

INSTRUCTIONS FOR COMPLETING THE 2015 REINSTATEMENT APPLICATION OF LICENSURE IN ALABAMA

To be reinstated, a licensee must file a reinstatement application and meet the statutory requirements of the current Law.

If you are licensed as a Professional Engineer and Professional Land Surveyor, you will be required to complete a reinstatement application and submit fees for each license.

Continuing professional competency and a reinstatement fee is required for reinstatement of licensure (Code of Alabama, Section 34-11-8 and Rule 330-X-13.02, Administrative Code). The requirements are as follows:

License Lapsed	Fees	PDH Required
Dec. 31, 2015	\$350.00	30 PDH
Dec. 31, 2014	\$450.00	30 PDH
Dec. 31, 2013	\$450.00	30 PDH

In order to complete reinstatement of licensure, you must complete Parts I, II and III of the application for reinstatement. In Part II, a detailed listing of your activities showing categories as provided by the rule, should be completed and then totaled under Part III.

Your Professional Development Hours (PDH) must have been completed after your last renewal.

Step 1 — Go to Board Website

Go to the Board's website, www.bels.alabama.gov, under License Search to get the date your license lapsed (License Current to) and the date you last renewed.

Put the date your license lapsed in Part I A. and put the date you last renewed in Part I B.

If your license is listed as expired, you are not eligible to reinstate your license.

You must go through the application process again. The application forms are on our website.

Step 2 — Complete Boxes

Complete the License, Lic #, Name and Home Address, and Company Name and Address boxes. Please check your preferred mailing address.

Step 3 — Complete Part I

Affirmation of Eligibility for Reinstatement -

You **must** sign, date, answer the 2 "yes/no" questions, provide your social security number and e-mail address on the form. If you do not answer the 2 "yes/no" questions, your reinstatement will be returned.

SSN Requirement - § 30-3-194 of Title 30, Code of Alabama, 1975 requires "all applicants for issuance or renewal of the license, certificate, permit, or other authorization to provide the applicant's Social Security number". An Alabama Attorney General's Opinion issued June 21, 2010 advised the compete 9-digit Social Security number must be included on both initial licensure and license renewal applications. § 41-13-6 of Title 41, Code of Alabama, 1975 prohibits the Board from releasing the SSN on any document available for public inspection.

Step 4 — Complete Part II

Detailed Listing of Required Educational Activities

In Part II, list your activities in the space provided using as many blocks as required. If you need additional space, duplicate Part II of the form and identify the duplicated form with your license number. Under the column "Dates of Activity" please furnish the date (month, day and year) or beginning and ending dates of each course, seminar, etc. **The beginning date must be after the date you last renewed.**

A PE or PLS may carry up to 15 PDH's forward to the next renewal year. You may use a computer generated form to list your activities if it is similar to Part II. Please limit your page size to 8 1/2 X 11 and be sure you clearly show your license number.

It is important that a sufficient name and/or description be given to identify that the activity relates to engineering/land surveying, as appropriate. You must provide the name of the sponsoring organization and the location of where the instruction or class was held. For classes that are part of a college curriculum please list class number. PDH's earned for PE or PLS credit should be placed in the appropriate columns.

In the last two columns, show the type of activity and the number of PDH's claimed for each activity. Note the chart on the second page of the renewal form regarding type of activity. A PDH credit not less than 50 minutes is equivalent to one clock hour of instruction and should be rounded to the nearest half hour.

You are required to send documentation supporting the courses listed and the claimed carried forward PDH's listed under Part III b.

General Requirements - All activities for which PDH credits are claimed must be relevant to the practice of engineering or land surveying and include technical, ethical, or managerial content. These activities should advance the professional or technical competence of the licensee.

Qualifying educational activities may be sponsored or presented by colleges or universities, by employers, by government agencies, by nationally affiliated engineering or land surveying technical or professional societies, or by other organizations. **The Board does not preapprove courses for PDH credit.** It is your responsibility to ensure that the activities in which you participate meet the requirements.

Educational activities to meet Alabama's continuing professional competency requirement can be earned in any jurisdiction or territory.

Typical activities that will qualify are:

Completing or attending qualifying courses, seminars, instruction, in-house programs, or training

Completing courses which are awarded continuing educational units (CEU)

Attending technical or professional society meetings when an engineering/land surveying topic is presented as a principal part of the program

Teaching a course for the first time or if substantial time has been spent in updating material if previously taught

Completing videotaped, televised, correspondence, audio or on-line courses. The course must require the participant to show evidence of achievement and completion and/or a final graded test.

Typical activities that will not qualify are:

Regular employment

Self study or personal self improvement courses

Service club meetings or activities

Equipment demonstrations or trade shows

Topics not relevant to engineering or land surveying

Enrollment without attendance at courses, seminars, etc.

Membership on Boards or Committees

Repetitive teaching of the same course without updating the course material

Conversational language courses for personal use

Engineering related activities will not qualify as meeting the requirements for land surveying and land surveying related activities will not qualify as meeting the requirements for engineering unless you have both a PE and LS license and the course material is applicable to both licenses.

Step 5 — Complete Part III

Totals

Line a. Total the PDH credits which you listed in Part II.

Line b. Number of PDH credits carried forward for which you can provide documentation.

Line c. Total lines a. and b.

Line d. Total PDH shown in Line c minus the number of PDH required for this reinstatement (see page 1 of these instructions). Total number of PDH to be carried forward to next year cannot exceed 15.

WHERE TO MAIL THE APPLICATION

The reinstatement application form, completed in its entirety, should be mailed with the appropriate fee made payable to PE & LS Fund to:

*Alabama State Board of Licensure for
Professional Engineers and Land Surveyors
P.O. Box 304451
Montgomery, Alabama 36130-4451*

*Street address: (FedEx or UPS Address Only) The
RSA Union, 100 N Union Street, Suite 382, Montgomery,
AL 36104-3702*

FEES

Refer to page 1 of the instructions. Checks should be made payable to **PE & LS Fund**.

QUESTIONS

If you have any questions concerning the reinstatement application, you may contact the Board Office at (334) 242-5568 or Joy at (334) 353-4794.

Five Canons of the Rules of Professional Conduct

The Rules of Professional Conduct are located in Rule 330-X-14, Administrative Code which can be found on our web page - www.bels.alabama.gov

We ask that you certify to these canons under Part I of the reinstatement application form.

- Canon I The Engineer and/or Land Surveyor shall exercise independent judgments, decisions and practices on behalf of clients and employers.

- Canon II The Engineer and/or Land Surveyor shall act competently and use proper care in performing engineering and/or land surveying services for clients or employers and shall act only in fields in which qualified by education and experience.

- Canon III The Engineer and/or Land Surveyor shall safeguard and preserve the confidences and private information of clients and employers.

- Canon IV The Engineer and/or Land Surveyor shall endeavor to build a practice and professional reputation on the merit of services.

- Canon V The Engineer and/or Land Surveyor shall contribute to the maintenance, integrity, independence and competency of the engineering and/or land surveying profession.