

How to Renew Your Individual PE License

10/28/21

- You would login to your account and complete the renewal. If you have more than one license, you will have to complete the renewals separately. **DO NOT Hit Register as a New Applicant.**
- Login with your email address or your user id. Your user id is your license type and number Example: PE12345, PLS12345
- 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.

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

Professional Engineer

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- You would Hit Indicate Intent to Renew

Professional Engineer Renewal or Reinstatement Application (01/01/2020 to 12/31/2021) Return to: [Applications](#)

Intent to Renew Indicate Intent to Renew ...

Intent to Renew Indicate Intent to Renew ...

- Under the Main Section Tab, you would select if you are renewing as 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

Active

Inactive

< Previous Next >

Request Retired Title Save and Finish Later Cancel Continue

- Exemptions Tab – the exemptions that could be selected (Military, Out of Country or Medical) and would only show if you selected Active. You would be required to upload the appropriate document with the exemption. You would hit Continue

Professional Engineer Renewal or Reinstatement Application: Intent to Renew: Exemptions ×

Please indicate your intent to renew.

Main Section >

Exemptions

Licensees electing to renew to Active may be eligible to request an exemption from the Professional Development Hour requirements. If you are renewing to Inactive, this section will be blank.
Medical Exemption requires a letter from your physician.
Active Military Duty over 120 days requires the active duty orders.
Outside the US for 120 consecutive days requires a letter from your company.

Are you requesting a PDH Exemption?*

No Exemption Requested ×

PDH Exemption Documentation:

Upload

< Previous Next >

Save and Finish Later Cancel Continue

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- You would put your current Business name and business address. When you start typing the address, a list will appear. Make sure you select the correct address. **If you don't select an address and you only entered in the street, the city and state will not appear.**

Professional Engineer Renewal or Reinstatement Application: Confirm Intent to Renew ✕

You have elected to renew to: Active

Confirm your current employer name*: abc company

Confirm your current work address*: 100 n union

100 N Union St, Alexandria, VA 22314
100 E Union St, Sandston, VA 23150
100 S Union St, Alexandria, VA 22314
100 N Union Ave, Cranford, NJ 07016
100 N Union Ave, Roswell, NM 88203
100 N Union Church Rd, Alamo, CA 30411
100 N Union Dr, Winona Lake, IN 46590
100 NE Union St, Poulsbo, WA 98370
100 NW Union St, Monticello, IL 61856
100 E Union Heights Pl, Union, WA 98592

10 matches found for 100 n union

Back Continue

- You can select up to 4 practice areas. **This is only for our information. We do not license by discipline so you will not be issued a license based on what you selected.**

Professional Engineer Renewal or Reinstatement Application: Confirm Intent to Renew ✕

You have elected to renew to: Active

Confirm your current employer name*: ABE Company

Confirm your current work address*: 100 N Union St, Montgomery, AL36109

Select your current practice areas (Select up to 4)*: Control Systems ✕

Go Back Continue

Professional Development Hours

- You would need to Hit Entering PDH to enter the hours you are claiming. **You will only enter the number of hours, not courses.** If you've been selected for audit, you will be required to enter your continuing education and upload the certificates.

Professional Engineer Renewal or Reinstatement Application (01/01/2020 to 12/31/2021) Return to: [Applications](#)

Providing Renewal Information Continue

Requirements

You must complete 30 Professional Development Hours in order to renew your license. This includes any Carry Forward hours from the previous renewal cycle.

0% 0 of 30

Legend

- Units Added
- Remaining
- Completed

Professional Development Hours

Required

Professional Development Hours Attestation Entering PDH

Questions

Required

Have you been subject to disciplinary action by any other licensing board since your last renewal? Answer Question

Required

Have you been convicted of a felony or misdemeanor or entered a nolo contendere plea or entered a plea to any crime under the laws of the United States since your last renewal? Answer Question

Providing Renewal Information Continue

- You need to enter how many hours you earned since last renewal and Hit Continue.

Professional Development Hours Attestation: Enter PDH ✕

30 Professional Development Hours (PDH) are required for each renewal cycle. If you complete additional hours, you may carry forward a maximum of 15 hours completed in the current period to the next renewal cycle.

If you are not reporting any PDH completed in the current cycle, please enter 0 below.

You may review your [Education Log](#) here.

Carry forward hours available:

0

How many Professional Development Hours are you claiming this cycle?*

Finish Later Cancel Continue

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- This shows what you had, what you claimed, the total and what you may be carrying forward to the next renewal cycle. If what you entered is correct, you need to Hit Submit.

Professional Development Hours Attestation: Confirm PDH

The maximum carry forward hours to the next renewal cycle is 15.

Carry forward hours available:

15

How many Professional Development Hours are you claiming since the last renewal period?:

15

Total Current and Carry Forward PDH:

30

PDH available to Carry Forward to next renewal:

0

Go Back

Finish Later

Cancel

Submit

Affidavit Questions

- You would Hit Answer Question to answer the 2 questions

Professional Engineer Renewal or Reinstatement Application (01/01/2020 to 12/31/2021)

Return to: [Applications](#)

+ □ Provide Documentation 📖

🔒 Providing Documentation ⋮

● Questions

Response

Required

Have you been subject to disciplinary action by any other licensing board since your last renewal?

Answer Question ⋮

Required

Have you been convicted of a felony or misdemeanor or entered a nolo contendere plea or entered a plea to any crime under the laws of the United States since your last renewal?

Answer Question ⋮

Provide Documentation

🔒 Providing Documentation ⋮

Please follow the instructions on each Task Group to complete your application. When in doubt, look for **Orange Buttons** that tell you what to do. When you have completed all your requirements, you will see an orange Submit button at the top right of the application.

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- You would select Yes or No

Have you been subject to disciplinary action by any other licensing board since your last renewal?: Answer Question ✕

Instructions:

You are required to read all questions in their entirety. All States do not ask the same questions.

Background checks are performed on all applicants.

Any misrepresentation or untrue statements could be cause for disciplinary action, regardless if unintentional.

Question

Have you been subject to disciplinary action by any other licensing board since your last renewal?

Cancel No Yes

- If you select Yes, you will select which state the disciplined occurred and a description of the action/charge and upload a document and then Hit Continue.

Have you been subject to disciplinary action by any other licensing board since your last renewal?: Provide Explanation ✕

You are required to read all questions in their entirety. All States do not ask the same questions.

Background checks are performed on all applicants.

Any misrepresentation or untrue statements will be cause for an automatic 1 year denial of your application, regardless if unintentional.

Question:

Have you been subject to disciplinary action by any other licensing board since your last renewal?

Your Response:

Yes

Discipline/Pending Complaints in the State of*:

Select Discipline/Pending Complaints in the State of ▼

Discipline/Pending Complaints Date*:

MM/DD/YYYY

Basis of disciplinary actions/charges*:

Document regarding disciplinary action/charges*:

Upload

Cancel Change your answer Save and Finish Later Continue

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- You would select Yes or No

Have you been convicted of a felony or misdemeanor or entered a nolo contendere plea or entered a plea to any crime under the laws of the United States since your last renewal?: Answer Question ✕

Instructions: You are required to read all questions in their entirety. All States do not ask the same questions.

Background checks are performed on all applicants.

Any misrepresentation or untrue statements could be cause for disciplinary action, regardless if unintentional.

Question Have you been convicted of a felony or misdemeanor or entered a nolo contendere plea or entered a plea to any crime under the laws of the United States since your last renewal?

[Cancel](#) [No](#) [Yes](#)

- If you select Yes, you will enter a date, the offense, select if it was a felony or misdemeanor and select which action was taken. You can select multiple actions and upload a document and then Hit Continue.

Have you been convicted of a felony or misdemeanor or entered a nolo contendere plea or entered a plea to any crime under the laws of the United States since your last renewal?: Provide Explanation ✕

You are required to read all questions in their entirety. All States do not ask the same questions.

Background checks are performed on all applicants.

Any misrepresentation or untrue statements will be cause for an automatic 1 year denial of your application, **regardless if unintentional.**

Question: Have you been convicted of a felony or misdemeanor or entered a nolo contendere plea or entered a plea to any crime under the laws of the United States since your last renewal?

Your Response: Yes

Date of Offense*:

Offense*:

Felony/Misdemeanor*:

Action Taken (select all that apply)*:
☒ Fine
☐ Probation
☐ Jail
☐ Case Dismissed
☐ Case Still Pending

Felony or Misdemeanor Supporting Documentation*:

[Cancel](#) [Change your answer](#) [Save and Finish Later](#) [Continue](#)

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- You would Hit Continue

Professional Engineer Renewal or Reinstatement Application (01/01/2020 to 12/31/2021) [Return to: Applications](#)

Provide Renewal Information

Requirements

You must complete 30 Professional Development Hours in order to renew your license. This includes any Carry Forward hours from the previous renewal cycle.

30 of 30

Legend

- Units Added
- Remaining
- Completed

Professional Development Hours

Required

Professional Development Hours Attestation Submitted

Questions

Required

Have you been subject to disciplinary action by any other licensing board since your last renewal? No Accepted

Required

Have you been convicted of a felony or misdemeanor or entered a nolo contendere plea or entered a plea to any crime under the laws of the United States since your last renewal? No Accepted

Provide Renewal Information

- You would Hit Continue

Professional Engineer Renewal or Reinstatement Application: Provide Renewal Information

Submit your renewal responses by clicking Continue

[Finish Later](#) [Cancel](#) [Continue](#)

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- Under Attestation, you must select Yes and Hit Continue. (If you don't select yes, it will give you an error and you can't move forward)

Professional Engineer Renewal or Reinstatement Application: Complete Affidavit ✕

I certify that: The information contained herein is true and correct, I have met all requirements for licensure renewal set forth by the Code of Alabama, 1975, 34-11-8 and the Board's Administrative Code, including the continuing professional competency requirements as indicated, and I agree to abide by the Code of Ethics as contained in Chapter 330-X-14 of the Administrative Code.

I understand that I may be audited by the Board and if audited I will be required to submit documentation supporting my eligibility for license renewal. I further understand that failure to comply with such requirements or any false statements made are in violation of the Code of Alabama and the Board's Administrative Code and could be cause for disciplinary action.

Attestation*:

Select Attestation
Yes

Cancel Continue

- Under the Validate Contact Information, 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 Next.

Professional Engineer Renewal or Reinstatement Application: Submit and Pay Fees: Validate Contact Information ✕

Validate Contact Information

Pay Fees >

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

1901 Fort Myer Dr Ste 1105
Arlington, VA 22209-1604
United States

test@test.com

No phone number on file

< Previous Next >

Back Cancel

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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

Donald Duck: Account Details

Account Details Applications Tasks Payment History Contact

- Before beginning your application, you must provide some basic demographic data.
- You will then be able to update your contact information.
 - During Registration, you provided your home address.
 - If you prefer to receive mail at another address, please add it now by adding it.
 - Please also add a work address, if you did not already add it as your primary address.
 - You may also add additional phone numbers at which we may contact you.

Donald Duck

Change Password Edit Profile

Primary Email:
donaldduck@test.com

Status

Member Type:
Person

Include in Directory

Do Not Make Contact Info Available

Phone Numbers

Home Phone (334) 242-5568

Email Addresses

Primary donaldduck@test.com

Addresses

Home Address
PO Box 304451
Montgomery, AL 36130-4451
United States

Business Address
DisneyWorld
100 Disney Dr
Apopka, FL 36104
United States

Engineer Intern Land Surveyor
Professional Land Surveyor

Practitioner

Professional Engineer

Professional Land Surveyor

- You would Hit Pay Fees

Professional Engineer Renewal or Reinstatement Application (01/01/2020 to 12/31/2021) Return to: [Applications](#)

Providing Renewal Information Pay Fees

Professional Development Hours

Required

Professional Development Hours Attestation Submitted

Questions

Response

Required

Have you been subject to disciplinary action by any other licensing board since your last renewal? No Accepted

Required

Have you been convicted of a felony or misdemeanor or entered a nolo contendere plea or entered a plea to any crime under the laws of the United States since your last renewal? No Accepted

Providing Renewal Information Pay Fees

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- Under Pay Fees, it shows how much you owe. You would Hit Pay Fees.

Professional Engineer Renewal or Reinstatement Application: Submit and Pay Fees: Pay Fees ✕


Validate >
Contact
Information

Pay Fees

Renewal Fee*:

Title: Renewal Fee
Amount: \$ 100.00

Pay Fees



< Previous

Next >

Back

Cancel

Check Out

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

Check Out Return to: [Renewal Fee](#)

Item(s) To Be Purchased

Item	Price	Quantity	Total
Renewal Fee	\$100.00	1	\$100.00
Total:			\$100.00

You will be able to review your purchase before finalizing.

Cancel

Continue

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- 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. If it's not, you will need to enter. 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)**



Alabama Board of Professional
Engineers & Land Surveyors

1 Payment Type

2 Customer Info

3 Payment Information

4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
	Renewal Fee	\$100.00	1	\$100.00
Total				\$100.00

Payment

Payment Type ✓

Credit Card Edit

Transaction Summary

Renewal Fee	\$100.00
Total Fee Paid Through Alabama.gov	\$100.00

Need Help?

This service is provided by Alabama Interactive (AI) working under contract T001 awarded by the state of Alabama. The online price of items purchased through AI includes funds used to develop, maintain and expand the service offerings of the eGov contract.

Customer Information

Complete all required fields [*]

Country *

United States

First Name *

Donald

Last Name *

Duck

Address *

PO Box 304451

Address 2

City *

Montgomery

State *

AL - Alabama

ZIP/Postal Code *

36130-4451

Phone Number *

Email


donaidduck@test.com

Next >





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

Payment Information

Credit Card Number * 

Credit Card Type




Expiration Month *

Select a Month

Expiration Year *

Select a Year

Security Code * 

Name on Credit Card *


Next >

Complete all required fields [*]

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

Verification

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Cancel

Submit Payment

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- 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.**



Please wait

Your payment is being processed.

Please do not close your tab or window, and please do not use your browser's Back button.

- You would Hit Continue (you will be emailed your payment receipt)

Payment Confirmation





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](#).




[View Receipt](#)

Continue

- This is the receipt email you will get. At any time, you can log back into your account and get this email under Communications.

LearningBuilder Payment Confirmation

 BELS@learningbuilder.net
To:  kcantor@heuristics.net;  jholden@heuristics.net;  Kelly, Bonnie
-To: donaldduck@test.com
-CC:
-BCC:
-- Original Message:

 Reply  Reply All  Forward
Tue 8/3/2021 10:31



Dear Donald Duck,

Thank you for your payment. Please review the details and print this receipt for your records:

Purchase Details
Transaction ID: 59570312
Transaction Date: 08/03/2021

Renewal Fee: \$ 100.00

Thank you,

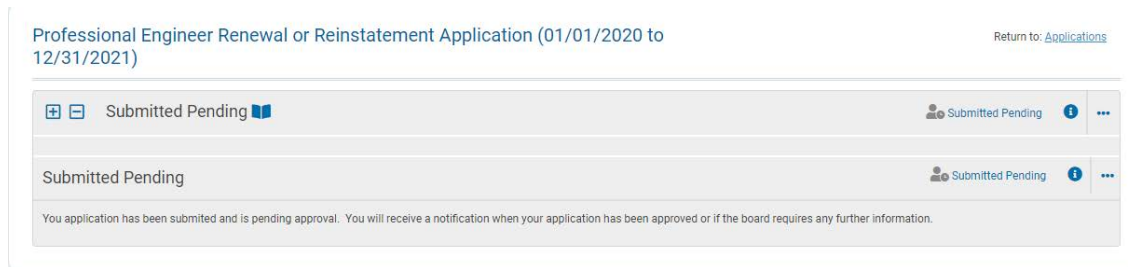
Alabama Board of Licensure for Professional Engineers and Land Surveyors

<https://bels.alabama.gov>

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- After payment, you will see that the renewal has been submitted.



- You will get an email stating the renewal has been submitted.

BELS: Professional Engineer Renewal or Reinstatement Application Submitted

 BELS@learningbuilder.net
To:  kcantor@heuristics.net;  jholden@heuristics.net;  Kelly, Bonnie

[Reply](#) [Reply All](#) [Forward](#) [...](#)
Tue 8/3/2021 10:31

-From: BELS@learningbuilder.net (System Default)
-Reply To: BELS@learningbuilder.net (System Default)
-Email Template Id: 13

Original Recipients:
-To: donaldduck@test.com
-CC:
-BCC:

-- Original Message:



Dear Donald Duck,

Thank you for submitting your Professional Engineer Renewal or Reinstatement Application. You will receive a follow up email with the status of your application.

Thank you,

Alabama Board of Licensure for Professional Engineers and Land Surveyors

<https://bels.alabama.gov>

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- If you log back into your account, you will see that the renewal has been submitted.

Professional Engineer



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- If you were not selected for audit and you answered no to the 2 questions, your renewal is automatically approved (approval won't show until the next day).
- You will get an email you have been approved and that can log into your account to print the pocket card.
- After January 1, your Continuing Education Log will be available for you to start entering your courses for the next renewal cycle

Professional Land Surveyor

[Active]

Application	Status	
<p>Professional Land Surveyor Renewal or Reinstatement Application</p> <p>Renewals for Professional Land Surveyors will open on October 1, 2021. <u>In the meantime, you may record your ongoing continuing education here.</u></p>	Available	Begin
<p>Professional Land Surveyor Renewal or Reinstatement Application (7/29/2021 to 12/31/2023)</p> <p>Renewals for Professional Land Surveyors will open on October 1, 2021. In the meantime, you may record your ongoing continuing education here.</p>	Approved	View
<p>Application for Professional Land Surveyor Licensure</p> <p>This is an application to become a licensed Professional Land Surveyor. You will need to demonstrate a combination of the following:</p> <ul style="list-style-type: none">• Education• Work Experience• Proof of Citizenship• Licensed References• Completion of Exams	Approved (Locked)	View

- If you were selected for audit, answered yes to either affidavit question or requested an exemption, it has to be reviewed before it can be approved.