

How to Renew Certificate of Authorization

Engineering & Land Surveying

10/28/21

The screen prints are for the Engineering CA but the process is the same for the Land Surveying CA. The only difference is the wording.

- The managing agent should be completing the application and signing the certifying statement.
- You would login to your account and complete the CA you are wanting to renew. **DO NOT Hit Register a New Company.**
- Login with your email address or your user id. Your user id is your license type and number Example: ECA1234, LSCA1234
- If you have not reset the password, you will need to do so. You must have access to the email account in our records to receive the password setup email. **If you are also the managing agent for a firm a different email address is required for the firm.**

Alabama Board of Professional Engineers and Land Surveyors Licensing Portal

License Search Certificate of Authorization Search File a Complaint

Individual Applicants
Log in to the site to:

- Submit an application to become a Professional Engineer, Engineer Intern, Professional Land Surveyor or Land Surveyor Intern
- Renew an existing PE or PLS License
- Check on the status of an application
- Update personal information

[Register as a new Applicant](#)

Companies
Log in to the site to:

- Submit an application for a Certificate of Authorization
- Renew an existing Certificate of Authorization
- Update Company information

[Register a new Company](#)

Login

Enter your User ID (License Number) or Email Address and Password below to log in.

You must use your license type in front of your license/certification number.
(Ex: PE12345, PLS12345, E12345, LSI12345)

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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- When you log into your profile, you would see the Renewal Application. You would need to Hit Begin to start the renewal process.

Engineering Company

[ECA2 / Active]

Application

⊖ Engineering Company Renewal or Reinstatement

Status
Available

Begin

Use this application to renew or reinstate an Engineering Company Certificate of Authorization

Detailed description: This screenshot shows the user interface for an Engineering Company Renewal or Reinstatement application. At the top, it indicates the application is '[ECA2 / Active]'. Below this, the application title 'Engineering Company Renewal or Reinstatement' is shown with a dropdown arrow. To the right, the status is 'Available', which is circled in red. A 'Begin' button is located to the right of the status. At the bottom, there is a brief instruction: 'Use this application to renew or reinstate an Engineering Company Certificate of Authorization'.

Affidavit Questions

- You would Hit Answer Question to answer the 2 questions

Engineering Company Renewal or Reinstatement

Return to: [Applications](#)

Verify Contact Information

Verify Contact Information

⊖ Affidavit Questions

Required

Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction

Answer Question

Required

Have you previously filed a Certificate of Authorization application with this Board

Answer Question

Detailed description: This screenshot shows the 'Affidavit Questions' section of the application. At the top, there is a 'Verify Contact Information' header with a lock icon and a 'Return to: Applications' link. Below this, the 'Affidavit Questions' section is expanded, showing two required questions. Each question has an 'Answer Question' button and a three-dot menu icon. The first question is 'Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction'. The second question is 'Have you previously filed a Certificate of Authorization application with this Board'.

- You would answer Yes or No if the firm has been disciplined or if you have any pending complaints in another state

Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction: Answer Question

Question: Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction

Cancel No Yes

Detailed description: This is a modal dialog box for answering a question. The title bar reads 'Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction: Answer Question'. The question text is 'Question: Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction'. At the bottom, there are three buttons: 'Cancel', 'No', and 'Yes'.

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- If you answer Yes, you will be required to provide a summary of the disciplinary charges and upload a document of the action and Hit Continue

Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction: Provide Explanation ✕

Activity Title: Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction

Your Response: Yes

Please provide a summary of the disciplinary charges*:

Please provide a copy of the document outlining the final disciplinary action*:

Upload

Cancel **Change your answer** **Save and Finish Later** **Continue**

- You would answer Yes or No if you have previously filed a Certificate of Authorization application with Alabama

Have you previously filed a Certificate of Authorization application with this Board: Answer Question ✕

Question: Have you previously filed a Certificate of Authorization application with this Board

Cancel **No** **Yes**

- If you answer Yes, you will be required to enter information about the previous application and Hit Continue

Have you previously filed a Certificate of Authorization application with this Board: Provide Explanation ✕

Activity Title: Have you previously filed a Certificate of Authorization application with this Board

Your Response: Yes

Please provide more information about your previous Certificate of Authorization application with this Board*:

Cancel **Change your answer** **Save and Finish Later** **Continue**

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- Once you've completed the information under Affidavit Questions, it will turn green. It would show Response Submitted if you answered Yes and Accepted if you answered No.

Affidavit Questions

Required	Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction	Yes	Response Submitted
Required	Have you previously filed a Certificate of Authorization application with this Board	No	Accepted

- You would need to Hit Verify Contact Information

Engineering Company Renewal or Reinstatement

Return to: [Applications](#)

Verify Contact Information

Affidavit Questions

Required	Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction	No	Accepted
Required	Have you previously filed a Certificate of Authorization application with this Board	No	Accepted

- You would see what we have on file as your primary contact information. You can update the contact information by Hitting My Account Details. Once you make the changes you would hit your back button on the browser to go back. If no changes, you would Hit The Above Contact Information is Correct.

Engineering Company Renewal or Reinstatement: Verify Contact Information

If you need to correct your contact information, please update it on your Account Details page: [My Account Details](#)

PO Box 4561
Ashburn, VA 20148
United States

engineeringrus@test.com

(234) 456-7890

[Finish Later](#)

[The above contact information is correct](#)

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- You would make the changes on the left-hand side under Phone Numbers, Email Addresses or Addresses then hit the back button

The screenshot displays the 'Engineering R Us: Account Details' page. The top navigation bar includes links for Account Details, Applications, Tasks, Payment History, Communications, Library, Staff, Change Password, and Complaints By Me. Below the navigation bar, there is a section for 'MyAccount (Organization) Instructions'. The main content area is divided into two columns. The left column contains account details for 'Engineering R Us', including a 'Change Password' button, Primary Email (engineeringrus@test.com), Status, Member Type (Organization), Include in Directory, Do Not Make Contact Info Available, Phone Numbers, Email Addresses, and Addresses. The right column shows a list of companies: 'Company' (Active) and 'Engineering Company' (Applicant) with an 'Editing Role' button. A red circle highlights the 'Phone Numbers', 'Email Addresses', and 'Addresses' sections on the left-hand side.

Engineering R Us: Account Details

Account Details Applications Tasks Payment History Communications Library Staff Change Password Complaints By Me

MyAccount (Organization) Instructions

Engineering R Us

Change Password

Primary Email:
engineeringrus@test.com

Status

Member Type:
Organization

Include in Directory

Do Not Make Contact Info Available

Phone Numbers

Work Phone
(234) 456-7890

Email Addresses

Primary
engineeringrus@test.com

Addresses

Business Address
Corporate Office
PO Box 4561
Ashburn, VA 20148
United States

Company Engineering Company

Company Active

Engineering Company Applicant Editing Role

Become a Surveying Company

Offices Offering Engineering Services or Offices Offering Surveying Services

- The system will prepopulate all the offices we have on file
- You will be required to enter the managing agent and branch responsible
- You must list all offices where engineering work for engineering CA or where surveying work for surveying CA is performed for projects in Alabama
- You must have a full time AL PE (must be current) for engineering CA or PLS (must be current) for surveying CA and live no farther than 75 miles from the office they are working from listed for each office location
- **If the branch office is a home address, it will be shown on the website**
- You would Hit Edit Office Details

Engineering Company Renewal or Reinstatement Return to: [Applications](#)

Complete Affidavit Completing Affidavit

Requirements

You must identify the Managing Agent for the Company and this individual must accept the responsibility before this application can be submitted.

0% 0 of 1

Legend

- Units Added
- Remaining
- Completed

Affidavit Questions

Required			
Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction	No	Accepted	...
Required			
Have you previously filed a Certificate of Authorization application with this Board	No	Accepted	...

Offices Offering Engineering Services +

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

Office Name	Principal Managing Agent	
Engineering Branch	22130 MERCHANTS WAY #150 KATY TX	Edit Office Details ...

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- The Branch Name, Branch Office Phone Number, Branch Office Address is prepopulated and would not need to be entered unless you have a change
- You would enter –
 - Enter the name of the Managing Agent it would automatically show a list of licensees once you click in the box. If it's not one of the first ones shown, you could start typing 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. **You would need to Select Yes. All firms must at least have a Managing Agent.**
 - Select Status – Active or Inactive

Engineering Branch: Edit Office Details [X]

Branch Name (Do not put the company name - use city and state or full address):
22130 MERCHANTS WAY #150 KATY TX

Branch Office Phone Number*:
[]

1 Branch Office Address (Start typing and select your address when it shows in the list)*:
e.g. 123 Somewhere Street, Yourcity, VA 12345

Identify the Managing Agent for this office location*:
[]

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

Status:
Select Status

[Remove Office] [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]

- You would Hit Continue
- If you need to delete a branch office, you will Remove Office.

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- You will see the information for the branch office. If everything is correct, Hit Submit Request to Responsible Individual.

Engineering Branch: Validate Office Details ✕

Branch Name:
22130 MERCHANTS WAY #150 KATY TX

Branch Office Phone Number:
456-567-7890

Branch Office Address:
5000 Texas Highway 8, Linden, TX 75563-2992

Principal Managing Agent - Engineer:
[REDACTED] (Professional Engineer)

Will this individual serve as the Managing Agent?
Yes

[Back](#) [Finish Later](#) [Cancel](#) [Submit Request to Responsible Individual](#)

- Hit Ok

Are you sure? ✕

A request will be sent to the identified individual to confirm that they accept this responsibility.

[Cancel](#) [OK](#)

- If you need to add a branch office, you will Hit Add Branch Office.

Offices Offering Engineering Services ⊕

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

[⊕ Add Branch Office](#)

Office Name	Principal Managing Agent
Engineering Branch	22130 MERCHANTS WAY #150 KATY TX Yes

Confirming Designation ⋮

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- Once you've completed the information under all sections and the Responsible Individuals have responded, all sections will turn green and it will show the requirements have been met. You would Hit Submit to continue to the payment portion.

Engineering Company Renewal or Reinstatement

Return to [Applications](#)

Complete Affidavit

Requirements

You must identify the Managing Agent for the Company and this individual must accept the responsibility before this application can be submitted.

1 of 1

Legend

- Units Added
- Remaining
- Completed

Affidavit Questions

Required

Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction?

No

Accepted

Required

Have you previously filed a Certificate of Authorization application with this Board?

No

Accepted

Offices Offering Engineering Services

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

Add Branch Office

Office Name	Principal Managing Agent	
Engineering Branch	22130 MERCHANTS WAY #150 KATY TX	Yes

Review Office Details

- You would Hit Proceed to Pay Fees

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

- You would Hit Submit

Engineering Company Renewal or Reinstatement: Submit and Pay Fees

Certificate of Authorization Renewal Fee*: Title: Renewal Fee Amount: \$ 200.00

Pay Fees

Back

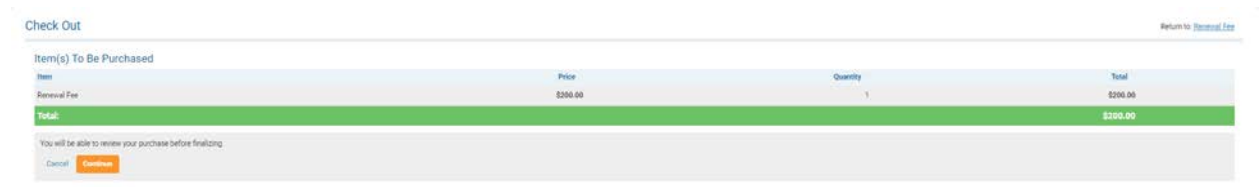
Finish Later

Cancel

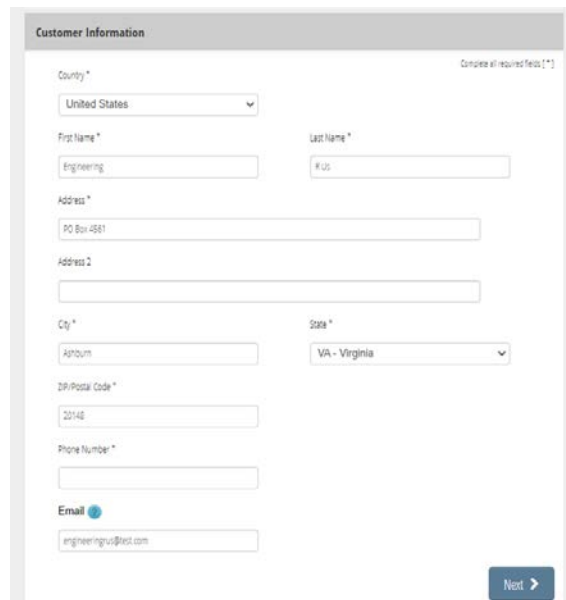
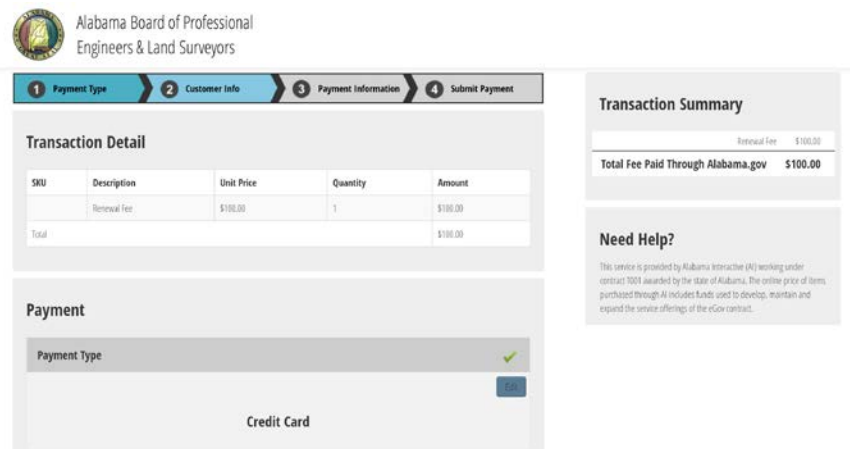
Submit

Check Out

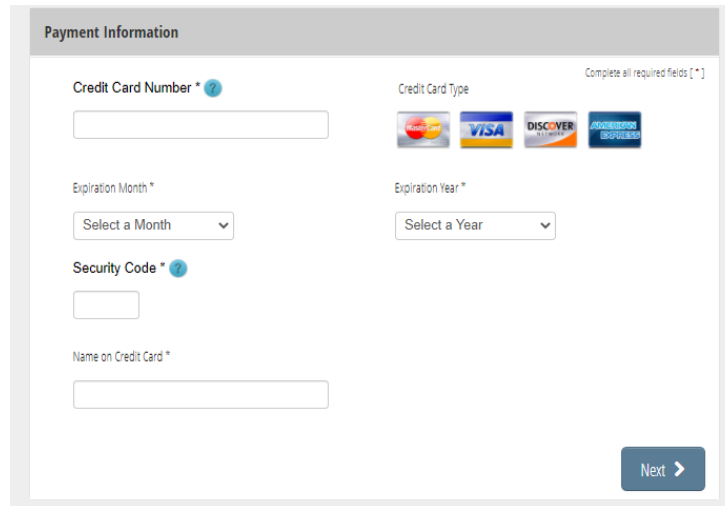
- It will show what you are paying for and how much. You would Hit Continue.



- You would type your phone number under the Customer Information. All the other information should be prepopulated based on the information you entered in the application. You would Hit Next. **(Note: If your billing address on the credit card is not the same as the address you entered, it may give you an error. You will need to contact the credit card company and see what address is on file. This information has been advised by the 3rd party who processes the payments)**

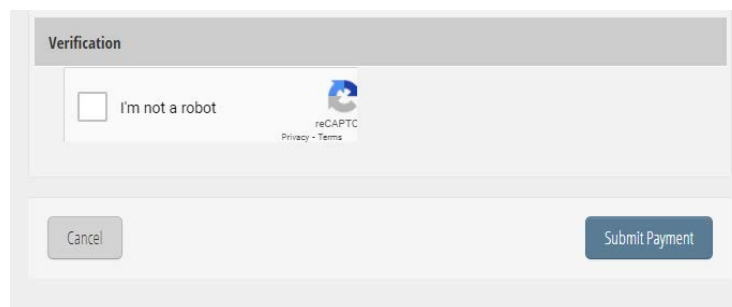


- You would enter your credit card information and Hit Next.



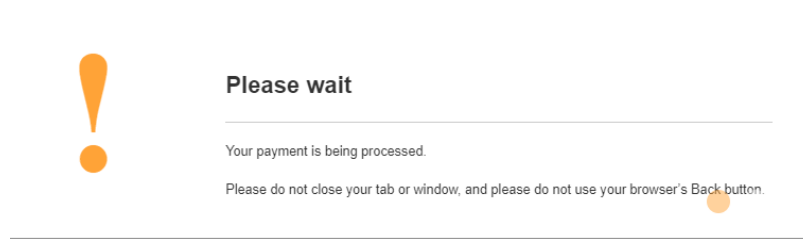
The screenshot shows a 'Payment Information' form. It includes fields for 'Credit Card Number *', 'Expiration Month *' (a dropdown menu), 'Security Code *', and 'Name on Credit Card *'. There are also 'Credit Card Type' and 'Expiration Year *' (a dropdown menu) sections. The 'Credit Card Type' section shows logos for MasterCard, VISA, DISCOVER, and American Express. A 'Next >' button is located at the bottom right of the form.

- You would check I'm not a robot and Hit Submit Payment.



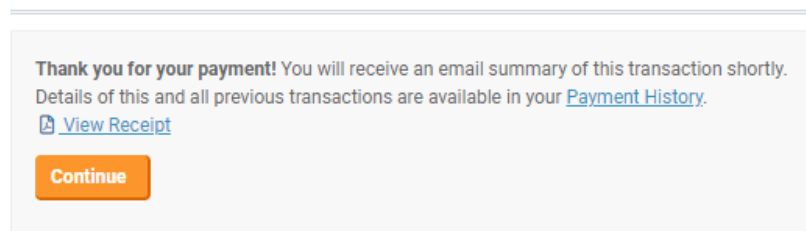
The screenshot shows a 'Verification' section with a reCAPTCHA 'I'm not a robot' checkbox. Below the checkbox are 'Cancel' and 'Submit Payment' buttons.

- You will see a screen not to close the tab or window and not hit the browser's back button. **It will mess up the payment.**



- You would Hit Continue

Payment Confirmation



The screenshot shows a 'Payment Confirmation' screen. It includes the text: 'Thank you for your payment! You will receive an email summary of this transaction shortly. Details of this and all previous transactions are available in your [Payment History](#).' Below this is a 'View Receipt' link with a document icon. At the bottom is an orange 'Continue' button.

Engineering Company Renewal or Reinstatement: Submit and Pay Fees



Certificate of Authorization \$ 100.00 for Renewal Fee paid on 8/21/2021 5:19:24 PM
Renewal Fee: Transaction Id: 60001880

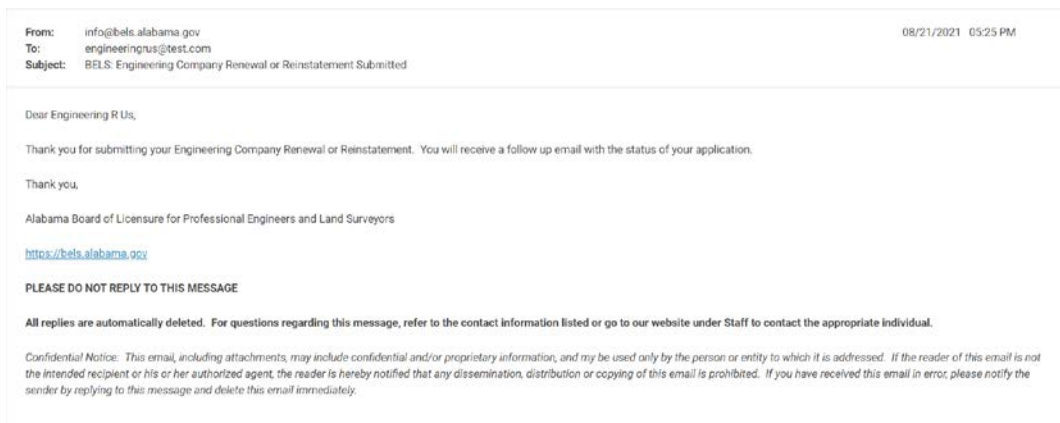
Back

Finish Later

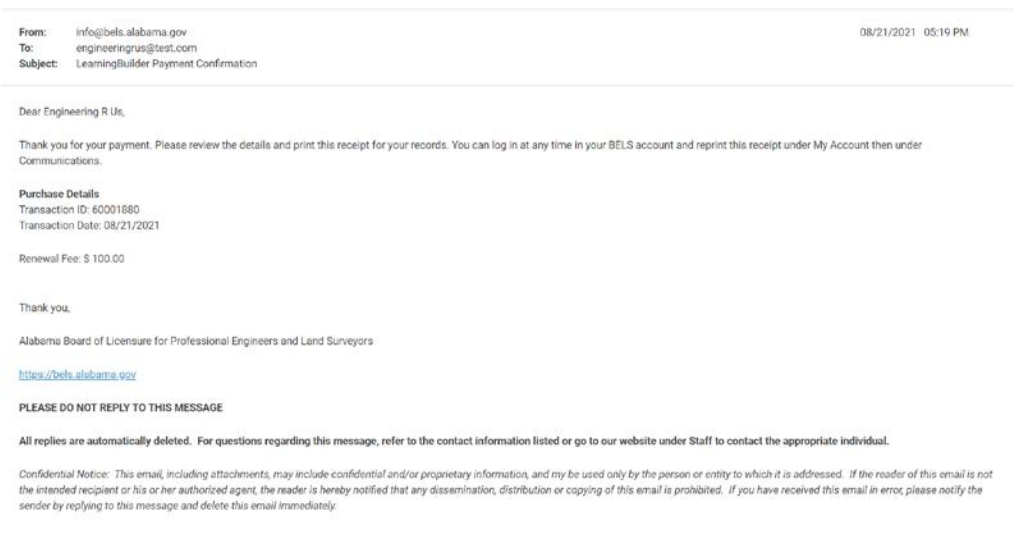
Cancel

Submit

- You would get an email stating your application has been submitted and will be processed.



- You would get an email receipt for the application fee. At any time, you can log back into your account and get this email under Communications.



- Once your application has been reviewed, you will get an email you have been approved and that you can log into your account to print the certificate.