

Application Process

NCEES Record – **you do not have an NCEES Record just by taking the NCEES Exams.** You must have submitted your transcript, experience and references to NCEES to compile a record that is updated yearly.

Comity with NCEES Record

- Create an account to start the application process. You will be required to complete the following sections even if you have an NCEES Record - Proof of Citizenship or Legal Presence, Exam Verification, Academic Degree, Licenses, Affidavit Questions and NCEES Record.
- Once you indicate you have an NCEES Record, the Board will receive an email from the database system to check with NCEES to see if your record has been transmitted. Once it has, the record will be downloaded and reviewed. **At any time, you can log into your application to see your status.**
- The information provided in your BELS application will be reviewed against the NCEES Record. If everything matches up, you will receive an email to log back into your My BELS account to pay and submit your application. If there are issues with your application and record, you'll receive an email with the issues.
- Once your application and fee are submitted and there are no issues, it takes approximately 2 weeks to issue a license. You will receive an email with your license number and links to additional information. Your certificate will be mailed separately within 2 weeks to the primary address on file. If there are issues, your application will be reviewed at the next scheduled board meeting.

Comity without NCEES Record & Initial Licensure

- If you have not previously filed an application with the Board, create an account to start the application process. If you previously filed an application, you would log into your My BELS account to start the application process.
 - You will be required to complete the following sections –
 - Proof of Citizenship or Legal Presence
 - Exam Verification – your exam information must be in your NCEES account or sent directly to the Board office from the state board where the exams were taken
 - Academic Degree - your transcript(s) must be in your NCEES account or sent directly to the Board office from the school
 - Work Experiences – all time must be accounted for. Any experience not being verified does not count and you would submit without verification. Experience cannot be anticipated. You cannot get credit for working full time and part time at the same time. You will enter the email address of your licensed supervisor or licensed associate verifying your experience. They will receive an email with a link to complete information on your experience. **If the work is remote supervision, please refer to the Remote Supervision policy on the website under Applications.**
 - References

- Licenses (if applicable) – You must list all current licenses you have. License verification must be in your NCEES account or sent directly to the Board office from the state board where you are currently licensed.
- Affidavit Questions – if you have any misdemeanors or felonies you will need to provide court documentation. Internal to the application question is a list of some of the types of criminal action that should be reported. **It is not a complete list. If you are unsure about a conviction you had, contact the Board office.**
- The application cannot be submitted until all of your verifiers and references have responded. All your requirements on the requirements bar at the top of the application should be green in order to pay and submit your application.
- The information provided in your BELS application will be reviewed against the exam verification, transcript(s), experience verifications, references and background check. If everything matches up, your application will go to final review. If there are issues with your application, you'll receive an email with the issues. **At any time, you can log into your application to see your status.**
- Once your application and fee are submitted and there are no issues, it takes approximately 2 weeks to issue a license. You will receive an email with your license number and links to additional information. Your certificate will be mailed separately within 2 weeks to the primary address on file. If there are issues, your application will be reviewed at the next scheduled board meeting.

If you are applying for PLS licensure

- The above application process is the same except for getting licensed within 2 weeks of the application being reviewed. If everything matches up, your application will go to final review. If there are issues with your application, you'll receive an email with the issues.
- Once your application and fee are submitted and there are no issues, it takes approximately 2 weeks to receive notification you've been approved to sit for the ALSS exam.
- If there are issues, your application will be reviewed at the next scheduled board meeting.
- You'll then submit your ALSS exam fee when you are ready to test. You'll notify Bonnie Kelly of the date you are wanting to test and the exam will be set for the exam date. If you pass the exam, you will receive an email with your license number and links to additional information. Your certificate will be mailed separately within 2 weeks to the primary address on file. If you fail, you will submit the ALSS exam fee and set up another exam date. You cannot retest the same day you failed an exam.

If you are a spouse of

- an active duty, reserve or transitioning member of the military who has been stationed in Alabama or
- an individual currently employed by the US Department of Justice, FBI, US Attorney's office, ATF, DEA, US Marshall Service who is relocated to Alabama by order of their employer or
- an individual currently employed at NASA who is relocated to Alabama by order of their employer.
- The above application process is the same except for the application fee is waived. You will be required to provide documentation your spouse was relocated to and stationed in Alabama.