

Board of Professional Engineers & Professional Land Surveyors

PERSON IN CHARGE CHANGE FORM

Certificate of Authorization

GENERAL INFORMATION FOR CHANGES TO PERSON IN RESPONSIBLE CHARGE

This form may be used to make a change the *Engineer/Land Surveyor in Responsible Charge* listed on a business entity's Certificate of Authorization to offer professional engineering/land surveying services in Montana. If other changes to a Certificate of Authorization are required, the application form is linked [here](#).

- In the event that a certificate holder no longer has a Montana licensee in responsible charge as required by [37-67-328](#), MCA, the certificate holder shall notify the board office. A certificate holder without a Montana licensed person in responsible charge must not offer or provide engineering or land surveying services in Montana until a Montana licensee in responsible charge has been identified. [[ARM 24.183.408](#)]
- A professional engineer or professional land surveyor designated in responsible charge on a certificate of authorization who leaves the employment of a certificate holder shall notify the board office in writing within 45 working days. The certificate holder must designate a replacement professional engineer and/or professional land surveyor in responsible charge and notify the board in writing within 45 working days. [[ARM 24.183.408](#)]

Business Name: _____

Business Contact Name: _____ Contact Email Address: _____

Certificate of Authorization Number: _____

Outgoing professional engineer and/or professional land surveyor in responsible charge.

Name: _____

License Number: _____

Last day in responsible charge: _____

Incoming professional engineer and/or professional land surveyor in responsible charge.

Name: _____

License Number: _____

First day in responsible charge: _____

Signature of business representative: _____ Date: _____