

How to Submit Fines, Course Work or Monitoring for Your Disciplinary Plan – Individual & Company

12/15/21

- If you have signed a consent order for disciplinary action that includes paying a fine, civil penalty, board costs, coursework or monitoring, the Board will set up the disciplinary plan. Once the plan has been set up, you will receive an email like the one below letting you know you need to log into your account to complete the disciplinary plan.

Subject: BELS: Unlicensed Disciplinary Plan Ready

11/29/2021

Dear [REDACTED]

Your Disciplinary Plan is ready and can be accessed by (1) logging into your account, (2) clicking "Applications " (3) then clicking "Continue" to the right of the words "Complete Disciplinary Actions". The Plan is based on the terms in the approved order, and requires you to perform an action or actions within a set time frame.

You can view the approved Order in [your BELS account](#) under Library. Please understand that monetary fines or penalties **must be paid within 30 days of the date of this notice**. Please review the Order and ensure all its requirements are completed within the specified time frame.

Comments to Practitioner:

Must pay fines within 30 days

Please log into [your BELS account](#) to complete the required actions. Use your email address and a password to login.

If you are a licensed individual or a licensed company, you should already have your password. If you are an unlicensed individual or unlicensed company, you will need to hit Request a Password to set your password to get into your account.

If you have any questions, contact [Bob Herbert](#) at (334) 242-5089.

Thank you,

Alabama Board of Licensure for Professional Engineers and Land Surveyors

<https://bels.alabama.gov>

PLEASE DO NOT REPLY TO THIS MESSAGE

All replies are automatically deleted. For questions regarding this message, refer to the contact information listed or go to our website under Staff to contact the appropriate individual.

Confidential Notice: This email, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this email is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this email is prohibited. If you have received this email in error, please notify the sender by replying to this message and delete this email immediately.

- Once you log into your account, you will see the disciplinary plan either under User if you are unlicensed individual or uncertificated firm or under Professional Engineer if you are a PE or under Professional Land Surveyor if you are a PLS. Hit Continue. **The plan and instructions work the same if you are an individual or company.**

Applications

User

[181543 / Unlicensed]	Status
Learning Plan	Complete Disciplinary Actions
Unlicensed Disciplinary Plan	

Page 2 How to Submit Fines, Course Work or Monitoring for Your Disciplinary Plan – Individual & Company

- Hit Complete Disciplinary Actions

Unlicensed Disciplinary Plan Return to: [Applications](#)

Complete Disciplinary Actions Complete Disciplinary Actions ...

Fine, Board Cost or Civil Penalty

- If you are required to pay a Fine, Board Cost or Civil Penalty it will automatically show this requirement first. Hit Next.

Unlicensed Disciplinary Plan: Complete Disciplinary Actions: Main Section ✕

Main Section

Member Name:
[REDACTED]

Fees >

Role ID Number:
[REDACTED]

Current Role Status:
Unlicensed

Case Number:
[REDACTED]

Comments to Practitioner:
Must pay fines within 30 days

Due Date for Fees:
12/29/2021

< PreviousNext >

Finish LaterCancelNext

Page 3 How to Submit Fines, Course Work or Monitoring for Your Disciplinary Plan – Individual & Company

- Hit Pay Fees next to the amounts you are required to pay.

Unlicensed Disciplinary Plan: Complete Disciplinary Actions: Fees ✕

Main Section >

Fees

Civil Penalty*:
Title: Civil Penalty
Amount: \$ 1,500.00 Pay Fees

Cost*:
Title: Cost
Amount: \$ 300.00 Pay Fees

< Previous Next >

Finish Later Cancel Next

- You'll see the amount you are paying. Hit Continue to enter your credit card information.

Check Out Return to: Civil Penalty

Item(s) To Be Purchased

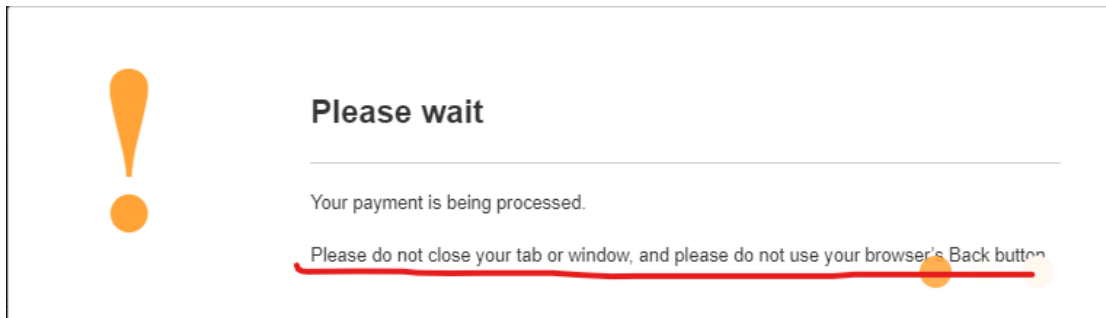
Item	Price	Quantity	Total
Civil Penalty	\$1500.00	1	\$1500.00
Total:			\$1500.00

You will be able to review your purchase before finalizing

Cancel Continue

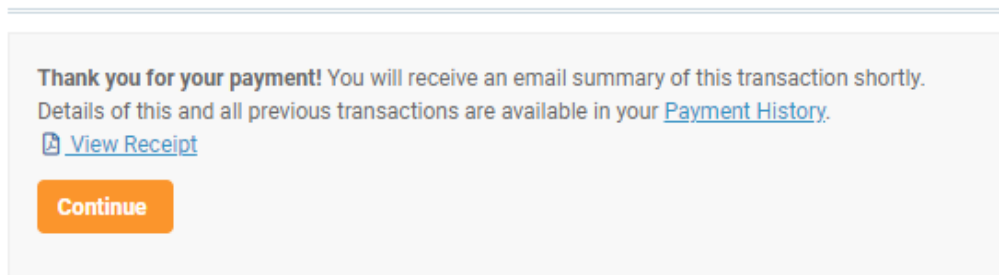
Page 4 How to Submit Fines, Course Work or Monitoring for Your Disciplinary Plan – Individual & Company

- **DO NOT CLOSE THE WINDOW OR HIT THE BROWER'S BACK BUTTON. IT WILL MESS UP THE PAYMENT FROM GOING THROUGH. IT WILL TAKE A FEW MINUTES.**

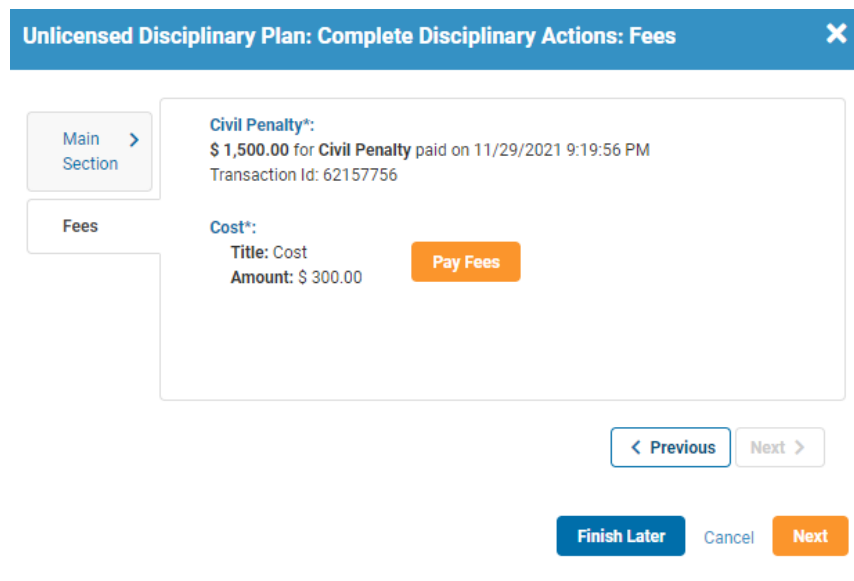


- When the payment has been processed, you will get this screen. Hit Continue

Payment Confirmation



- It will take you back to the payment portion of the disciplinary plan. It will show what you just paid. Hit the Pay Fees to the next amount you owe.



Page 5 How to Submit Fines, Course Work or Monitoring for Your Disciplinary Plan – Individual & Company

- It will show what you've paid. Hit Next

Unlicensed Disciplinary Plan: Complete Disciplinary Actions: Fees ✕

Main Section >

Fees

Civil Penalty*:
\$ 1,500.00 for Civil Penalty paid on 11/29/2021 9:19:56 PM
Transaction Id: 62157756

Cost*:
\$ 300.00 for Cost paid on 11/29/2021 9:26:16 PM
Transaction Id: 62157762

< Previous Next >

Finish Later Cancel **Next**

- Hit Submit Plan

Unlicensed Disciplinary Plan Return to: [Applications](#)

Submit Plan Submit Plan ...

- Hit Submit

Unlicensed Disciplinary Plan: Submit Plan ✕

If you have completed all requirements and made all payments, you may now submit your Disciplinary Plan

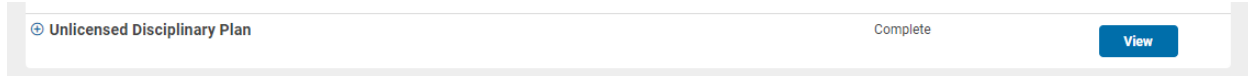
Comments to Practitioner: Must pay fines within 30 days

Due Date: 12/29/2021

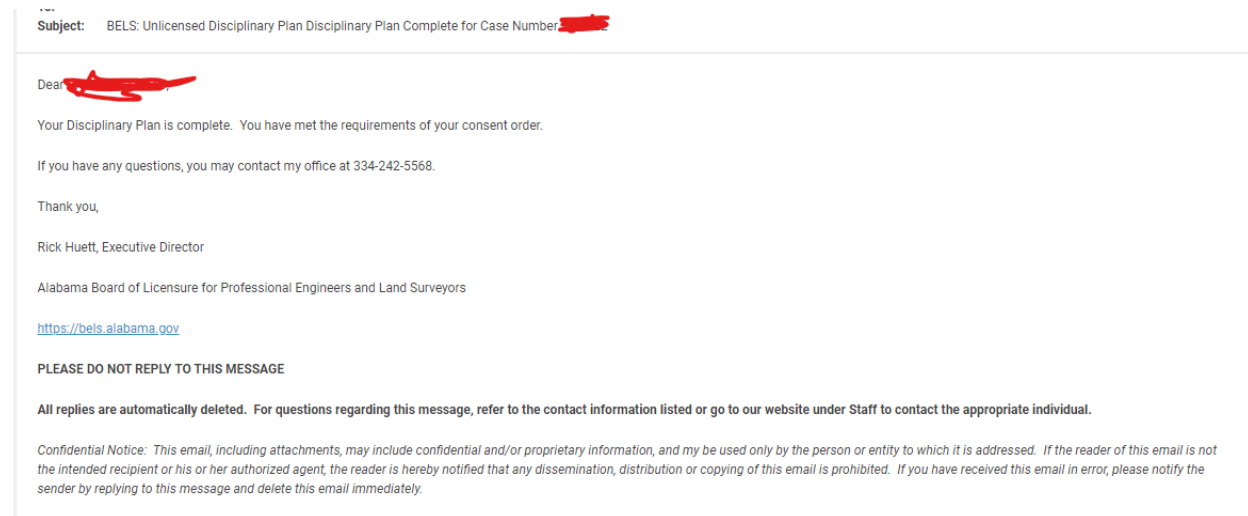
Back **Finish Later** Cancel **Submit**

Page 6 How to Submit Fines, Course Work or Monitoring for Your Disciplinary Plan – Individual & Company

- It will show your disciplinary plan as complete.



- You will receive an email showing your disciplinary plan is complete.



Course Work Required

- If you hit the arrow next to Required, it will expose the course work that is required. Hit Submit Education Activity Details



Page 7 How to Submit Fines, Course Work or Monitoring for Your Disciplinary Plan – Individual & Company

- Enter –
 - Title of Course
 - Sponsoring Organization's Name
 - Instructor/Speaker Name
 - Date of Activity
 - Requested Professional Development Hours (should not be less than what was required in the approved consent order)
- Upload the certificate and Hit Submit

Disciplinary Plan Course: Submit Education Activity Details ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.** If you took a college course or audited a college course, review "How To Use the Continuing Education Log" on the website under the Licensees Link then under How To.

Title / Description*:

Sponsoring Organization's Name*:

Instructor / Speaker Name*:

Date of Activity*:

Requested Professional Development Hours*:

Supporting Documentation*:

- It will show the coursework has been submitted for review

Required Coursework			
Required			
Ethics 101	11/29/2021	3	Submitted ⋮

Page 8 How to Submit Fines, Course Work or Monitoring for Your Disciplinary Plan – Individual & Company

Plan Monitoring Required

- You will see what is required and when it's due. Hit Submit Plan to upload the documents.

The screenshot shows a 'Plan Monitoring' section with a header and a sub-header: 'BELS Administrators will use this section to add any required Plan Monitoring activities.' Below this is a table with a 'Due Date' column. The table contains two rows, each representing a monitoring requirement. The first row is for 'Month 1' with a due date of 12/16/2021. The second row is for 'Month 2' with a due date of 1/16/2022. Each row includes a 'Submit Plan' button and a three-dot menu icon.

	Due Date	
Required Must submit a list of his engineering clients to the Board monthly for two years, from the date the Final Order is signed by the Board. The Board may randomly select projects from this list to review for compliance with the Standards of Practice for Engineering in the State of Alabama. Month 1	12/16/2021	Submit Plan ...
Must submit a list of his engineering clients to the Board monthly for two years, from the date the Final Order is signed by the Board. The Board may randomly select projects from this list to review for compliance with the Standards of Practice for Engineering in the State of Alabama. Month 2	1/16/2022	Submit Plan ...

- Enter –
 - Comments about what you are submitting
- Upload the document and Hit Submit

The dialog box is titled 'Plan Monitoring: Submit Plan' and contains the following fields and buttons:

- Monitoring Requirements:** A text area with a placeholder icon and the text: 'List plans that you have performed for clients along with the client's contact information. Month 1'.
- Due Date:** A text field containing '12/29/2021'.
- Enter comments about what you are submitting*:** A text area.
- Monitoring Upload*:** A blue 'Upload' button.
- At the bottom right, there are three buttons: 'Finish Later' (blue), 'Cancel' (grey), and 'Submit' (orange).

- Once all disciplinary plan requirements have been met, you will receive an email stating the disciplinary plan is complete.