

# How to Use the PDH Log – Professional Engineer

8/8/25

The PDH Log can be used to log your continuing education courses you've taken along with uploading your certificates. In the event you are selected for audit, the information will already be showing in your renewal in the education log and the Board can review the information.

If you elect not to use the continuing education log, in the event you are audited, you will be required to enter your courses during renewal along with uploading your certificates.

- Go to the website and click on My BELS Login



- Login to your BELS account

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
- E112345 or LSI12345
- ECA12345 or LSCA12345

User ID or Email

Password

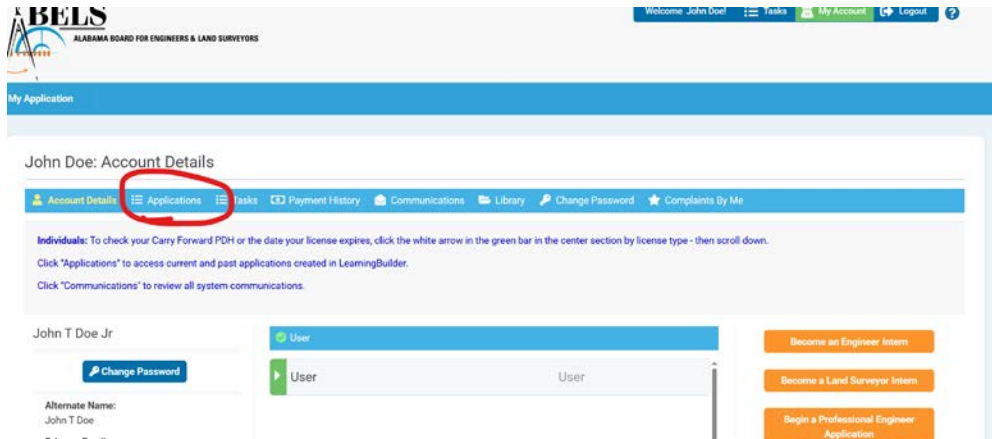
Remember me      [Forgot your password?](#)

[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](#).

## Page 2 How to Use the PDH Log – Professional Engineer

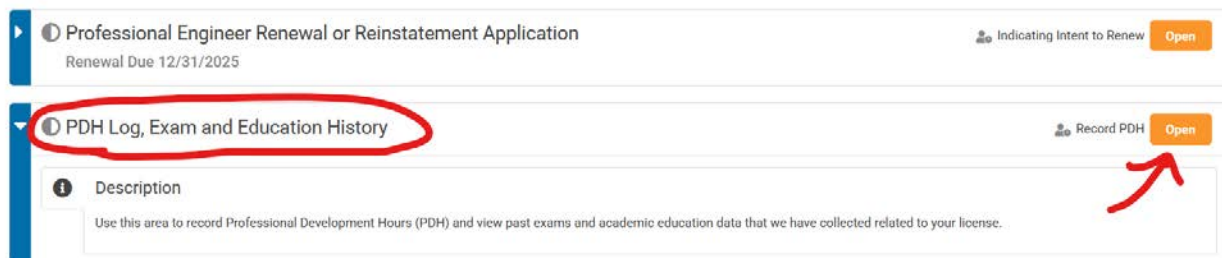
- Click Applications



- You will see the PDH Log, Exam and Education History. When you are ready to enter courses you have obtained, click Open.
- **Note: Renewals open around October 1 in the odd years. You will not have access to your renewal until the renewal period opens.**

### My Applications

#### In Progress Applications



- You will see the PDH Log. If you entered courses previously, you will see those courses. Click Add PDH



## Page 3 How to Use the PDH Log – Professional Engineer

- Select the activity that best fits the type of course you took. Click +Select next to the activity you want to enter.

Select Activity for Education Log ✕

Title	
Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering profession that involved K-12 or higher education students	+ Select
Actively participating in professional or technical societies as defined in 330-X-13-02(B)(f)	+ Select
Attending seminars, in-house programs, workshops, or professional or technical presentations made at meeting, conventions, or conferences	+ Select
Authoring published papers, articles, books, or accepted licensing exam items	+ Select
Receiving a United States Patent	+ Select
Serving the Board as a Technical Advisor	+ Select
Successfully auditing qualifying college or university sponsored courses	+ Select
Successfully completing college or university sponsored courses	+ Select
Successfully completing qualifying courses which are awarded Continuing Educational Units (CEU)	+ Select
Successfully completing tutorials, short courses, correspondence courses, televised courses, internet courses or videotapes courses	+ Select
Teaching, presenting, or instructing - college or university sponsored courses	+ Select
Teaching, presenting, or instructing - qualified courses which are awarded Continuing Educational Units (CEU)	+ Select
Teaching, presenting, or instructing - seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions or conferences	+ Select
Teaching, presenting, or instructing - tutorials, short courses, correspondence courses, televised courses, internet courses or videotaped courses	+ Select

### **Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering profession that involved K-12 or higher education students.**

- Hit +Select

Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering profession that involved K-12 or higher education students

+ Select

- You will enter –
  - Title of the Course
  - Sponsoring Organization's Name
  - Instructor/Speaker Name (if there were multiple speakers enter multiple. If there were no speakers enter NA)
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Guidance about Supporting Documentation – just information on what support documentation is acceptable and will need to be uploaded
  - Supporting Documentation – you need to upload your documentation (if you want to upload the documentation later, Click Finish Later)

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### Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering profession that involved K-12 or higher education students: Submit Education Activity Details ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

Title / Description\*:

Sponsoring Organization's Name\*:

Instructor / Speaker Name\*:

Date of Activity\*:

Units Guidance: Not to exceed 3 PDH

Requested Professional Development Hours\*:

Guidance about Supporting Documentation: Supporting Documentation could include copies of presentations made to students or other enduring documentation made in the course of this activity. Supporting Documentation is optional when recording Education Log activities prior to the opening of the renewal window, but will be required in the event that your renewal application is audited.

Supporting Documentation\*:

## Actively participating in professional or technical societies as defined in 330-X-13-.02(8)(f).

(requires that a licensee serve as an officer and/or actively participate in a committee of the organization)

- Click +Select

Actively participating in professional or technical societies as defined in 330-X-13-.02(8)(f)

- You will enter –
  - Title of the Course
  - Sponsoring Organization's Name
  - Instructor/Speaker Name (if there were multiple speakers enter multiple. If there were no speakers enter NA)
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours

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- Supporting Documentation – you need to upload your certificate (if you want to upload the certificate later, Click Finish Later)

### Actively participating in professional or technical societies as defined in 330-X-13-.02(8)(f): Submit Education Activity Details ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

Title / Description\*:

Sponsoring Organization's Name\*:

Instructor / Speaker Name\*:

Date of Activity\*:

Units Guidance: No more than 2 PDH per society, with a maximum of 6 PDH

Requested Professional Development Hours\*:

Supporting Documentation\*:

## Attending seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions, or conferences.

- Click +Select

Attending seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions, or conferences

- You will enter –
  - Title of the Course
  - Sponsoring Organization's Name
  - Instructor/Speaker Name (if there were multiple speakers enter multiple. If there were no speakers enter NA)
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Guidance about Supporting Documentation – just information on what support documentation is acceptable and will need to be uploaded
  - Supporting Documentation – you need to upload your documentation (if you want to upload the documentation later, Click Finish Later)

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**Attending seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions, or conferences: Submit Education Activity Details** ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

Title / Description\*:

Sponsoring Organization's Name\*:

Instructor / Speaker Name\*:

Date of Activity\*:

Units Guidance: 1 PDH for each contact hour

Requested Professional Development Hours\*:

Supporting Documentation\*:

### Authoring published papers, articles, books, or accepted licensing exam items.

(It cannot be claimed until it is actually published)

- Click +Select

Authoring published papers, articles, books, or accepted licensing exam items

+ Select

- You will enter –
  - Title of the Paper, Article, Book or Accepted Licensing Exam Items
  - Sponsoring Organization's Name (enter NA)
  - Instructor/Speaker Name (enter NA)
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Supporting Documentation – you need to upload your published document or accepted licensing exam items (if you want to upload the documentation later, Click Finish Later)

**Authoring published papers, articles, books, or accepted licensing exam items: Submit Education Activity Details** ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

Title / Description\*:

Sponsoring Organization's Name\*:

Instructor / Speaker Name\*:

Date of Activity\*:

Units Guidance: 1 PDH per each hour of preparation time (not to exceed 10 PDH)

Requested Professional Development Hours\*:

Supporting Documentation\*:

## Receiving a United States Patent

(It cannot be claimed until the patent has been awarded)

- Click +Select

Receiving a United States Patent

- You will enter –
  - Description of the Patent
  - Sponsoring Organization's Name (enter NA)
  - Instructor/Speaker Name (enter NA)
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Supporting Documentation – you need to upload your documentation showing the patent was awarded (if you want to upload the documentation later, Click Finish Later)

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### Receiving a United States Patent: Submit Education Activity Details ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

**Title / Description\*:**

**Sponsoring Organization's Name\*:**

**Instructor / Speaker Name\*:**

**Date of Activity\*:**

**Units Guidance:** 1 PDH per each hour of preparation time (not to exceed 10 PDH)

**Requested Professional Development Hours\*:**

**Supporting Documentation\*:**

## Serving the Board as a Technical Advisor

(Earned on an hourly basis)

- Click +Select

Serving the Board as a Technical Advisor

- You will enter –
  - Title/Description (enter Technical Advisor)
  - Sponsoring Organization's Name (enter BELS)
  - Instructor/Speaker Name (enter NA)
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Supporting Documentation – you need to upload the certificate you were issued by BELS (if you want to upload the certificate later, Click Finish Later)

### Serving the Board as a Technical Advisor: Submit Education Activity Details ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

**Title / Description\*:**

**Sponsoring Organization's Name\*:**

**Instructor / Speaker Name\*:**

**Date of Activity\*:**

**Units Guidance:** Not to exceed 10 PDH

**Requested Professional Development Hours\*:**

**Supporting Documentation\*:**

## Successfully auditing qualifying college or university sponsored courses

- Click +Select

Successfully auditing qualifying college or university sponsored courses

- You will enter –
  - Title of the Course
  - Sponsoring Organization's Name (enter college name)
  - Instructor/Speaker Name
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Supporting Documentation – you need to upload a letter from the school, showing the course name, date audited, the hours attended and the course synopsis (if you want to upload the letter later, Click Finish Later)

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**Successfully auditing qualifying college or university sponsored courses: Submit Education Activity Details** ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

**Title / Description\*:**

**Sponsoring Organization's Name\*:**

**Instructor / Speaker Name\*:**

**Date of Activity\*:**

**Units Guidance:** 1 Semester Hour = 15 PDH  
1Qtr Hour = 10 PDH

**Requested Professional Development Hours\*:**

**Guidance about Supporting Documentation:** Please upload a certificate of completion.

**Supporting Documentation\*:**

## Successfully completing college or university sponsored courses

- Click +Select

Successfully completing college or university sponsored courses + Select

- You will enter –
  - Title of the Course
  - Sponsoring Organization's Name (enter college name)
  - Instructor/Speaker Name
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Supporting Documentation – you need to upload the college transcript (if you want to upload the transcript later, Click Finish Later)

Successfully completing college or university sponsored courses: Submit Education Activity Details



Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

**Title / Description\*:**

**Sponsoring Organization's Name\*:**

**Instructor / Speaker Name\*:**

**Date of Activity\*:**

**Units Guidance:** 1 Semester Hour = 45 PDH  
1Qtr Hour = 30 PDH

**Requested Professional Development Hours\*:**

**Supporting Documentation\*:**

Finish Later

Cancel

Submit

Successfully completing qualifying courses which are awarded Continuing Education Units (CEU)

- Click +Select

Successfully completing qualifying courses which are awarded Continuing Educational Units (CEU)

+ Select

- You will enter –
  - Title of the Course
  - Sponsoring Organization's Name
  - Instructor/Speaker Name (if there were multiple speakers enter multiple)
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Supporting Documentation – you need to upload your certificate (if you want to upload the certificate later, Click Finish Later)

**Successfully completing qualifying courses which are awarded Continuing Educational Units (CEU):** ✕  
**Submit Education Activity Details**

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

**Title / Description\*:**

**Sponsoring Organization's Name\*:**

**Instructor / Speaker Name\*:**

**Date of Activity\*:**

**Units Guidance:** 10 PDH for each CEU

**Requested Professional Development Hours\*:**

**Supporting Documentation\*:**

## Successfully completing tutorials, short courses, correspondence courses, televised courses, internet courses or videotaped courses

- Click +Select

Successfully completing tutorials, short courses, correspondence courses, televised courses, internet courses or videotaped courses

- You will enter –
  - Title of the Course
  - Sponsoring Organization's Name
  - Instructor/Speaker Name (if there were multiple speakers enter multiple)
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Supporting Documentation – you need to upload your certificate (if you want to upload the certificate later, Click Finish Later)

**Successfully completing tutorials, short courses, correspondence courses, televised courses, internet courses or videotaped courses: Submit Education Activity Details** ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

Title / Description\*:

Sponsoring Organization's Name\*:

Instructor / Speaker Name\*:

Date of Activity\*:

Units Guidance: 1 PDH for each contact hour

Requested Professional Development Hours\*:

Supporting Documentation\*:

## Teaching, presenting or instructing – college or university sponsored courses

(non-faculty – teaching credit is valid only for the first offering of the course)

(Faculty – may not claim teaching credit associated with their regular duties)

- Click +Select

Teaching, presenting, or instructing - college or university sponsored courses

- You will enter –
  - Title of the Course
  - Sponsoring Organization's Name
  - Instructor/Speaker Name (enter your name)
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Supporting Documentation – you need to upload a letter from the school, showing the course name, date taught, the hours taught and the course synopsis (if you want to upload the letter later, Click Finish Later)

**Teaching, presenting, or instructing - college or university sponsored courses: Submit Education Activity Details** ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

Title / Description\*:

Sponsoring Organization's Name\*:

Instructor / Speaker Name\*:

Date of Activity\*:

Units Guidance: 1 Semester Hour = 90 PDH  
1Qtr Hour = 60 PDH

Requested Professional Development Hours\*:

Supporting Documentation\*:

**Teaching, presenting or instructing – qualified courses which are awarded Continuing Educational Units (CEU)**

(non-faculty – teaching credit is valid only for the first offering of the course)

(Faculty – may not claim teaching credit associated with their regular duties)

- Click +Select

Teaching, presenting, or instructing - qualified courses which are awarded Continuing Educational Units (CEU)

- You will enter –
  - Title of the Course
  - Sponsoring Organization's Name
  - Instructor/Speaker Name (enter your name)
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Supporting Documentation – you need to upload a signed letter from the sponsoring organization, showing the course name, date taught, the hours taught and the course synopsis (if you want to upload the letter later, Click Finish Later)

**Teaching, presenting, or instructing - qualified courses which are awarded Continuing Educational Units (CEU): Submit Education Activity Details** ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

Title / Description\*:

Sponsoring Organization's Name\*:

Instructor / Speaker Name\*:

Date of Activity\*:

Units Guidance: 20 PDH for each CEU

Requested Professional Development Hours\*:

Supporting Documentation\*:

**Teaching, presenting or instructing – seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions or conferences**

(non-faculty – teaching credit is valid only for the first offering of the course)

(Faculty – may not claim teaching credit associated with their regular duties)

- Click +Select

Teaching, presenting, or instructing - seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions or conferences

- You will enter –
  - Title of the Course
  - Sponsoring Organization's Name
  - Instructor/Speaker Name (enter your name)
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Supporting Documentation – you need to upload a signed letter from the sponsoring organization, showing the course name, date taught, the hours taught and the course synopsis (if you want to upload the letter later, Click Finish Later)

Teaching, presenting, or instructing - seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions or conferences: Submit Education Activity Details ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

Title / Description\*:

Sponsoring Organization's Name\*:

Instructor / Speaker Name\*:

Date of Activity\*:

Units Guidance: 2 PDH for each contact hour

Requested Professional Development Hours\*:

Supporting Documentation\*:

**Teaching, presenting or instructing – tutorials, short courses, correspondence courses, televised courses, internet courses or videotaped courses**

(non-faculty – teaching credit is valid only for the first offering of the course)

(Faculty – may not claim teaching credit associated with their regular duties)

- Click +Select

Teaching, presenting, or instructing - tutorials, short courses, correspondence courses, televised courses, internet courses or videotaped courses

+ Select

- You will enter –
  - Title of the Course
  - Sponsoring Organization’s Name
  - Instructor/Speaker Name (enter your name)
  - Date of Activity
  - Units Guidance – just information on the max amount of PDH that can be claimed
  - Requested Professional Development Hours
  - Supporting Documentation – you need to upload a signed letter from the sponsoring organization, showing the course name, date taught, the hours taught and the course synopsis (if you want to upload the letter later, Click Finish Later)

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### Teaching, presenting, or instructing - tutorials, short courses, correspondence courses, televised courses, internet courses or videotaped courses: Submit Education Activity Details

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.**

Title / Description\*:

Sponsoring Organization's Name\*:

Instructor / Speaker Name\*:

Date of Activity\*:

Units Guidance: 2 PDH for each contact hour

Requested Professional Development Hours\*:

Supporting Documentation\*:

- Once you've entered your course, you will see the course name, completion date, PDH hour earned and the Education Provider. **(Submitted just means you've entered it, it has not been submitted to the Board office. The first number under PDH will show as 0.00 unless you are audited by the Board during the renewal process)**
- Also, you will see which renewal the course would apply towards. **Note: If you enter the course after you have renewed, it will not change your carry forward hours. It will be for information purposes only.**

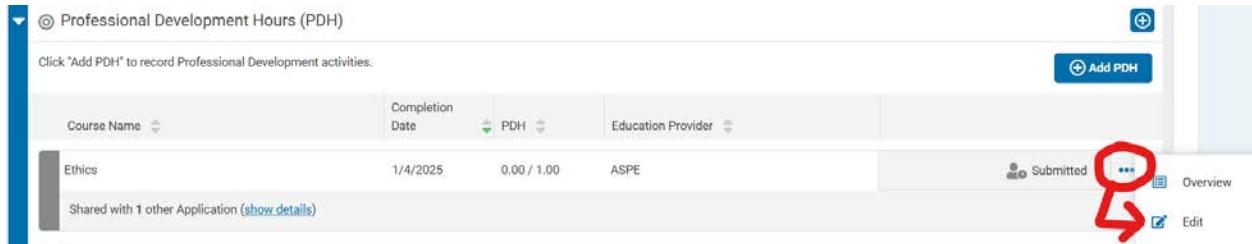
Professional Development Hours (PDH)

Click "Add PDH" to record Professional Development activities.

Course Name	Completion Date	PDH	Education Provider	
Subdivision Design	9/30/2025	0.00 / 4.00	ASPE	Submitted
Shared with 1 other Application ( <a href="#">hide details</a> )				
• <a href="#">Professional Engineer Renewal or Reinstatement Application (01/01/2024 - 12/31/2025)</a>				
Ethics	1/4/2025	0.00 / 1.00	ASPE	Submitted
Shared with 1 other Application ( <a href="#">hide details</a> )				
• <a href="#">Professional Engineer Renewal or Reinstatement Application (01/01/2024 - 12/31/2025)</a>				
Electric Vehicles Intro, Grid Impact, and Vehicle 2 Everything	12/12/2023	0.00 / 2.00	PDH Engineer	Submitted
Shared with 1 other Application ( <a href="#">hide details</a> )				
• <a href="#">Professional Engineer Renewal or Reinstatement Application (01/01/2022 - 12/31/2023)</a>				

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- If you need to edit what you entered, you will need to click the 3 dots next to Submitted then Click Edit.



Professional Development Hours (PDH)

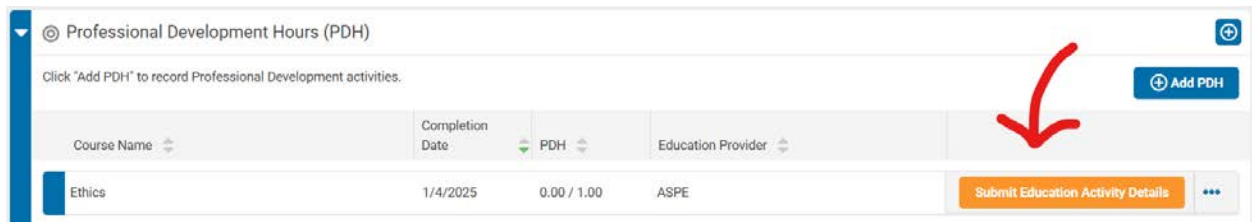
Click "Add PDH" to record Professional Development activities.

Course Name	Completion Date	PDH	Education Provider	Status	Actions
Ethics	1/4/2025	0.00 / 1.00	ASPE	Submitted	⋮

Shared with 1 other Application ([show details](#))

Overview Edit

- Click Submit Education Activity Details



Professional Development Hours (PDH)

Click "Add PDH" to record Professional Development activities.

Course Name	Completion Date	PDH	Education Provider	Actions
Ethics	1/4/2025	0.00 / 1.00	ASPE	Submit Education Activity Details ⋮

- Make the correction and Click Submit

**Attending seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions, or conferences: Submit Education Activity Details** ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.** If you took a college course or audited a college course, review "How To Use the Continuing Education Log" on the website under the Licensees Link then under How To.

Title / Description\*:




Sponsoring Organization's Name\*:

Instructor / Speaker Name\*:

Date of Activity\*:

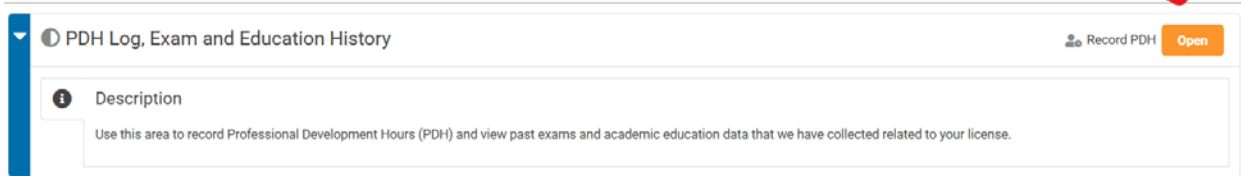
Units Guidance: 1 PDH for each contact hour

Requested Professional Development Hours\*:

Supporting Documentation\*: [BATCH CONTROL SHEET.docx](#)   

## Page 19 How to Use the PDH Log – Professional Engineer

- You can log back in at any time and continue to add your courses. Click Open



- You will see what you've entering all along. To add more courses, Click Add PDH

**Note: If you enter courses after you have renewed, it will not change your carry forward hours. It will be for information purposes only.**

