

Thank you for pursuing engineering and/or surveying firm licensure in the State of Mississippi. **The COA application is now an online submittal.**

Start your application on our website homepage.

Look for the following:



Select Application type to begin the application process and click on Next

- ☐ Professional Engineer
- ☐ Engineer Intern (FE Exam)
- ☐ Certificate of Authority

<< Back   Next >>

The COA application instructions are attached.

Thank you for your commitment to engineering and / or surveying licensure in the State of Mississippi.



# **INSTRUCTIONS FOR COMPLETING THE ENGINEERING CERTIFICATE OF AUTHORIZATION APPLICATION FORM (10/23)**

## **Code Authority**

Mississippi Code 73-13-3 provides that as of January 1, 2005, a Certificate of Authorization shall be required by a corporation, firm or partnership offering engineering and/or surveying services in Mississippi. An individual licensee practicing in his own name as a sole proprietorship is not required to register under this section.

The Law further provides that a corporation, firm, partnership, LLC or PLLC desiring a Certificate of Authority shall file with the Board an application furnishing the information required under Section 73-13-43 and/or 73-13-105, and, if all the requirements are met, the Board shall issue to such corporation, firm or partnership a Certificate of Authorization. Certificates of Authorization expire on December 31 of each year and may be renewed annually.

## **Fees**

Effective October 1, 2023, the application and/or relicensure fee for a Certificate of Authorization has been set by the Board at \$200.00. This fee is now payable online with the COA application submittal.

You can pay by check or money order. A receipt will be provided by a third party vendor.

## **Requirements**

The corporation, firm, partnership, LLC or PLLC should be familiar with Sections 73-13-3 and 73-13-43 and/or 73-13-105 of the Mississippi Code as well as the Code of Professional Conduct regarding the requirements for Certificate of Authorization and the responsibilities of an engineering/surveying firm in the State of Mississippi.

The individual licensees acting as agents, employees, officers, partners of corporations, firms, or partnerships should be familiar with Sections 73-13-3 and 73-13-43 and/or 73-13-105 of the Mississippi Code as well as the Code of Professional Conduct regarding the requirements for Certificate of Authorization and the responsibilities of an engineering/surveying firm in the State of Mississippi.

## **Biennial Renewal**

Certificates of Authorization expire on December 31 and shall be renewed annually. It shall be unlawful for a corporation, firm or partnership to practice, offer to practice, or hold itself out as qualified to practice engineering/surveying following the expiration of said Certificate of Authorization. After a lapse of more than six months, an application for **Relicensure** shall be required.

In the event there is a change in any of the persons listed during the year, such changes shall be designated on the same application form and filed with the Board by the corporation, firm, or partnership within thirty (30) days after the effective date of such changes. No fee shall be charged for filing this amended form.

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Note: The application cannot be processed until the licensee who signs under item 3 is currently licensed in Mississippi. Furthermore, **a Professional Engineer who renders occasional, part-time, or consulting engineering services to a corporation, firm, partnership, LLC or PLLC may not be designated as being responsible for the professional activities of the firm.**

**Question 1:** Furnish name of business, address, and telephone number of principal office.

If not, a primary officer of the corporation/ firm must approve the designation of the Mississippi licensee as Principal Engineer.

**Question 2:** Indicate type of business, whether engineering or surveying. A separate COA is required for each service.

Completion of this question is not required of a partnership.

**Question 3:** Identify which Professional Engineer, currently licensed in Mississippi, has been designated by your corporation, firm or partnership as the Principal Engineer, or acting on behalf of your corporation or firm. Note the definition of Principal Engineer.

**Question 5:** List all partners. List Mississippi PE License Numbers where applicable. The Designating Authority signature may be left blank if the Principal Engineer whose signature appears in item 3 is also a partner of the partnership. If not, a partner must approve the designation of the Mississippi licensee as Principal Engineer.

The application must be signed by the designated Mississippi Principal PE. The designated licensee must respond to the questions regarding previous disciplinary actions, felony convictions, and nolo contendere pleas, and should attach explanations and copies of orders as appropriate. Be sure to include proof that all stipulations of disciplinary orders or legal convictions have been met.

Completion of this question is not required of a firm or corporation.

If you are not applying for an initial (first time) COA but instead you are submitting an *amended* COA application to renew it for another year, the designated licensee only needs to report any disciplinary actions, felony convictions and nolo contendere pleas that have occurred *since the firm's last annual renewal*.

**Question 4:** List the names and titles of all primary officers. List the Mississippi License Numbers where applicable. Primary Officers shall be defined as President, Vice-President and Secretary. The Designating Authority signature may be left blank if the Principal Engineer whose signature appears in item 3 is also a primary officer of the corporation or firm.