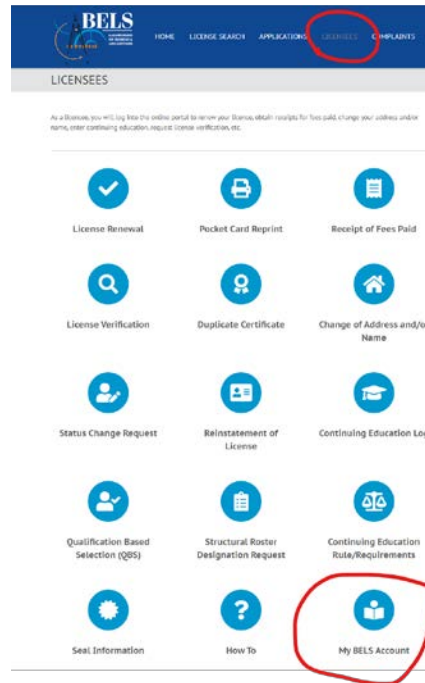


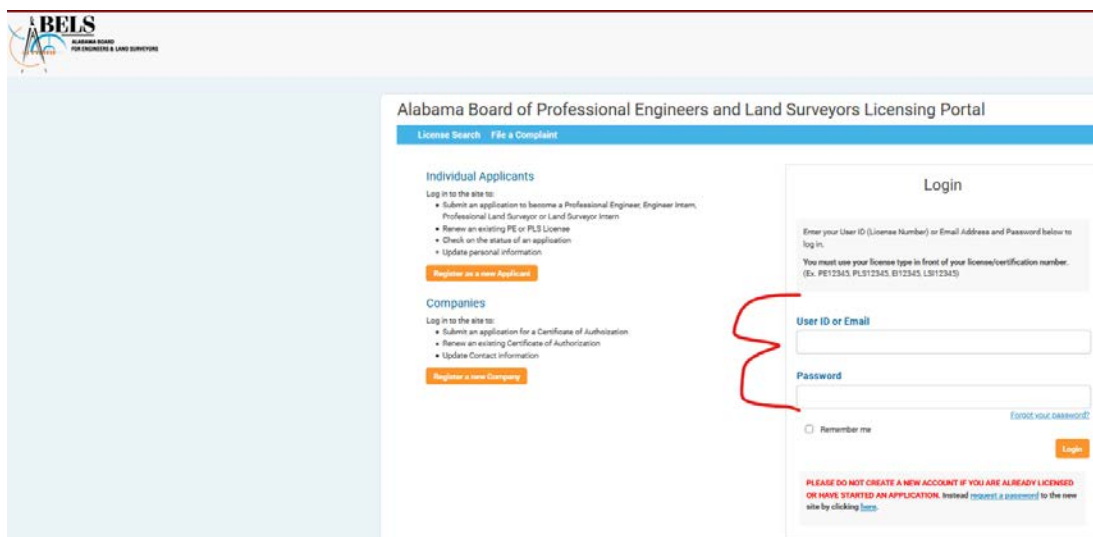
# How to Find License Information (Issue Date, Expire Date License Number and Status) in BELS Account

We have transitioned to a new database called Learning Builder. **All licensees and applicants now have access to limited information in your file through your BELS Account.**

- Go to the website under Licensees and Hit My BELS Account



- Login to your account (if were licensed prior to 9/1/2021, you should have already set your password to be able to login to your account. If you have not, see the How to Create Account & Set Password under the How To link)



## Page 2 How to Find License Information (Issue Date, Expire Date, License Number, Status) in BELS Account

- Hit to My Account (top right corner menu option)



### Member Details (Account Information)

- You will see all the details in your file (addresses, licenses, payment history, communications, etc.). **The payment history and communications are only available from 9/1/2021 going forward.**

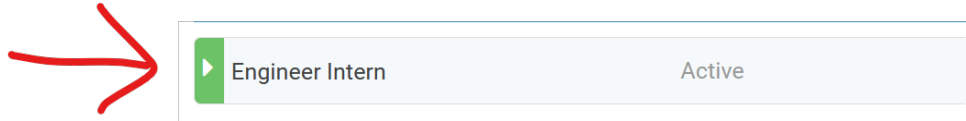
The screenshot displays the 'John Doe: Account Details' page. At the top, there is a navigation bar with options: Account Details, Applications, Tasks, Payment History, Communications, Library, Change Password, and Complaints By Me. Below this, there is a list of instructions for updating contact information. The main content area is divided into two columns. The left column shows personal information for John T Doe Jr., including a 'Change Password' button, primary email (jdoe@test.com), status, member type (Person), and contact details (phone numbers and email addresses). The right column shows a list of licenses, each with a status of 'Active'.

License Type	Status
Engineer Intern	Active
Land Surveyor Intern	Active
Professional Engineer	Active
Professional Land Surveyor	Active
User	Active

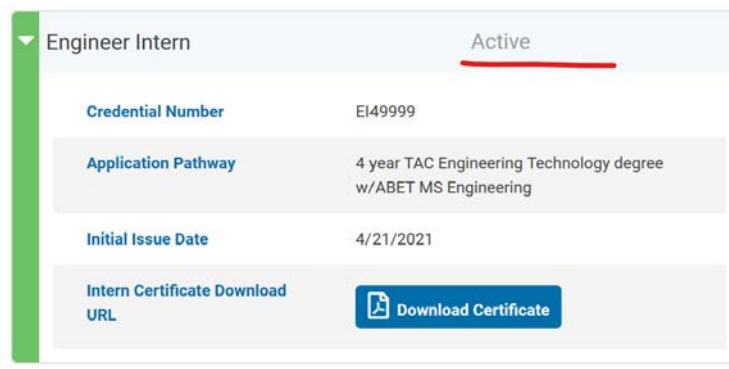
## Page 3 How to Find License Information (Issue Date, Expire Date, License Number, Status) in BELS Account

### Engineer Intern Information

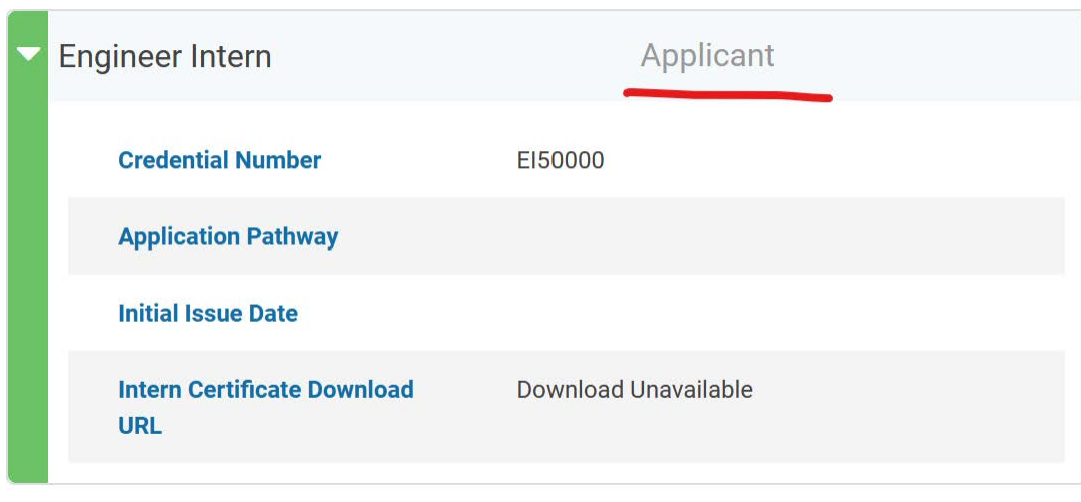
- If you are or were previously an Engineer Intern, you would Hit the Arrow next to Engineer Intern to display the information



- You would see your status, your EI Number (Credential Number), what education pathway you applied under (Application Pathway), Issue Date and your Intern Certificate. **If you were certified prior to 9/1/2021, you will not have the application pathway nor the Intern Certificate.**



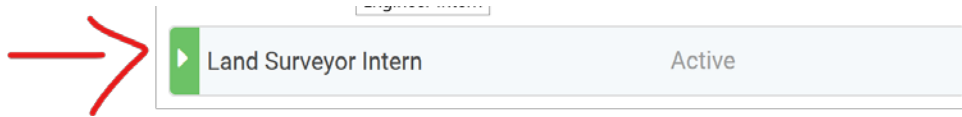
- If you are in the process of making application but it has not been submitted, you will see your status as Applicant. The Credential Number is your application number.



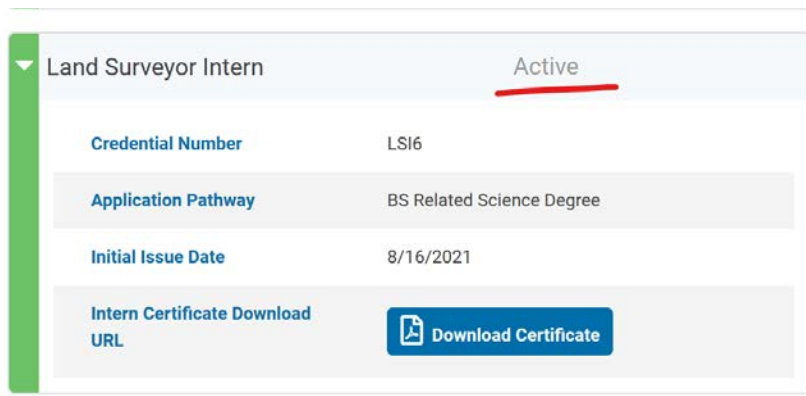
## Page 4 How to Find License Information (Issue Date, Expire Date, License Number, Status) in BELS Account

### Land Surveyor Intern Information

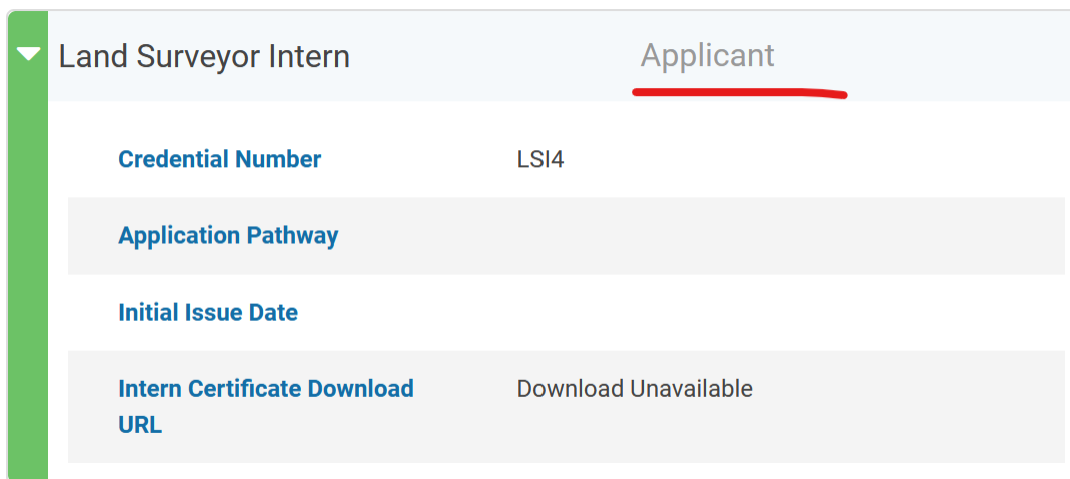
- If you are or were previously a Land Surveyor Intern, you would Hit the Arrow next to Engineer Intern to display the information



- You would see your status, your LSI Number (Credential Number), what education pathway you applied under (Application Pathway), Issue Date and your Intern Certificate. **If you were certified prior to 9/1/2021, you will not have the application pathway nor the Intern Certificate.**

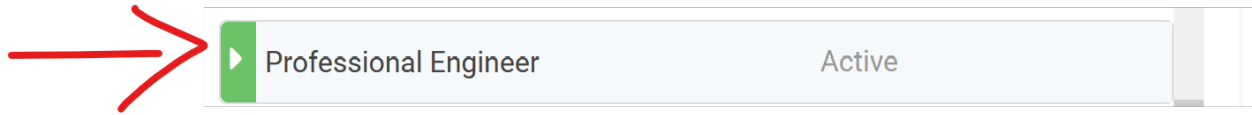


- If you are in the process of making application but it has not been submitted, you will see your status as Applicant. The Credential Number is your application number.



## Professional Engineer Information

- If you are or were previously a Professional Engineer, you would Hit the Arrow next to Professional Engineer to display the information



- You would see your status, your PE Number (Credential Number), what education pathway you applied under (Application Pathway), Issue Date, Renewal Information, the discipline you took the exam in, your practice discipline, carry forward hours, and your Pocket Card. **If you were licensed prior to 9/1/2021, you will not have the application pathway, exam discipline, practice discipline (you can select this during the renewal process) and your pocket card will be visible after the next renewal cycle.**

## Active Status

A screenshot of the Professional Engineer information page. The page is titled 'Professional Engineer' and 'Active'. A red arrow points to the 'Role Status Alert' section, which displays 'Role Status is Active'. Below this, there are several sections with labels and values: 'Credential Number', 'Application Pathway' (4 year ABET Engineering), 'Initial Issue Date' (8/10/2021), 'Last Renewal Date', 'Cycle Start Date' (8/10/2021), 'Cycle End Date' (12/31/2021), 'PE Exam Discipline' (Civil), 'Practice Discipline(s)' (Civil), 'Pocket Card Download' (Download Pocket Card button), 'Relationship Summary', 'Carry Forward Hours' (30), 'Current Employer Name' (Engineering R Us), and 'Current Work Address' (453 Yahoola Rd, Dahlonega, GA 30533-1906).

## Page 6 How to Find License Information (Issue Date, Expire Date, License Number, Status) in BELS Account

### Inactive Status (current license but doesn't practice engineering in Alabama)

Professional Engineer	Inactive
Role Status Alert	Role Status is Inactive
Credential Number	P.E. - 8
Application Pathway	4 year ABET Engineering + ABET MS Engineering
Initial Issue Date	5/1/2015
Last Renewal Date	6/22/2021
Cycle Start Date	1/1/2020
Cycle End Date	12/31/2021
PE Exam Discipline	Naval Architecture and Marine
Practice Discipline(s)	Architectural Engineering; Chemical; Control Systems; Mining and Mineral Processing
Pocket Card Download	Download Unavailable
Relationship Summary	
Carry Forward Hours	3
Current Employer Name	Heuristics Still
Current Work Address	1901 Fort Myer Dr, Arlington, VA 22209-1606

### Reinstatement Eligible (doesn't have a current license but can reinstate within 2 years of last renewal – cycle end date)

Professional Engineer	Reinstatement Eligible
Role Status Alert	Role Status is Reinstatement Eligible
Credential Number	P.E. - 5
Application Pathway	4 Year unaccredited Engineering
Initial Issue Date	4/4/2002
Last Renewal Date	10/1/2017
Cycle Start Date	1/1/2018
Cycle End Date	12/31/2019
PE Exam Discipline	Agricultural and Biological Engineering
Practice Discipline(s)	Agricultural and Biological Engineering; Architectural Engineering; Civil; Structural
Pocket Card Download	Download Unavailable
Relationship Summary	
Carry Forward Hours	15
Current Employer Name	Engineers R-US
Current Work Address	PO Box 304451, Montgomery, AL 36130-4451

## Page 7 How to Find License Information (Issue Date, Expire Date, License Number, Status) in BELS Account

**Expired Status (doesn't have a current license and cannot reinstate, must file a new application and meet the current requirements of the law) No screen print available**

**Applicant Status (in the process of making application but it has not been submitted)**

- The Credential Number is your application number, you would see what education pathway you applied under (Application Pathway), the discipline you took the exam in and your practice discipline. **If you applied prior to 9/1/2021, you will not have the application pathway, exam discipline, practice discipline (you can select this during the renewal process once you get licensed).**

Professional Engineer	Applicant
Role Status Alert	Role Status is Applicant
Credential Number	PE10
Application Pathway	4 year ABET Engineering
Initial Issue Date	
Last Renewal Date	
Cycle Start Date	
Cycle End Date	
PE Exam Discipline	Chemical
Practice Discipline(s)	Civil
Pocket Card Download	Download Unavailable
Relationship Summary	
Carry Forward Hours	
Current Employer Name	Engineering R Us
Current Work Address	456 Yeatts Store Rd, Java, VA 24565-3942

## Professional Land Surveyor Information

- If you are or were previously a Professional Land Surveyor, you would Hit the Arrow next to Professional Land Surveyor to display the information



▶ Professional Land Surveyor	Active
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- You would see your status, your PLS Number (Credential Number), what education pathway you applied under (Application Pathway), Issue Date, Renewal Information, the discipline you took the exam in, your practice discipline, carry forward hours, and your Pocket Card. **If you were licensed prior to 9/1/2021, you will not have the application pathway, exam discipline, practice discipline (you can select this during the renewal process) and your pocket card will be visible after the next renewal cycle.**

## Active Status

Professional Land Surveyor	Active
Role Status Alert	Role Status is Active
Credential Number	
Application Pathway	
Initial Issue Date	8/16/2021
Last Renewal Date	
Cycle Start Date	
Cycle End Date	12/31/2021
PE Exam Discipline	
Practice Discipline(s)	
Pocket Card Download	<a href="#">Download Pocket Card</a>
Relationship Summary	
Carry Forward Hours	30
Current Employer Name	Engineering R Us
Current Work Address	123 Gaines St, Warrenton, VA 20186-2706



## Page 8 How to Find License Information (Issue Date, Expire Date, License Number, Status) in BELS Account

**Inactive Status (current license but doesn't practice engineering in Alabama)** No screen print available

**Reinstatement Eligible (doesn't have a current license but can reinstate within 2 years of last renewal – cycle end date)**

Professional Land Surveyor		Reinstatement Eligible
Role Status Alert		Role Status is <b>Reinstatement Eligible</b>
Credential Number		
Application Pathway		BS Related to Surveying Degree
Initial Issue Date		4/17/2021
Last Renewal Date		
Cycle Start Date		
Cycle End Date		12/31/2021
PE Exam Discipline		
Practice Discipline(s)		
Pocket Card Download		Download Unavailable
Relationship Summary		
Carry Forward Hours		30
Current Employer Name		Engineers R-US
Current Work Address		1901 Fort Bragg Rd, Willits, CA 95490-4173

**Applicant Status (in the process of making application but it has not been submitted)**

- The Credential Number is your application number, you would see what education pathway you applied under (Application Pathway. **If you applied prior to 9/1/2021, you would not have the application pathway.**

Professional Land Surveyor		Applicant
Role Status Alert		Role Status is <b>Applicant</b>
Credential Number		PLS50000
Application Pathway		BS Surveying Degree
Initial Issue Date		
Last Renewal Date		
Cycle Start Date		
Cycle End Date		
PE Exam Discipline		
Practice Discipline(s)		
Pocket Card Download		Download Unavailable
Relationship Summary		
Carry Forward Hours		
Current Employer Name		