




DATE: March 1, 2022

TO: CDOT Employees in the job classification – Engineer-In-Training III, Professional Engineer I, Professional Engineer II, and Professional Engineer III

FROM: Jerad R. Esquibel, PE Director, Division of Project Support 

RE: Electronic Professional Engineer Seal Acquisition, On-Demand Training, and Support

The purpose of this Memorandum is to outline the steps for licensed Professional Engineers to purchase their individual Electronic Seal/Stamp for CDOT documents within the scope of their job duties/AES Board Rules and seek reimbursement for the expenditure. Also, to learn more about access to training to apply electronic seal/stamp to engineering documents.

Background

CDOT Engineers shall refer to Procedural Directive 508.1 Requirements for the Use of the Professional Engineer's Seal and the Code of Colorado Regulations (4 CCR 730-1) State Board of Licensure for Architects, Professional Engineers, and Professional Land Surveyors (AES Board Rules) for updated requirements for sealing documents for Professional Engineers.

Electronic Seal/Stamp

CDOT has coordinated with Acorn sales as the preferred vendor for Professional Electronic Engineering Seal/Stamps that are compatible with the CDOT electronic file format. Engineers seeking an electronic seal may contact Acorn Sales via the information link below. Engineers may then submit the Acorn Sales invoice as a reimbursement expense to their supervisor/Region Business office for approval.

<https://www.acornsales.com/Digital-Pe-Seal-p/3008eng.htm>

Purchase and reimbursement:

Individuals are responsible for purchasing the electronic seal/stamp using personal, not state funds (usage of a CDOT PCard is not permitted). Reimbursement for this expense should be submitted via CDOT Form #215 along with a readable copy showing proof of purchase and



cost. Individuals should work with their PA's/Admins to compile the required paperwork and obtain signatures prior to submission to the Business Office. Reimbursement costs shall be paid out of the individuals cost center as a participating cost. Questions regarding the form or reimbursement should be directed to the individual's respective Business Office.
[cdot0215.pdf \(codot.gov\)](#)

YouTube Video Training for Electronic Sealing/Stamping of Engineering Plans/Documents

Adobe Sign Training I – CDOT/Consultant

https://www.youtube.com/playlist?list=PLigDEmKztB2Qf_toVKzfkWG1X8NCcS8f

- Key elements of CDOT Procedural Directives 21.1 and 508.1 related to electronic sealing/stamping of engineering plans/documents
- Use of Adobe Sign for secure, automated workflows, eSignatures for general project records, and eSealing of Record Sets.
- Introduction of and basic training in the use of Project Share – cloud-based application linking to ProjectWise for document storage without the use of CDOT's VPN.

Adobe Sign Training II – Using AES Board Rule Option for Sealing for Cover Pages Only

<https://www.youtube.com/playlist?list=PLigDEmKztB2RfTL-8JHBR5qyjoh3Y7-4P>

- In August 2020, the Colorado AES Board approved a CDOT requested rule change which allows an option to seal only the cover pages of a set of drawings (different than training showed in the Adobe Sign Training I.
- To take advantage of this option, the engineering plans must use the new CDOT DGN seed files for record set cover pages templates and each plan must include the required notation that "All seals for this set of drawings are applied to the cover page(s)." CDOT's DGN record set cover page templates were updated to include this required notation in February 2021.

Records Management

- Information about Record Set Plans, Records Management, and Records File plans can be found on the CDOT Internal Web Page (Employee Hub) Records Management at the following link: <https://sites.google.com/state.co.us/cdothub/teams/records-management>. Submit questions to: DOT_Records_Mgmt@state.co.us.

For additional eSeal support- email eSeals@cdot.mojohelpdesk.com

