diplomat application process to include submission of the normal application fee. However, for lapsed certifications the submission of reference letters is optional. The appropriate administrative unit will review the application to determine acceptability and the level of review (e.g., references, exam, interview, etc.) needed for

that particular applicant to be recertified. If approved, the period of recertification is the same as a new applicant, e.g., an expiration date on December 31 of the year following the recertification year. No new Diplomate certificate will be issued.

Professional Development Hours

A minimum of twenty PDHs are required, annually, in the specialty area including two PDHs in ethics. All PDHs shall conform to the National Council of Examiners for Engineering and Surveying (NCEES) guidelines for continuing professional development. All PDHs must be in engineering or professional subjects or activities that are pertinent to the Diplomate's practice.

Guidelines for satisfying annual PDH requirements are:

- A minimum of two PDHs must be in professional ethics.
- Attendance at professional society meetings or short courses that award PDHs or CEUs. Repeated short courses can only be counted once.
- Up to 5 hours may be obtained through self-study in topics that will improve the knowledge base of the Diplomate in engineering or related professional subjects.
- For those participating in examinations of Diplomate applicants a maximum of 2 PDHs can be credited per examination for a maximum of 2 examinations or a maximum total of 4 PDHs. The administrative unit shall issue appropriate PDH certificates to all examination panelists, if requested.
- Teaching a course or seminar in the Diplomate's area of expertise in a professional setting or at the university level can be counted for PDH credit only once for the same course instruction time plus two hours of preparation time.

A Diplomate may carry over up to twenty PDHs each year. A PDH is a contact hour of instruction or presentation. A continuing education unit (CEU) is a unit of credit customarily used for formal continuing education courses. One CEU consisting of ten contact hours of instruction and presentation equals 10 PDHs in a qualifying continuing education course as defined by criteria of the International Association for Continuing Education and Training.

Revocation of Board Certification

Board certification may be revoked by a two-thirds majority of the Trustees of the applicable administrative unit at a duly constituted meeting of the Board of Trustees for cause. The basis for such cause shall be the receipt of sufficient evidence of fraud or dishonesty, misrepresentation or concealment of facts on the application, revocation of a valid license to practice professional engineering, conviction of a crime involving moral turpitude, or for any other reason considered good and sufficient by the administrative unit Board of Trustees. The following procedures shall govern administrative unit Board of Trustees actions for the revocation of board certification:

1. A written complaint is filed with the administrative unit Board of Trustees.

2. The administrative unit Secretary shall acknowledge receipt of the complaint in writing.
3. The administrative unit Secretary shall review the complaint and request any further information that may be required.
4. The administrative unit Secretary shall contact the subject of the complaint in writing with a complete description of the complaint and a request for a response. If no response is received within thirty days, then a second notice shall be issued in writing. If no response is received within fifteen days, then a final notice shall be issued by certified or registered mail. Following receipt of the response or after fifteen days from the date of the final notice, the entire matter shall be referred to the administrative unit Executive Committee for consideration.
5. After due consideration and review of the complaint and the response, if any, the administrative unit Executive Committee, with the approval of the administrative unit Board, shall take one or more of the following actions, as appropriate:
 - a. Dismiss the complaint.
 - b. Defer the decision with a request for more information.
 - c. Refer the matter to a state licensing board.
 - d. Suspend or revoke the board certification.
6. The administrative unit Secretary shall inform all parties in writing of the decision of the Executive Committee and of the right of the parties to appeal the decision to the administrative unit Board of Trustees.
7. The administrative unit Board of Trustees shall consider all appeals of the decision of the administrative unit Executive Committee in a timely manner and take appropriate action. The rulings of the administrative unit Board of Trustees in all appeal matters shall be final. For all appeals, the President of Civil Engineering Certification (CEC) shall preside at the meeting of the administrative unit Board of Trustees but have no vote.



Rule #4 Fees

*Approved by the CEC Board of Direction: 01 August 2022
Revisions approved by the CEC Board of Direction: 16 October 2023*

Rule applicability: All certifications

Post-licensure Fees

Category	Application	Recertification
ASCE Member	\$350	\$200
Non-ASCE Member	\$450	\$250

Other Certification Types Fees

Category	Application	Recertification
[None at this time]		

Miscellaneous Fees

Fee Type	Amount
Annual renewal for retired Diplomates	\$75
Lifetime renewal for retired Diplomates	\$300

Refunds

The member/nonmember application fee is nonrefundable.

Retakes

Once a CEC application is accepted, the candidate must complete the oral/written exam within the next 12 months. If requested, a candidate is granted one retake of the exam within the same 12-month period.

Reapplication

If the candidate does not complete the exam within 12 months of the time the application is approved, then the application becomes invalid, and a new application along with appropriate application fee(s) must be submitted.

Rule #5

Board Membership Rotation

Approved by the CEC Board of Direction: 01 August 2022

Revisions approved by the CEC Board of Direction: 16 October 2023

Rule applicability: CEC Board

The CEC bylaws prescribe a rotating membership representing CEC Administrative Units and ASCE Institutes. To provide representation as the number of administrative units change, and recognizing potential variability in Institute engagement, the following rotation is applicable. As described in the CEC bylaws, a person may serve a second term if re-elected by the CEC board. However, if the current board seat holder does not wish to serve a second term, the seat moves to the next administrative unit or institute, as applicable.

Administrative Units

Administrative units hold 3 board seats rotated among active units listed in CEC Rule #1. When a seat becomes available, the next administrative unit, in order of inception as listed in Rule 1, may nominate a board candidate subject to approval by the CEC board. If the eligible unit does not make a nomination, the next administrative unit becomes eligible for a nomination. Nominations are due by July 1 for a board seat term beginning the following October 1.

Institutes hold 2 board seats rotated among the ASCE Institutes listed below:

- Environmental and Water Resources Institute
- Coastal, Oceans, Ports, and Rivers Institute
- Geo Institute
- Utilities Engineering and Surveying Institute

When a seat becomes available, the next Institute, in the listed order, may nominate a board candidate subject to approval by the CEC board. If the eligible Institute does not make a nomination, the next Institute becomes eligible for a nomination. Nominations are due by July 1 for a board seat term beginning the following October 1.

Transition for Administrative Unit Seats

As part of the transition to the board composition described in the CEC bylaws effective October 1, 2022, AAWRE, AGP, and ACOPNE may nominate candidates for the three administrative unit board seats for 3-yr, 2-yr, and 1-yr terms beginning October 1, 2023. As stated above, each individual may serve a second 3-year term if willing to do so and confirmed by the CEC board. Therefore, the nominees for AAWRE, AGP, and ACOPNE can serve up to 6, 5, and 4 years, respectively. Following this, administrative unit board seats are allocated as described above.

Rule #6

Post-licensure Certification Categories

Approved by the CEC Board of Direction: 16 October 2023

Revisions approved by the CEC Board of Direction: 16 October 2023

Rule applicability: Post-licensure Certifications

The CEC administrative units administer specialty board certification in their respective specialty areas. These credentials are merit-based according to the achievement of objective requirements specified in CEC rules and Administrative unit operating procedures and apply to practicing professionals. Recertification requirements apply to all post-licensure credentials.

Honorary and Distinguished

As of August 1, 2022, the administrative units designate “Honorary” and “Distinguished” Diplomates inconsistently between them and do not necessarily satisfy the basic requirements of post-licensure certification. To achieve consistency in messaging regarding the significance of the board certification credential, the categories of Honorary and Distinguished will no longer be designated as a distinct category of board certification and no future designations of this type will be issued. (Existing Honorary and Distinguished Diplomates will be unaffected by this Rule.)

However, all Diplomates must meet the minimum requirements set forth by CEC and the relevant administrative unit and must meet all recertification requirements.

Retired Diplomates

“Retired Diplomate” is not a category of board certification. Diplomates who no longer wish to maintain their board certification may request retired status. Those choosing this option will be listed as “Board Certified (ret.)” and can use the designation BC.XY (ret.), where “XY” represents the applicable specialty. However, they cannot represent that they are board certified as they no longer fulfill the recertification requirements (see Rule 2). Similarly, if one no longer satisfies the requirements of their PE license, they can no longer represent themselves as a PE. PE and board certified status does not relate to employment status; it relates to being current with licensure and board certification requirements, respectively.

Those in retired status may serve on CEC and administrative unit Boards and Committees and continue to receive information about CEC and the administrative units.

A person in retired status may apply for reinstatement by completing the current requirements for recertification.

Rule #7

Denial and Appeals Process for Certification

Approved by the CEC Board of Direction: 16 October 2023

Rule applicability: All Certifications

When certification is not granted by the administrative unit, the applicant is informed in writing by the administrative unit Secretary and shall be provided with an explanation of why certification was not granted including specific areas of deficiency in the application and examination.

If the applicant chooses to appeal and supplement their application within 60 days, the applicant may request that the Admissions and/or Exam Committee review and further consider the requirements not satisfied. The applicant's appeal shall include specific reasons for reconsideration or re-examination, together with any new supporting documentation that the applicant considers pertinent. The Admissions and/or Exam Committee may request further information from the applicant before re-evaluating and making their recommendation.

Following review and consideration of the applicant's appeal, the Admissions or Exam Committee shall submit a recommendation to the administrative unit Board of Trustees, who shall make the final determination. The Secretary shall inform the applicant in writing of the Board of Trustees' decision.

Where the ruling is unfavorable to the applicant, reasons for the ruling will be given. The ruling of the Board of Trustees shall be final.

Where the ruling is favorable, re-examination and re-evaluation, as appropriate, must be completed within 12 months of the time the application was initially approved.



Civil Engineering Certification

Rule #8

Use of Certification Title and Initial Designation

Approved by the CEC Board of Direction: 6 November 2023

Rule applicability: All Certifications

Use of the title and designation by individuals who have not been awarded the certification or who have failed to maintain their certification is expressly prohibited. Only individuals who are currently certified may use the title “Board Certified” and the corresponding designation. The title and designation may not be used to imply that an association or firm is certified. Unauthorized use of credential designations are considered a violation of the ASCE Code of Ethics and may be referred to the ASCE Office of Counsel.