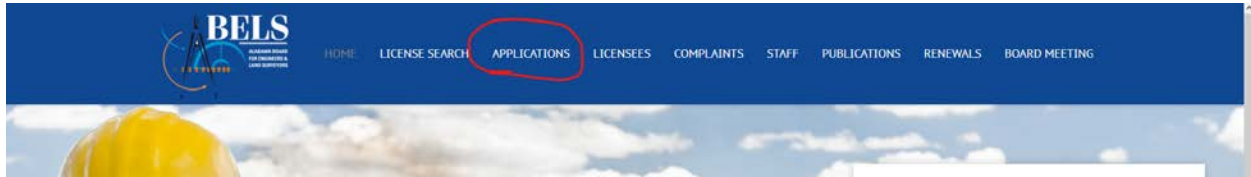


Certificate of Authorization – Amendment Engineering or Land Surveying 10/12/21

- Go to the bels.alabama.gov website and Hit Applications



- Select Certificates of Authorization

APPLICATIONS

Requirements for Certification










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

Requirements for Licensure

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

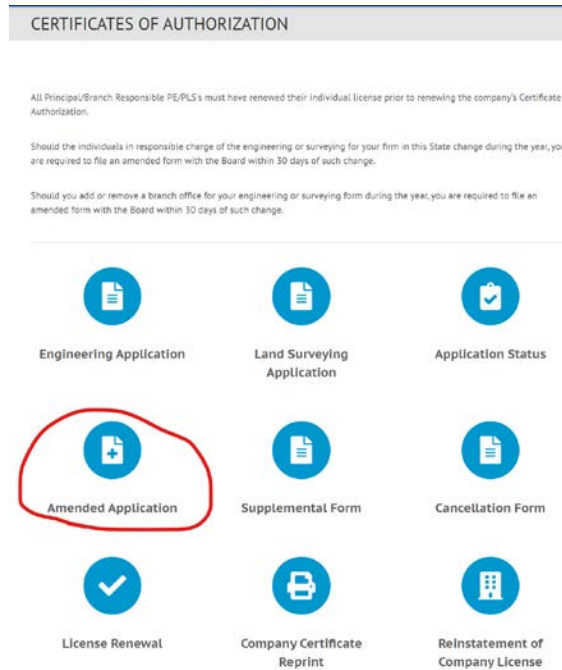
**Requirements for Certificates of Authorization
(Companies/Firms)**

- [Engineering - must have a currently licensed Alabama PE](#)
- [Land Surveying - must have a currently licensed Alabama PLS](#)

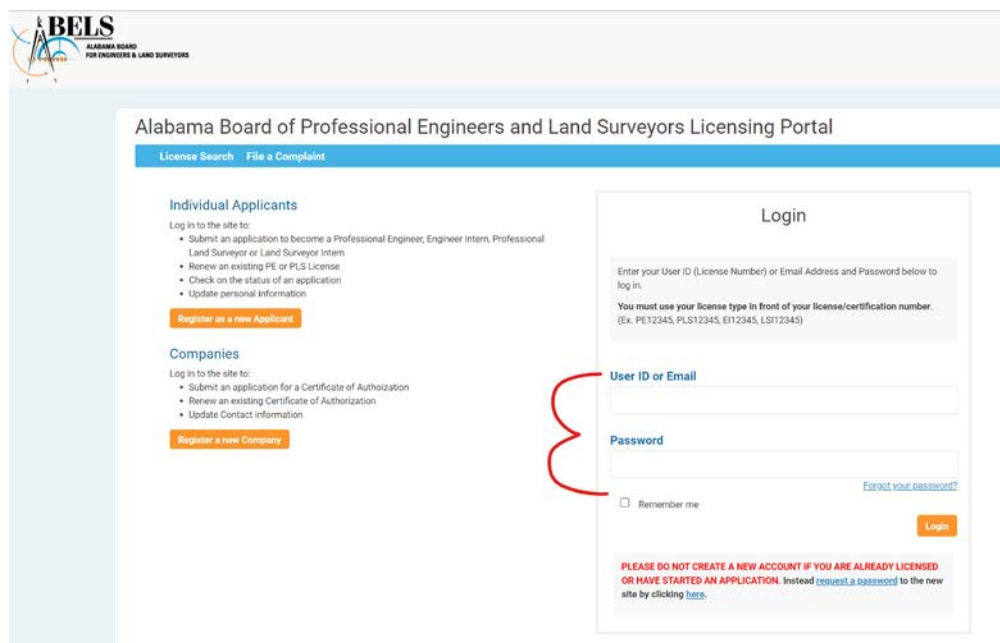
 Intern Application	 PE Application	 LS Application
 Application Status	 Citizenship Documentation	 Remote Supervision
 Construction Experience	 Certificates of Authorization	 ALSS Study Material

Page 2 Certificate of Authorization – Amendment – Engineering or Land Surveying

- Select Amended Application

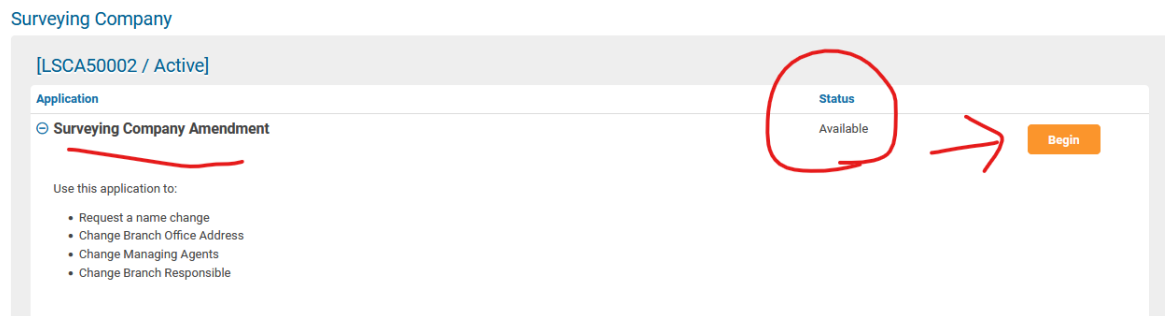


- Login to your BELS account by using the CA number and password or the primary email on the account and the password. **The email cannot be the managing agent's or another licensee, it must be unique to the company. If you need to reset password, see instructions under Licensees Section for "How to Set & Reset BELS Account Password".**



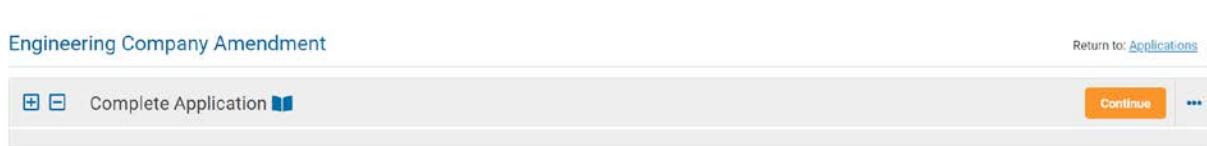
Page 3 Certificate of Authorization – Amendment – Engineering or Land Surveying

- When you log into your profile, you will see the Amendment and select Begin to start the amendment process.

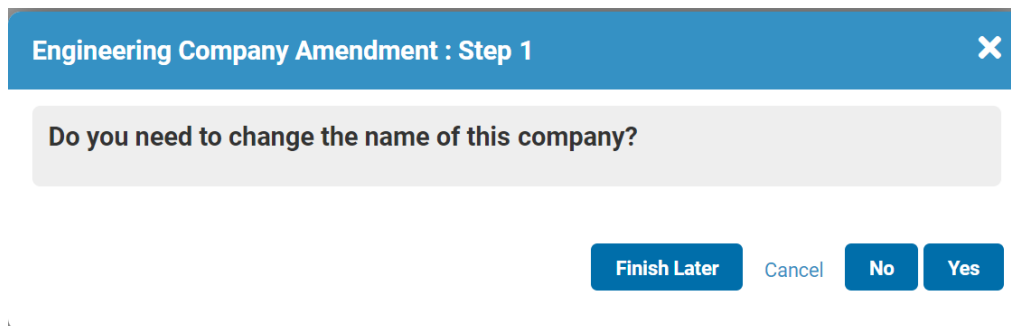


The process is the same regardless if you are amending an Engineering CA or a Land Surveying CA. The only difference is the screen would show Land Surveying Company Amendment. (The only screen prints below will be for the Engineering Amendment.)

- Select Continue

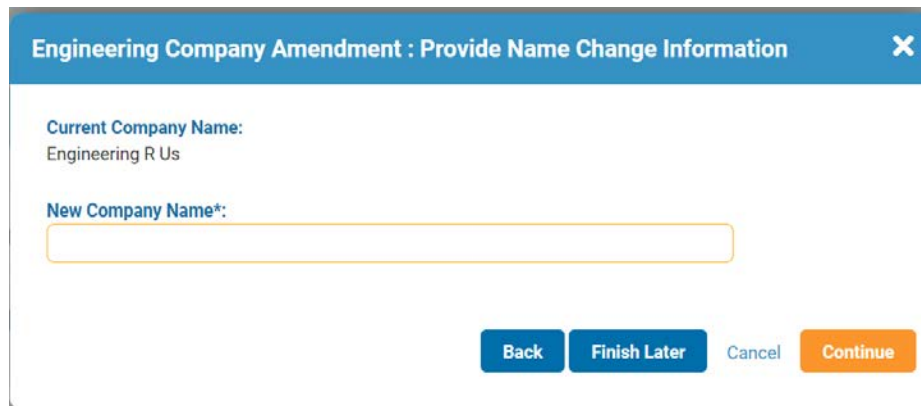


- Select Yes or No if you need to change the name of the company.



Page 4 Certificate of Authorization – Amendment – Engineering or Land Surveying

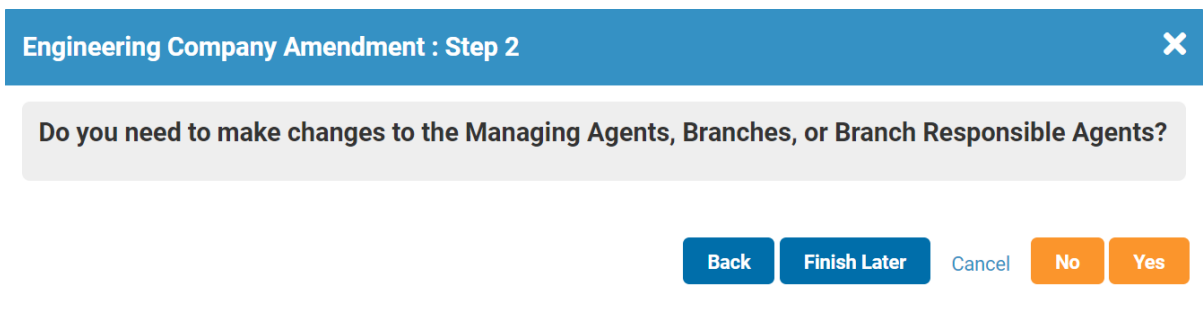
- If you answer Yes, enter the new company name.



The screenshot shows a dialog box titled "Engineering Company Amendment : Provide Name Change Information" with a close button (X) in the top right corner. The dialog contains the following text and elements:

- Current Company Name:**
Engineering R Us
- New Company Name*:**
An empty text input field with a yellow border.
- At the bottom, there are four buttons: "Back" (blue), "Finish Later" (blue), "Cancel" (text), and "Continue" (orange).

- Select Yes or No if you need to change the managing agents, branches, or branch responsible agents.



The screenshot shows a dialog box titled "Engineering Company Amendment : Step 2" with a close button (X) in the top right corner. The dialog contains the following text and elements:

- A question in a grey box: "Do you need to make changes to the Managing Agents, Branches, or Branch Responsible Agents?"
- At the bottom, there are five buttons: "Back" (blue), "Finish Later" (blue), "Cancel" (text), "No" (orange), and "Yes" (orange).

Offices Offering Engineering Services or Land Surveying Services

- If you answer Yes, the system will prepopulate all the offices on file. Enter the managing agent and branch responsible. Must list all offices where engineering or surveying work is performed for projects in Alabama. Must have a full time AL PE for engineering CA or AL PLS for surveying CA (must be current) and live 75 miles from the office you are working from. Select Edit Office Details.

The screenshot displays the 'Engineering Company Amendment' page. At the top, there is a navigation bar with 'Return to: Applications' on the right. Below this is a sub-header 'Edit Branches or Managing Agents' with a lock icon and a menu icon. The main content area is titled 'Offices Offering Engineering Services' and includes a sub-header 'List all offices where engineering work is performed for projects in Alabama. (show more)'. A blue button labeled 'Add Branch Office' is located on the right. Below this is a table with two columns: 'Office Name' and 'Principal Managing Agent'. The table contains five rows, each representing an 'Engineering Branch' with a specific office name and a corresponding 'Edit Office Details' button and a three-dot menu icon.

	Office Name	Principal Managing Agent	
Engineering Branch	Main Office		Edit Office Details ...
Engineering Branch	California Office		Edit Office Details ...
Engineering Branch	Florida Office		Edit Office Details ...
Engineering Branch	testing		Edit Office Details ...
Engineering Branch	Another Test Location		Edit Office Details ...

Page 6 Certificate of Authorization – Amendment – Engineering or Land Surveying

- The Branch Name, Branch Office Phone Number, Branch Office Address is prepopulated and would not need to be entered unless you have a change.
- Must Enter –
 - Enter the name of the Managing Agent. The system will automatically show a list of licensees once you click in the box. If it's not one of the first ones shown, start typing the name to refine and filter to get to who you need. (Once you start typing, it will prepopulate the name.)
 - Select Yes or No if this person will be the Managing Agent. **All firms must at least have a Managing Agent.**

Engineering Branch: Edit Office Details

Branch Name*:
Main Office

Branch Office Phone Number*:
456-343-6789

Branch Office Address*:
100 W 20th St, Norfolk, VA 23517-2221

Identify the Managing Agent for this office location*:

Will this individual serve as the Managing Agent for the Company?*:
Select Is Principal Managing Agent

Finish Later Cancel Continue

Identify the Managing Agent for this office location*:

- Baldwina Combs (Professional Engineer PE456789)
- Donald Duck (Professional Engineer P.E. - 7)
- John Doe (Professional Engineer)
- Monica Geller (Professional Engineer P.E. - 3)
- Rick Huett (Professional Engineer P.E. - 6)

Cancel Continue

- Select Continue

Page 7 Certificate of Authorization - Amendment – Engineering or Land Surveying

- If you need to add a branch office, select Add Branch Office.
- If you need to delete a branch office, select the 3 dots (...) and Hit Delete.

Engineering Company Amendment

Return to: [Applications](#)

Engineering Company Amendment

Edit Branches or Managing Agents

Offices Offering Engineering Services

List all offices where engineering work is performed for projects in Alabama. [\(show more\)](#)

Engineering Branch	Main Office	Yes	Confirming Designation	...
Engineering Branch	California Office	No	Confirming Designation	...
Engineering Branch	Florida Office	No	Confirming Designation	...
Engineering Branch	testing		Edit Office Details	...
Engineering Branch	Another Test Location		Overview	...
			Delete	

- Once you've completed the changes, the section will turn green. **You must select Edit Branches or Managing Agents to submit the changes.**

Engineering Company Amendment

Return to: [Applications](#)

Engineering Company Amendment

Edit Branches or Managing Agents

Offices Offering Engineering Services

List all offices where engineering work is performed for projects in Alabama. [\(show more\)](#)

Engineering Branch	Main Office	Yes	Review Office Details	...
Engineering Branch	California Office	No	Review Office Details	...
Engineering Branch	Florida Office	No	Review Office Details	...

- If you've added all the offices or individuals, select Continue

Engineering Company Amendment : Edit Branches or Managing Agents



You may add, edit or remove branch offices or designate new responsible individuals

Back

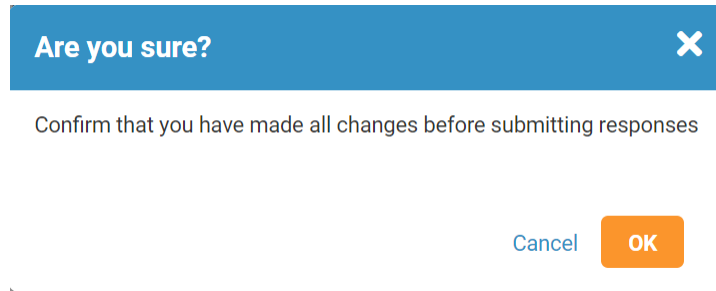
Finish Later

Cancel

Continue

Page 8 Certificate of Authorization - Amendment – Engineering or Land Surveying

- Select Ok



Are you sure? ✕

Confirm that you have made all changes before submitting responses

Cancel **OK**

- When you are ready, select Submit Amendment Request

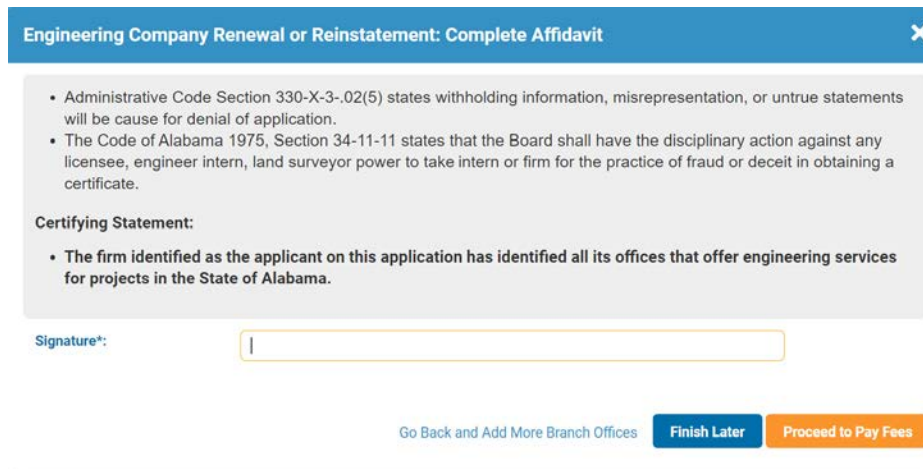


Engineering Company Amendment : Confirm Amendments ✕

Requesting Company Name Change:
No

Go Back and Change Answers **Finish Later** Cancel **Submit Amendment Request**

- The managing agent should be completing the application and signing the certifying statement.



Engineering Company Renewal or Reinstatement: Complete Affidavit ✕

- Administrative Code Section 330-X-3-.02(5) states withholding information, misrepresentation, or untrue statements will be cause for denial of application.
- The Code of Alabama 1975, Section 34-11-11 states that the Board shall have the disciplinary action against any licensee, engineer intern, land surveyor power to take intern or firm for the practice of fraud or deceit in obtaining a certificate.

Certifying Statement:

- **The firm identified as the applicant on this application has identified all its offices that offer engineering services for projects in the State of Alabama.**

Signature*:

[Go Back and Add More Branch Offices](#) **Finish Later** **Proceed to Pay Fees**

NOTE: There is no fee to do an amendment.

- Select Submit
- You will get an email stating the application has been submitted and will be processed. The email is sent to the primary email for the company account.