

How to Request a Retired Professional Engineer or Professional Land Surveyor Title

10/7/21

IMPORTANT: BE VERY CAREFUL WHEN SELECTING THIS OPTION. WHEN YOU REQUEST THE RETIRED PROFESSIONAL ENGINEER TITLE OR RETIRED PROFESSIONAL LAND SURVEYOR TITLE, YOU NO LONGER HAVE A LICENSE. YOU CANNOT PRACTICE ENGINEERING OR SURVEYING. YOU ONLY HAVE A TITLE NOT A LICENSE.

Once you request the title and it has been granted, if in the future you want to practice again, you would be required to file a new application and meet the requirements at the time of application. This could include retaking the exams if you are not currently licensed in some other state.

You will be asked 3 times to confirm your selection of this option.

- Go to the website under Licensees and Hit Retired Title Request

The screenshot shows the BELS website's 'LICENSEES' page. The navigation bar includes 'HOME', 'LICENSE SEARCH', 'APPLICATIONS', 'LICENSEES', 'COMPLAINTS', and 'STATISTICS'. Below the navigation bar, there are links for 'BOARD MEETING - SEPT. 14, 2021' and 'PROPOSED RULE CHANGES'. The main heading is 'LICENSEES'. A note states: 'As a licensee, you will log into the online portal to renew your license, print your pocket card, obtain receipts for fees paid, change your address and/or name and enter continuing education. Those buttons below link to the online portal for you to log into your account.' A red note follows: '(NOTE: Renewals opened October 5. New this Year - You will only be required to enter the continuing education hours earned to renew. If you've been selected for audit, you will have to enter the course information and upload the certificate for review.)'. A grid of 18 service icons is displayed, each with a label: License Renewal, Pocket Card Reprint, Receipt of Fees Paid, License Verification, Duplicate Certificate, Change of Address and/or Name, Status Change Request, Reinstatement of License, Continuing Education Log, Qualification Based Selection (QBS), Structural Roster Designation Request, Continuing Education Rule/Requirements, Seal Information, How To, and My BELS Account. The 'Retired Title Request' icon, located at the bottom of the grid, is circled in red.

License Renewal	Pocket Card Reprint	Receipt of Fees Paid
License Verification	Duplicate Certificate	Change of Address and/or Name
Status Change Request	Reinstatement of License	Continuing Education Log
Qualification Based Selection (QBS)	Structural Roster Designation Request	Continuing Education Rule/Requirements
Seal Information	How To	My BELS Account
Retired Title Request		

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- 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)

The screenshot shows the Alabama Board of Professional Engineers and Land Surveyors Licensing Portal. The page has a header with the ABELS logo and the text 'ALABAMA BOARD OF PROFESSIONAL ENGINEERS & LAND SURVEYORS'. Below the header, the main content area is titled 'Alabama Board of Professional Engineers and Land Surveyors Licensing Portal'. There are two main sections: 'Individual Applicants' and 'Companies'. The 'Individual Applicants' section lists actions like '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', and 'Update personal information'. The 'Companies' section lists actions like 'Submit an application for a Certificate of Authorization', 'Renew an existing Certificate of Authorization', and 'Update Contact Information'. On the right side, there is a 'Login' form with fields for 'User ID or Email' and 'Password', a 'Remember me' checkbox, and a 'Login' button. A red bracket highlights the 'User ID or Email' and 'Password' fields. Below the login form, there is a warning: 'PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ARE ALREADY LICENSED OR HAVE STARTED AN APPLICATION. Instead, please contact us to the new site by clicking here.'

The Request for Retired Title is under the Renewal or Reinstatement Application

- Under the Renewal Application, Hit Continue to get to the Retired Title Request

Professional Engineer

The screenshot shows the 'Professional Engineer Renewal or Reinstatement Application' page. At the top, it says '[P.E. - 1 / Active]'. Below that, there is a table with two columns: 'Application' and 'Status'. The table has one row: 'Professional Engineer Renewal or Reinstatement Application (1/1/2020 to 12/31/2021)' with a status of 'Intent to Renew' and a 'Continue' button. Below the table, there is a message: 'Renewals for Professional Engineers will open on October 1, 2021. In the meantime, you may record your ongoing continuing education here.'

- Hit Indicate Intent to Renew

The screenshot shows the 'Professional Engineer Renewal or Reinstatement Application (01/01/2020 to 12/31/2021)' page. At the top right, there is a link 'Return to: Applications'. Below that, there is a table with two columns: 'Application' and 'Status'. The table has two rows: 'Intent to Renew' and 'Intent to Renew'. Each row has an 'Indicate Intent to Renew' button and a three-dot menu icon.

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- Under the Main Section Tab, Hit Request Retired Title **(do not select Active or Inactive)**.

Professional Engineer Renewal or Reinstatement Application: Intent to Renew: Main Section ✕

Please indicate your intent to renew.

Main Section

Exemptions >

Active: A person who is current and licensed to practice in Alabama.

Inactive: A licensee who is not engaged in the engineering or land surveying practice which requires licensure in Alabama.

If you are requesting a Retired Title, DO NOT select Active or Inactive. Only Hit the Request Retired Title button.

Your current license status is:
Active

Do you intend to renew to Active or Inactive?*

Select Intent to Renew

< Previous Next >

Request Retired Title Save and Finish Later Cancel Continue

- If you want the Retired Title and you are sure you no longer want a license to practice, Hit Ok

Are you sure? ✕

By continuing, you will be asked to attest to the terms and conditions with the understanding that you will no longer hold a license to practice.

Are you sure that you wish to request a "Retired Title" Professional Designation?

Cancel **OK**

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- If you still want the Retired Title and you do not wish to practice again, type your Name and Hit Submit.

Professional Engineer Renewal or Reinstatement Application: Request Retired Title Professional Designation ✕

- I understand that I am requesting to be allowed to use the title "Professional Engineer, Retired" or "Professional Land Surveyor, Retired" as applicable.
- I understand that once this title designation is granted, I no longer hold a license to practice in the state of Alabama.
- I understand if I wish to be licensed at a future date I must submit an application that meets the current licensure requirements.

Signature*:

[Back](#) [Finish Later](#) [Cancel](#) [Submit](#)

- **This will be the final confirmation.** If you Hit Ok, you will no longer have a license and will have to refile a full application and meet the current requirements which includes taking the exams if you want to practice. If you are sure you still want the title and do not plan to practice again, Hit Ok.

Are you sure? ✕

Are you sure that you want to change your license status to "Retired Title"?

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

- You will see your status has now been changed and the Retired Title approved.

Applications

Professional Engineer

[PE XXXX / Retired Title]	Status
Learning Plan	Approved (Locked)
Professional Engineer Renewal or Reinstatement Application (1/1/2020 to 12/31/2021)	View

Renewals for Professional Engineers will open on October 5, 2021.
In the meantime, you may record your ongoing continuing education here.