



Commonwealth of the Northern Mariana Islands
BOARD OF PROFESSIONAL LICENSING
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MEMORANDUM

TO : All Engineers, Architects, Lands Surveyors and Landscape Architects
Licensed in the Northern Mariana Islands

FROM : Board of Professional Licensing

SUBJECT : CERTIFICATE OF AUTHORIZATION (COA)

On January 2001, the Board of Professional Licensing adopted several amendments to the regulations for engineers, architects, land surveyors and landscape architects.

One of the amendments defined the word “firm” which shall mean the business entity that offers engineering, architectural, land surveying or landscape architecture services to the public of their licensed personnel who are either employees, officer or partners of the company.

Other amendment to the regulations is the requirements for a Certificate of Authorization (COA) and they are:

- All firms regardless of the location of the business must have a COA in order to practice or offer to practice engineering, architecture, land surveying or landscape architecture in the CNMI.
- All firms must have a valid COA before advertising or offer the practice of engineering, architecture, land surveying or landscape architecture in the CNMI.
- Each firm is responsible with and for the conduct or acts of the employees or officers to any engineering, architectural, land surveying or landscape architecture services performed or to be executed in the CNMI. No individual practicing engineering, architecture, land surveying or landscape architecture is relieved from the responsibility for his or her conduct or acts performed by reason of his or her employment or relationship with such firm.
- A licensed engineer, architect, land surveyor or landscape architect must not perform work for a firm practicing or offering to practice engineering, architecture, land surveying or landscape architecture unless that firm has been issued a valid COA by the Board.

Please also note that the corporation or partnership must be lawfully formed or registered in the CNMI and must operate in compliance with the laws of the Commonwealth. You must also provide a copy of the Certificate of Registration of a Certificate of Incorporation issued by the Registrar of Corporations of the Department of Commerce and a copy of the business license by the CNMI Department of Revenue and Taxation.

An application form is attached for your use. The application fee of \$100 must be submitted with the application. Once the COA application is approved by the Board, there is an additional \$200.00 license fee. Renewal of COA shall be every two years following issuance or renewal and renewal fee is \$200.00. Please make check payable to “CNMI Treasurer”. If you have any questions, you may contact us at the above telephone number or by e-mail.

/s/ Roman S. Demapan
Board Chairman