



Maine PE News Flash

STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS

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Not Business as Usual

Events in Lewiston, Maine recently sent shockwaves throughout the state and country. On October 25, as individuals and families joined in recreational events at two separate locations in Lewiston, an armed man entered, first a bowling alley, and then, a few miles away, a bar/restaurant, and opened fire, killing 18 people and wounding an additional 13. In addition to those killed and injured, those who were witnesses, family members, friends, first responders, and the many who are connected to all of those people, the City of Lewiston, and the State of Maine, have been profoundly impacted.

People compare the feeling in Maine as similar to being in a small town, and the reality is that people in Maine are often very closely connected throughout the state by family, school, church, sports, friendships, or other relationships, and the pain of this tragedy has had significant personal impact throughout the state and beyond. The shock of these tragic shootings and the repercussions of that night will echo through the lifetimes of all those who have been impacted, directly and indirectly. We send our condolences, our support, our love, and our encouragement to all who have been touched by this tragedy.

At one point in the news coverage, a reporter observed passing traffic and indicated his surprise that anyone could go about business as usual with any sense of normalcy. And the truth is that people can't, and won't for a long time. And yet, while life in the wake of such tragedy can never be the same, the daily tasks of living: making meals, doing laundry, pumping gas, and bringing in wood for the stove, still need to get done. So we do what humans do in these situations; we slowly put one foot in front of the other and we carry on, hour by hour and day by day. And maybe, as we gather over the coming holidays, and note our missing loved ones, we might recall how closely we are all bound together, and be a little kinder to each other. Please be safe.

LICENSE RENEWALS OPENED NOV 1

Online renewal for Maine PE licenses opened November 1. Access the license renewal portal from the board's home page at www.maine.gov/pe by clicking "[RENEW ONLINE](#)" under "Announcements" at the bottom of the home page or "[Renew License](#)", the third option under "Resources" in the bottom right corner of the home page. The links are also live in this newsletter. Remember that licenses must be renewed before December 31, or the license expires and you cannot practice in Maine until renewed. On and after January 1, a late fee of USD\$50 is assessed.

You must complete required PDH before renewing, and maintain PDH records for 3 years in case of audit. Random audits of licensees are as follows: 1.5% of on time renewals, 5% of late renewals from Jan 1 to Mar 31, and 100% of renewals after Mar 31. After Mar 31, licensees submit all PDH documentation. Do not submit PDH documents unless you are renewing after Mar 31 or are audited.

Licensure Renewal

To renew, please log into the online licensing system [here](#).

Follow the prompts:

1. Enter **your** license number in the correct format PE#####. (Not working? Check your number!)
2. Next screen you will enter your Access Code or Password. (Contact us to reset if needed)
3. Third screen will prompt you to create a password if the system says you do not have one.
4. Forgot your password? You can reset it by answering the security questions you previously set.
5. Most people who can't remember their password can't remember their security questions, so feel free to contact the board office and we can reset your password.

You will then renew your license by completing the online renewal application and paying the renewal fee of USD\$120 with your credit card through the secure system.

If you fail to renew by December 31, your PE license will expire and you **cannot practice** or **offer** to practice professional engineering in Maine (no bidding) until you renew your license.

Active-duty military personnel are exempt from the renewal fee, but must complete the online renewal application and must supply a copy of their current orders at time of renewal.

PDH

During renewal, licensees attest to fulfilling the PDH requirement of 30 PDH during the 2 years prior to renewal and to maintaining PDH records "supporting evidence of attendance" for the claimed PDH, such as certificates of completion, receipts for payment for courses, and confirmations of registration. **Please be aware that your attestation has legal significance.**

PDH requirements are waived for:

- Licensees renewing for the first time.
- Active-duty military personnel.
- Licensees entering or renewing Retired status.

Requirements include completing 30 hours of PDH during the 2 years prior to renewal and maintaining records "supporting evidence of attendance" such as certificates of completion, proof of payment, or confirmation of registration. If you are claiming any carry-over from a prior renewal period, when audited you **must** provide complete documentation from the prior renewal period so we can verify the carry-over. Maine law requires that each licensee maintain their records for 3 years. The board does not maintain any records of your prior PDH. Maine law puts the responsibility on licensees.

RETIRED STATUS

Retired status is an **unlicensed** status that is an honorific intended to be used by licensees who have completely stopped the practice of professional engineering. It allows you to use the honorific in Maine, such as on your Christmas card or other correspondence. You **should not** be in retired status if you are actively licensed in any state. While in retired status, you **cannot practice or offer to practice** professional engineering in any capacity, even on a volunteer basis. If you practice at all, you **must** be licensed.

Licensure FAQ

Q. I can't find the link to renew!

A. There is a link in the email notification you received Nov 1. There are 2 links on the PE board home page. There are 2 links on the first page and 1 link on the second page of this newsletter and to really make it easy you can click [HERE](#).

Q. My license number isn't working!

A. Please confirm you are using your Maine PE number, then enter it in this format: PE#####, with no spaces.

Q. I didn't get a renewal notice! I need to update my email!

A. Maine law requires that licensees update contact information within 10 days of any change. That prevents missing important notifications from the Board, like the renewal notice. You can log in and update your contact info any time. If you cannot access your account, please email us and we'll assist: professional.engineers@maine.gov

Q. I got an email saying I asked for an Access Code but I didn't! Am I being hacked?!

A. No. No one else can access your information without your PE number and password. Most likely another licensee mistyped their PE number, inverted two digits, or used a PE number from another state. When they couldn't log in, they requested an Access Code or password reset. The licensing system will only send email to the email address associated with the license number, which is why you received an email (and we did, too) — they did not. They cannot access your account.

Q. My Access Code (or password) isn't working! I can't remember (or reset) my password! I can't remember my security questions!

A. Please email us and we'll reset your password: professional.engineers@maine.gov

Q. Is there a grace period that allows me to keep working if I fail to renew on time?

A. No. If you fail to renew your PE license by December 31, your PE license expires. Once expired, you cannot practice or offer to practice professional engineering or use any indicia of licensure in Maine until you renew your license. Plus, if you renew late, there is a USD\$50 late fee.

Q. I am active-duty military, do I still need to renew online?

A. Active-duty military personnel are exempt from the renewal fee and PDH requirements, but must complete the online renewal application and must supply a copy of their current orders at time of renewal.

Q. Do I need to upload my PDH Log or PDH documentation? Where do I upload my PDH log/documentation?

A. You don't submit any PDH documentation unless you are audited or renew more than 90 days late.

Q. What are the PDH requirements?

A. 30 hours of PDH earned during the 2 years prior to renewal. If you are claiming carry-over from a prior licensure period, you **must** have complete documentation from the prior licensure period to prove the carry-over.

Q. What if I lost my documents when I changed jobs/moved/had a flood in the basement?

Failing to produce the required documentation if audited can result in violations for failure to complete PDH and failure to maintain records. Maine requires that licensees maintain records for 3 years. We recommend the free [NCEES CPC Registry](#).

Q. Who is exempt from PDH requirements?

A. Licensees renewing the first time, active-duty military personnel, and those entering or renewing Retired status.

Q. What if there is a legitimate reason for not completing the PDH requirements?

A. Submit a written request outlining your "extenuating situation, hardship, or disability" for a partial or complete waiver of the PDH requirements. Do not wait until you are audited.

Q. How do I renew firm licensure or update corporate information?

A. You don't. Maine only licenses individual professional engineers. There is no COA or firm licensure.

WAIVER OF PDH REQUIREMENTS

Licensees who cannot complete the PDH requirements because of “extenuating situation, hardship, or disability” should submit a written request to the board for a total or partial waiver of PDH requirements.

Please submit a written request to the board office prior to or at the time of submitting your application for renewal. The request can be in the form of a letter or in an email. You should indicate whether you have been able to complete any PDH during the two years prior to renewal. Please be prepared to provide supporting documentation if requested.

Partial or total waivers have been granted for a variety of circumstances such as: loss of employment; serious or chronic physical illness of the licensee; clinical depression or other mental illness; hospitalization of the licensee; licensee being the primary caregiver for a loved one; or other circumstances beyond the control of the licensee.

Please note that the cancellation of the live PDH course you have typically attended in person is not generally seen as falling into the category of “extenuating situation, hardship, or disability.” Neither is working remotely or being sent to another state or country for work. There are online courses available.

As part of the renewal application, you attest to completing the PDH requirements. Please be aware that waiting until after you have been audited to request a waiver may be viewed negatively.

PDH AUDITS

Audit notices are sent out after the late renewal period ends on March 31, 2024. Please be aware that failing to complete the required PDH, failing to maintain records of the claimed PDH, failing to respond to an audit request, and failing to update your contact information, can each be a separate violation of Maine law. Each violation can result in a separate fine or other sanction against your licensure.

PDH RECORDKEEPING

Maine law requires that each licensee maintain records of all PDH completed for 3 years. The board does not maintain any PDH records. Maine law puts the responsibility squarely and entirely on licensees.

We recommend using the NCEES CPC registry to track your PDH documentation. It’s a free service that makes recordkeeping and submission of PDH documentation simple. You can upload all documentation and not fear losing it in a job change, or if your basement floods. The NCEES CPC registry can track your PDH across multiple states, and the states can access and review it for audit purposes: <https://ncees.org/cpc/>

Current PE Board

Seat	Name	Position
1	Robert Dorko, PE	Member
2	Jude Pearse, PE	Member
3	Joyce Taylor, PE	Vice Chair
4	Brent Bridges, PE	Chair
5	Kim Powers, PE	Member
6	VACANT	Public member
7	Bob Chaput Jr., PE	Member



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