

How to Register as a New Company

8/8/25

- Go to our website and Click Applications



- Click the Certificates of Authorization link

APPLICATIONS

All applications and fees are now completed and submitted through an online portal. The application can be started and returned to at any time for completion. You will see a status of what portions of the application have been completed. The buttons below link to the online portal for the applications.

At the start of the application process, there will be some questions to determine if you are eligible to proceed with the application process. This will eliminate the paying of fees and making application if you do not meet the requirements for certification as an intern or licensure as a PE or PLS.

No licenses are issued in the month of September.

Requirements for Intern Certification

- [Engineer Intern](#)
- [Land Surveyor Intern](#)

Requirements for Licensure

- [Application Process](#)
- [Professional Engineer](#)
- [Professional Land Surveyor](#)

Requirements for Certificates of Authorization (Companies/ Firms)

- Engineering - must employ a currently licensed Alabama PE
- Land Surveying - must employ a currently licensed Alabama PLS

Intern Application PE Application **Certificates of Authorization** Application Status Citizenship Documentation

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- Click Register a New Company

Do Not Register a New Company if –

- **you previously had a CA that is now expired or**
- **another company bought and merged with another company and they have or had a CA.**
- **Log in under the previously CA number.**

Alabama Board of Professional Engineers and Land Surveyors Licensing Portal

License Search Certificate of Authorization Search File a Complaint

Individual Applicants

[Register as a new Applicant](#)

To Submit an application to become a Professional Engineer, Engineer Intern, Professional Land Surveyor or Land Surveyor Intern

Go to login and put in your User ID to:

- Renew an existing PE or PLS License
- Check on the status of an application
- Update personal information

Companies

[Register a new Company](#)

To Submit an application for a Certificate of Authorization

Go to login and put in your User ID to:

- Renew an existing Certificate of Authorization
- Amend an existing Certificate of Authorization
- Update Contact information

Login

License Type and Number works best as your User ID.

Enter your license type in front of your license or CA number and your Password to log in. Example below:

- PE12345 or PLS12345
- EI12345 or LSI12345
- ECA12345 or LSCA12345

User ID or Email

Password

[Forgot your password?](#)

Remember me

[Login](#)

PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ARE ALREADY LICENSED OR HAVE STARTED AN APPLICATION. Instead [request a password](#) to the new site by clicking [here](#).

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- You would enter the email, business name, contact information and set up a password. **(The email address for a company cannot be the same as the email address used by the managing agent or another licensee. The email address must be unique to the company.)**

Register for an Account

If your company already has a Certificate of Authorization, you already have an account. Please DO NOT register again. Please click [here](#) to request a password.

Please provide the following information below about your Business:

- Email:** The email address that should be used for email communication about this account
 - The email address for a company cannot be the same as the email address used by the managing agent or another licensee.
 - The email address must be unique to the company.
- Organization Name:** The name of the Business
- Website:** The business main website url
- Work Phone:** The phone number to be used if there are questions about this account
- Address Name:** Indicate if this is the Corporate Office Address, Main Office, Alabama Office, etc.
- Address:** Address that should be used as the Primary Address for communication about this account. Must be a street address. A PO Box cannot be used.
- FEIN:** this is the "federal employer identification number" for the company and is obtained from the federal government. An FEIN identifies a business on tax and payroll forms. Some states also issue EINs. These numbers serve the same purpose as federal EINs. **SSNs are not acceptable.**
 - Do NOT register for a new account if your company has a new FEIN number, instead please contact the Board office.

Login Information

Email*:	<input type="text"/>	Password*:	<input type="password"/>
Confirm Email*:	<input type="text"/>	Confirm Password*:	<input type="text"/>


Personal Identifiers

If your company already has a Certificate of Authorization, you already have an account. Please DO NOT register again. Please click [here](#) to request a password.

FEIN*:

Account Information

Organization Name*: <input type="text"/>	Business Address*:
Website: <input type="text"/> Test Website Address	Address Name*: <input type="text"/>
Work Phone*: <input type="text"/>	Line 1*: <input type="text"/>
	Line 2*: <input type="text"/>
	Line 3*: <input type="text"/>
	City*: <input type="text"/>
	State: <input type="text"/>
	Zip/Postal Code: <input type="text"/>
	Country*: <input type="text"/>
	Province: <input type="text"/>

I'm not a robot  [Privacy](#) [Terms](#)

[Cancel](#) [Continue](#)

- You would get an email to confirm your email address. Click the link in the email **(easiest)** or you can do manual and enter the confirmation code.

Login

Email Confirmation

Please check your email for your email confirmation code and enter it here to confirm your identity.

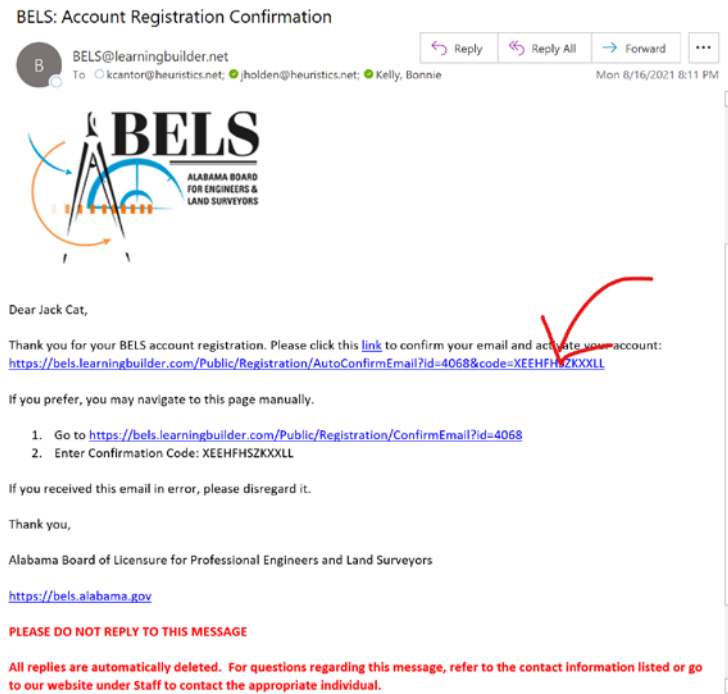
If you do not receive an e-mail within a few minutes, please check your spam filters or Junk e-mail folders. Please add the e-mail address: info@bels.alabama.gov to your "Safe Senders" list to ensure you are able to receive e-mails from the system.

Confirmation Code

[Cancel](#) [Continue](#)

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- The email to confirm email address.



- Click License your Company

John T Doe Engineering & Surveying LLC: Account Details

The screenshot shows the "Account Details" page for "John T Doe Engineering & Surveying LLC". The page has a blue header with navigation tabs: "Account Details", "Communications", and "Complaints By Me". Below the header, there are instructions: "Click 'Applications' to access current and past applications created in LearningBuilder." and "Click 'Communications' to review all system communications." The main content area is divided into two columns. The left column displays the company name and a list of settings: "Primary Email: jdoe@testtest.com", "Status", "Member Type: Organization", "Include in Directory", and "Make Contact Info Available". The right column shows "There are currently no roles assigned" and a prominent orange button labeled "License your Company" which is circled in red.

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- Select what type of business you have – Corporation, Firm, Partnership, LLC, LLP, Sole Proprietorship or Other and Click Continue

Company: Company Details ✕

Please enter the following information about your organization.

Business Structure*

Select Business Structure

- Corporation
- Firm
- Partnership
- LLC
- LLP

Continue

- Click the arrow next to the application you want to start the application process on

My Applications

Available Applications

- Engineering Company (ENG)
- Surveying Company (LSCA)

- Click Begin next to the application you want to start the application process on

My Applications

Available Applications

- Engineering Company (ENG)
 - Engineering Company Certificate of Authorization Begin
 - Description
 - Use this application for a [New Company](#) to apply for a Certificate of Authorization. [Do not use this to renew a company license.](#)
- Surveying Company (LSCA)
 - Land Surveying Company Certificate of Authorization Begin
 - Description
 - Use this application for a [New Company](#) to apply for a Certificate of Authorization. [Do not use this to renew a company license.](#)