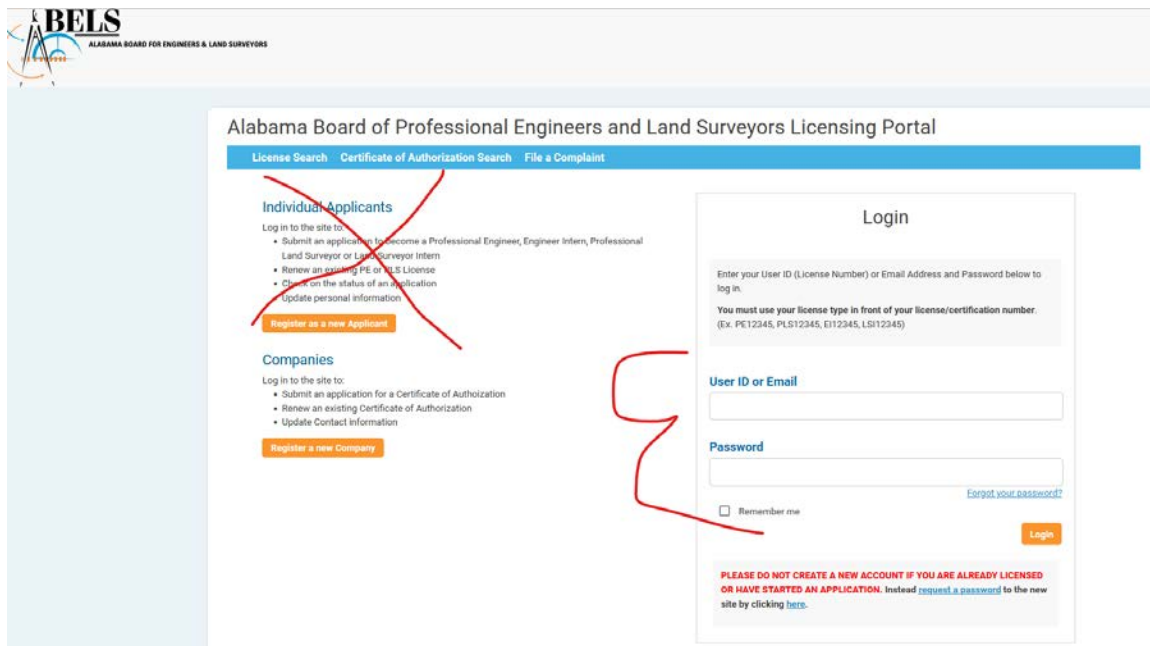


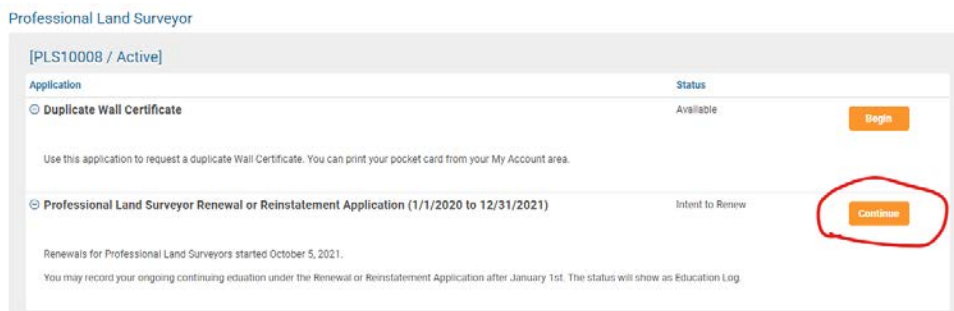
# How to Renew Your Individual PLS License

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



## Page 2 How to Renew Your Individual PLS License

- You would Hit Indicate Intent to Renew

Professional Land Surveyor 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 Land Surveyor 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

- 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 Land Surveyor 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 >

Request Retired Title Save and Finish Later Cancel Continue

## Page 3 How to Renew Your Individual PLS License

- 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 Land Surveyor 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 st
- 100 N Union St, Alexandria, VA 22314
- 100 S Union St, Alexandria, VA 22314
- 100 E Union St, Sandston, VA 23150
- 100 N Union St, Burlington, VT 05401
- 100 N Union St, Carpenter, IA 50426
- 100 N Union St, Hummelstown, PA 17036
- 100 N Union St, Mc Louth, KS 66054
- 100 NE Union St, Poulsbo, WA 98370
- 100 NW Union St, Monticello, IL 61856
- 100 E Union St, Burlington, NJ 08016
- 10 matches found for 100 n union st

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. **You will attest that you have taken the Standards of Practice and Ethics.**

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

Return to: [Applications](#)

Providing 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.

0% 0 of 30

Legend

- Units Added
- Remaining
- Completed

Professional Development Hours

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

Required

Professional Development Hours Attestation

Entering PDH

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

Providing Renewal Information

When you have completed the PDH Attestation and answered all required questions the Continue button will turn orange.

## Page 4 How to Renew Your Individual PLS License

- You would need to enter the number of hours you are claiming. You will answer Yes or I am Exempt from PDH requirements (new licensee only) this year to the attestation about the SOP and Ethics courses you are required to have.

**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.

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

**Ethics and SOP Guidance:**  
If you are a new licensee in Alabama, you can select I am Exempt from PDH Requirements this year. **You must complete a 4 hour course in Alabama Standards for Practice of Surveying within 24 months of your date of licensure and a 1 hour Ethics course within 1 year of your date of licensure.**

I attest I have completed 1 PDH in Ethics each year, and 4 PDH on the Standards of Practice for Surveying in Alabama within the last two years or I attest I will complete the Ethics and Standards of Practice of Surveying in Alabama requirement within 2 years of the date of my licensure in Alabama\*:

Select Ethics and SOP Attestation

Yes

I am Exempt from PDH requirements this year

Finish Later Cancel Continue

- This shows what you had, what you claimed, the total and what you may be carrying forward to the next renewal cycle, the attestation for the required courses and that you did not file for an exemption. 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:**  
0

**How many Professional Development Hours are you claiming since the last renewal period?:**  
35

**Total Current and Carry Forward PDH:**  
35

**PDH available to Carry Forward to next renewal:**  
5

I attest I have completed a 1 PDH course in ethics each year, and a 4 PDH course on the Standards of Practice for Surveying in Alabama within the last two years:  
Yes

**Requesting PDH Exemption:**  
No Exemption Requested

Go Back Finish Later Cancel Submit

## Affidavit Questions

- You would Hit Answer Question to answer the 2 questions

The screenshot shows a 'Questions' section with a 'Response' header. Two questions are listed, each marked as 'Required'. The first question asks: 'Have you been subject to disciplinary action by any other licensing board since your last renewal?'. The second question asks: '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?'. Each question has an 'Answer Question' button and a three-dot menu icon.

- You would select Yes or No

This modal displays the question: 'Have you been subject to disciplinary action by any other licensing board since your last renewal?'. It includes instructions: 'You are required to read all questions in their entirety. All States do not ask the same questions. Any misrepresentation or untrue statements could be cause for disciplinary action, regardless if unintentional.' At the bottom, there are 'Cancel', 'No', and 'Yes' buttons.

- 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.

This modal is for providing an explanation for a 'Yes' response. It includes the same question and instructions as the previous modal. Below the question, it asks for 'Your Response:' (pre-filled with 'Yes'), 'Discipline/Pending Complaints in the State of:' (a dropdown menu), 'Discipline/Pending Complaints Date\*:' (a date field), and 'Basis of disciplinary actions/charges\*:' (a text area). There is an 'Upload' button for 'Document regarding disciplinary action/charges\*'. At the bottom, there are 'Cancel', 'Change your answer', 'Save and Finish Later', and 'Continue' buttons.

## Page 6 How to Renew Your Individual PLS License

- 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.

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 ✕

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

**Your Response:** Yes

**Date of Offense\*:**

**Offense\*:**

**Felony/Misdemeanor\*:**

**Action Taken (select all that apply)\*:**

**Felony or Misdemeanor Supporting Documentation\*:** [Choose from library](#) or

Cancel

## Page 7 How to Renew Your Individual PLS License

- You would Hit Continue

Professional Land Surveyor Renewal or Reinstatement Application (01/01/2020 to 12/31/2021) [Return to Application](#)

Providing 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.  
60 of 30

**Legend**  
● Units Added  
● Remaining  
● Completed

**Professional Development Hours**  
You may review your current [Education Log](#) here.

**Required**  
Professional Development Hours Attestation  Submitted

**Questions**

Response		
<b>Required</b> Have you been subject to disciplinary action by any other licensing board since your last renewal?	No	<input type="checkbox"/> Accepted
<b>Required</b> 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	<input type="checkbox"/> Accepted

Providing Renewal Information

- You would Hit Continue

**Professional Land Surveyor Renewal or Reinstatement Application: Providing Renewal Information**

Submit your renewal responses by clicking Continue

- 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) **(This is a PE screen print but the process and language is the same)**

**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\*:**   
Yes

## Page 8 How to Renew Your Individual PLS License

- 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. **(This is a PE screen print but the process and language is the same)**

**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

- 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   Com

- 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 S  
Professional Land Surveyor

Practitioner

Professional Enginee

Professional Land Su

## Page 9 How to Renew Your Individual PLS License

- You would Hit Pay Fees (This is a PE screen print but the process and language is the same)

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

Validate Contact Information >

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
<b>Total:</b>			<b>\$100.00</b>

You will be able to review your purchase before finalizing.

Cancel **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. 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 3<sup>rd</sup> 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  **Continue**

Credit Card

Transaction Summary

Renewal Fee	\$100.00
<b>Total Fee Paid Through Alabama.gov</b>	<b>\$100.00</b>

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.

## Page 10 How to Renew Your Individual PLS License

### Customer Information

Complete all required fields [\*]

Country \*  
United States

First Name \*  
jes

Last Name \*  
Test

Address \*  
789 Southgate Dr

Address 2

City \*  
Alexandria

State \*  
VA - Virginia

ZIP/Postal Code \*

Phone Number \*

Email ?  
jestest@fakeemail.com

Next >

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

### Payment Information

Complete all required fields [\*]

Credit Card Number \* ?

Credit Card Type  
MasterCard VISA DISCOVER AMERICAN EXPRESS

Expiration Month \*  
Select a Month

Expiration Year \*  
Select a Year

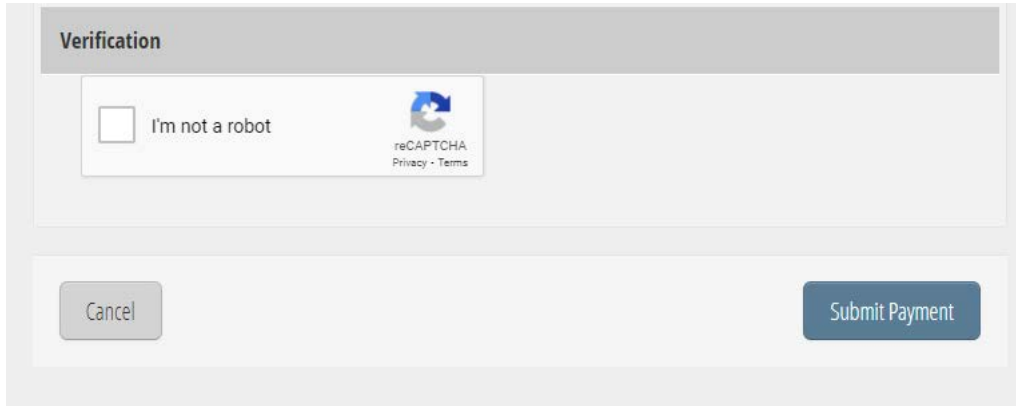
Security Code \* ?

Name on Credit Card \*

Next >

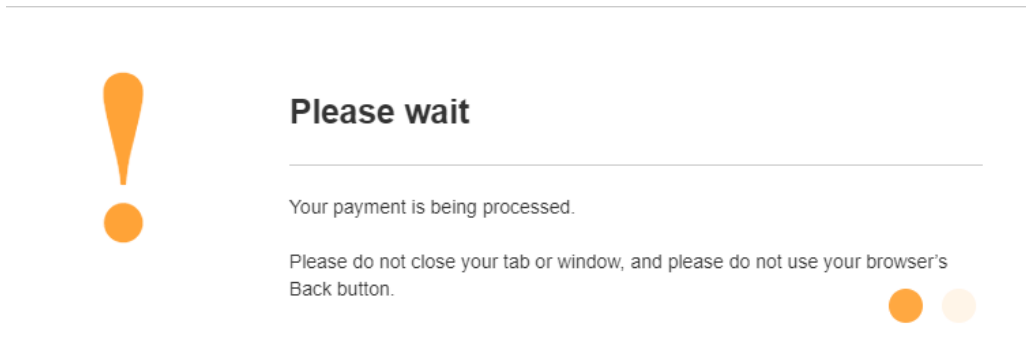
## Page 11 How to Renew Your Individual PLS License

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



The image shows a verification section with a header 'Verification'. Below it is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. To the right of the checkbox is the reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'. Below the verification section are two buttons: 'Cancel' on the left and 'Submit Payment' on the right.

- 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 (you will be emailed your payment receipt)

## Payment Confirmation

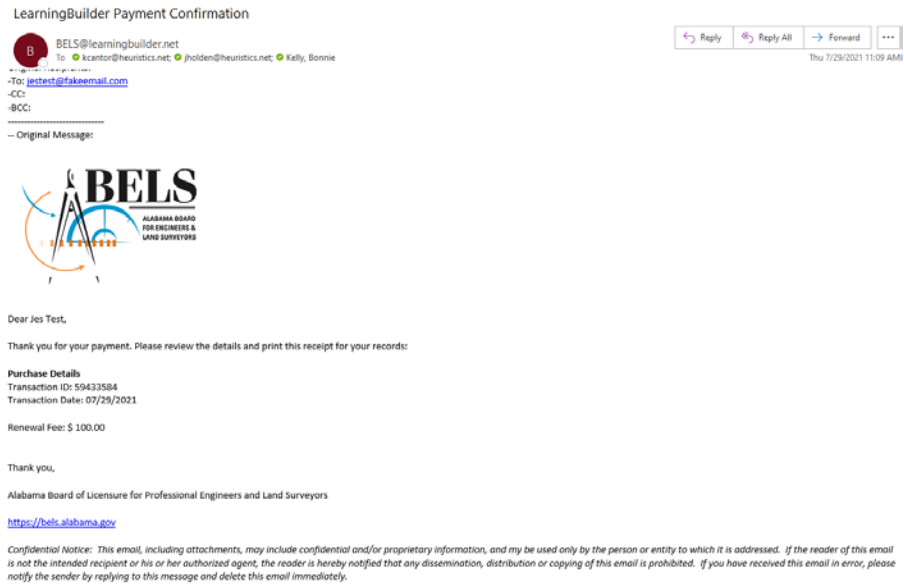
**Thank you for your payment!** You will receive an email summary of this transaction shortly. Details of this and all previous transactions are available in your [Payment History](#).

[View Receipt](#)

[Continue](#)

## Page 12 How to Renew Your Individual PLS License

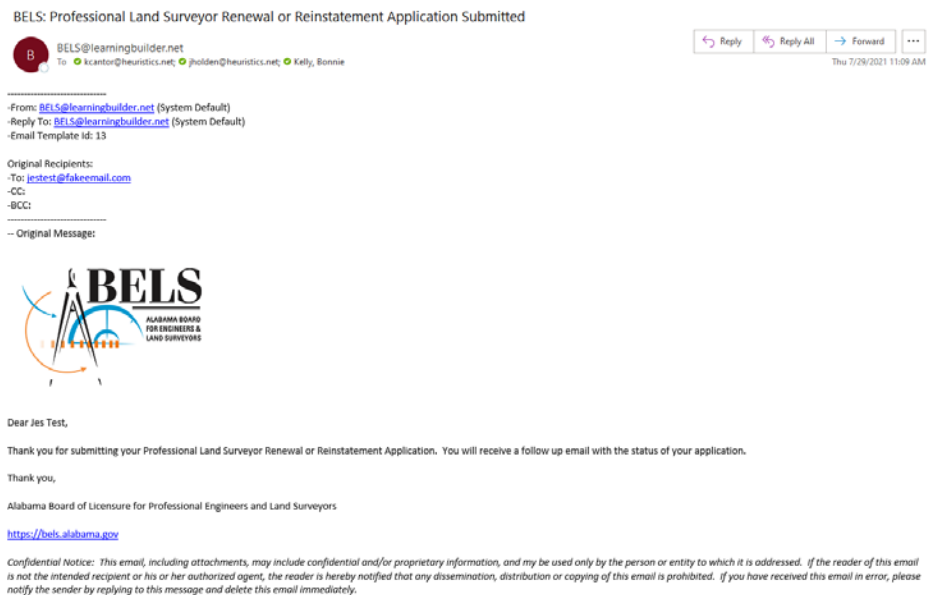
- This is the receipt email you will get. At any time, you can log back into your account and get this email under Communications.



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



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




## Page 13 How to Renew Your Individual PLS License

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



### Professional Land Surveyor

[PLS17521 / Active]

Application	Status	
<input type="radio"/> Duplicate Wall Certificate	Available	<a href="#">Begin</a>
Use this application to request a duplicate Wall Certificate. You can print your pocket card from your My Account area.		
<input type="radio"/> Professional Land Surveyor Renewal or Reinstatement Application (1/1/2020 to 12/31/2021)	Submitted Pending	<a href="#">Continue</a> 
Renewals for Professional Land Surveyors started October 5, 2021.		
You may record your ongoing continuing education under the Renewal or Reinstatement Application after January 1st. The status will show as Education Log.		

- **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

[PLS11272 / Active]

Application	Status	
<input type="radio"/> Duplicate Wall Certificate	Available	<a href="#">Begin</a>
Use this application to request a duplicate Wall Certificate. You can print your pocket card from your My Account area.		
<input type="radio"/> Professional Land Surveyor Renewal or Reinstatement Application (1/1/2022 to 12/31/2023)	Education Log (Locked)	<a href="#">View</a> 
Renewals for Professional Land Surveyors started October 5, 2021.		
You may record your ongoing continuing education under the Renewal or Reinstatement Application after January 1st. The status will show as Education Log.		
<input type="radio"/> Professional Land Surveyor Renewal or Reinstatement Application (1/1/2020 to 12/31/2021)	Approved	<a href="#">View</a> 
Renewals for Professional Land Surveyors started October 5, 2021.		
You may record your ongoing continuing education under the Renewal or Reinstatement Application after January 1st. The status will show as Education Log.		

- 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.