

How to Go from Inactive to Active License

5/1/22

- You would login to your account. **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

BELS
ALABAMA BOARD FOR ENGINEERS & LAND SURVEYORS

Alabama Board of Professional Engineers and Land Surveyors Licensing Portal

License Search Certificate of Authorization Search File a Complaint

Individual Applicants

Log in to the site to:

- 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
- Update personal information

[Register as a new Applicant](#)

Companies

Log in to the site to:

- Submit an application for a Certificate of Authorization
- Renew an existing Certificate of Authorization
- Update Contact information

[Register a new Company](#)

Login

Enter your User ID (License Number) or Email Address and Password below to log in.

You must use your license type in front of your license/certification number.
(Ex. PE12345, PLS12345, E112345, LSI12345)

User ID or Email

Password

[Forgot your password?](#)

☐ Remember me

[Login](#)

PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ARE ALREADY LICENSED OR HAVE STARTED AN APPLICATION. Instead [request a password](#) to the new site by clicking [here](#).

- When you log in, you will see you are in the education log. You will need to hit Applications in the top right hand corner.

Professional Engineer Renewal or Reinstatement Application (01/01/2022 to 12/31/2023)

Return to: [Applications](#)

Education Log

Education Log

Hours Audited 0 Hours Submitted (excludes hours Under Inquiry) 0

Click "Add PDH Activity" to record your continuing education and add supporting documentation. **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. DO NOT upload a log of courses, we will not accept it. You must provide a certificate.** 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.

[Add PDH Activity](#)

Education Log

Education Log

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- You would Hit View by the Renewal you are trying to Activate

Professional Engineer

Professional Engineer Renewal or Reinstatement Application (1/1/2022 to 12/31/2023) Education Log Continue

You can enter courses in the Education Log by hitting the Orange Button to the right of the words Education Log.

Professional Engineer Renewal or Reinstatement Application (1/1/2020 to 12/31/2021) Approved View

You can enter courses in the Education Log by hitting the Orange Button to the right of the words Education Log.

- Hit the 3 dots next to Approved and then select Request Status Change.t if you are renewing as Active or Inactive.

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

Return to: Applications

Approved Overview

Request Status Change

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

Approved

- Hit Ok

Are you sure?



Are you sure that you want to request a status change from Inactive to Active?

You will be required to provide documentation for all required Professional Development Hours.

Cancel

OK

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- Hit Change Intent to Renew.

Professional Engineer Renewal or Reinstatement Application: Providing Renewal Details ✕

Click Continue to proceed.

You have elected to renew to:
Inactive

Change Intent to Renew Finish Later Cancel Continue

- Hit the down arrow and select Active and Hit Continue.

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.

Retired Title Designation (This is not a status): A person who no longer holds a license to practice in the State of Alabama but is allowed to use the title "Professional Engineer, Retired" or "Professional Land Surveyor, Retired". If you request a Retired Title and wish to be licensed in the future you will be required to submit an application and meet current licensure requirements which may include taking the exams. **You will be asked 3 times to confirm this request.**

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:
Inactive

Do you intend to renew to Active or Inactive?*

Inactive

< Previous Next >

Request Retired Title **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. May 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

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

- 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 Add PDH Activity to enter the courses/hours you are claiming. **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 Details

Providing Renewal Details

Requirements

You have been selected for Audit. You must enter your courses and provide proof of completion for all completed Professional Development Hours that you are using to satisfy the 30 hour requirement. If you are using carry forward hours to satisfy the 30 hour requirement, you need to enter those courses and provide proof of completion. The entering of courses and proof of completion is also required for all Practitioners who are either Reinstating or Renewing from Inactive to Active.

0%0 of 30

Legend

Units Added

Remaining

Completed

Education Log

Hours Audited 0Hours Submitted (excludes hours Under Inquiry) 0

Click "Add PDH Activity" to record your continuing education and add supporting documentation. **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. DO NOT upload a log of courses, we will not accept it. You must provide a certificate.** 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.

Add PDH Activity

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 Details

Providing Renewal Details

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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- Hit +Select next to the type of course you are entering

Select Activity

Activity Title

Active participation in educational outreach activities pertaining to professional licensure or the surveying/engineering profession that involved K-12 or higher education students

+ Select

Actively participating in professional or technical societies as defined in 330-X-13-02(8)(f)

+ Select

Attending seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions, or conferences

+ Select

Authoring published papers, articles, books, or accepted licensing exam items

+ Select

Receiving a United States Patent

+ Select

Serving the Board as a Technical Advisor

+ Select

Successfully auditing qualifying college or university sponsored courses

+ Select

Successfully completing college or university sponsored courses

+ Select

Successfully completing qualifying courses which are awarded Continuing Educational Units (CEU)

+ Select

Successfully completing tutorials, short courses, correspondence courses, televised courses, internet courses or videotaped courses

+ Select

Teaching, presenting, or instructing - college or university sponsored courses

+ Select

Teaching, presenting, or instructing - qualified courses which are awarded Continuing Educational Units (CEU)

+ Select

Teaching, presenting, or instructing - seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions or conferences

+ Select

Teaching, presenting, or instructing - tutorials, short courses, correspondence courses, televised courses, internet courses or videotaped courses

+ Select

- You must enter the information on the course and upload the certificate then Hit Submit. **(We only accept a certificate for the supporting documentation. No other documentation will be accepted unless you are teaching a course or attending college course)** You will repeat until you've entered all your courses.

Attending seminars, in-house programs, workshops, or professional or technical presentations made at meeting, conventions, or conferences: 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.**

Title / Description*:

Sponsoring Organization's Name*:

Instructor / Speaker Name*:

Date of Activity*:

MM/DD/YYYY

Units Guidance:

1 PDH for each contact hour

Requested Professional Development Hours*:

Supporting Documentation*:

Upload

Finish Later

Cancel

Submit

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- The Requirements Bar should be green when you have met the 30 hour requirement. Hit Submit.
- You will not need to answer the 2 affidavit questions since those were previously answered.

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

[Return to: Applications](#)

Providing Renewal Details

Submit

...

Requirements

You have been selected for Audit. You must enter your courses and provide proof of completion for all completed Professional Development Hours that you are using to satisfy the 30 hour requirement. If you are using carry forward hours to satisfy the 30 hour requirement, you need to enter those courses and provide proof of completion. The entering of courses and proof of completion is also required for all Practitioners who are either Reinstating or Renewing from Inactive to Active.

30 of 30

Legend

Units Added

Remaining

Completed

Education Log

Hours Audited 0 Hours Submitted (excludes hours Under Inquiry) 30

[\(show more\)](#)

Add PDH Activity

Activity	Completion Date	Hours Requested	Hours Audited and Approved
How to Design a Bridge	6/14/2022	10	Submitted
Technical Advisor	7/29/2021	10	Submitted
How to Build a Bridge	7/5/2021	10	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

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- You should see you are now electing to renew as Active. Hit Continue.

Professional Engineer Renewal or Reinstatement Application: Providing Renewal Details ✕

Click Continue to proceed.

You have elected to renew to:
Active

Change Intent to Renew

Finish Later

Cancel

Continue

- Under Attestation, Yes should already be selected from your previous renewal. If not, 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*:

Yes ✕ ▼

Cancel

Continue

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- 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 Submit. **(Note: Since you have already paid the renewal fee, it will skip this step.)**

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](#)

United States

< Previous Next >

Back Cancel Submit

- 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

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- If you Hit Pay Fees tab, you will see when you paid the renewal.

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

[Validate](#) >
[Contact](#)
[Information](#)

Renewal Fee*: **\$ 100.00 for Renewal Fee** paid on 12/8/2021 10:19:38 AM
Transaction Id: 79799446

[Pay Fees](#)

[< Previous](#) [Next >](#)

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

- You will see that your renewal has been submitted. It is pending review of your courses.

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

[Return to: Applications](#)

[+ -](#) Submitted Pending [📖](#) [🖨](#) Submitted Pending ⓘ ⋮

Education Log Hours Audited 0 Hours Submitted (excludes hours Under Inquiry) 30

[\(show more\)](#)

Activity	Completion Date	Hours Requested	Hours Audited and Approved
How to Design a Bridge	6/14/2022	10	Submitted ⋮
Technical Advisor	7/29/2021	10	Submitted ⋮
How to Build a Bridge	7/5/2021	10	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 ⋮

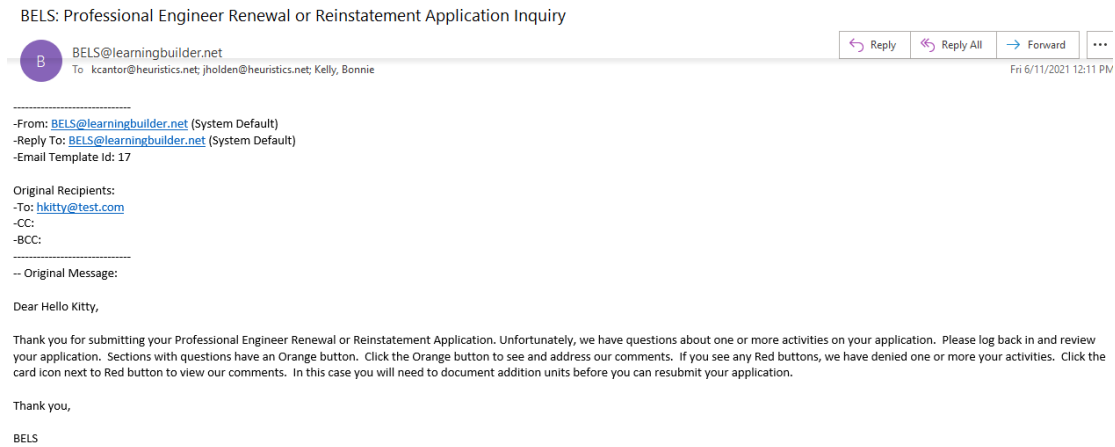
Submitted Pending

Submitted Pending ⓘ ⋮

You application has been submitted and is pending approval. You will receive a notification when your application has been approved or if the board requires any further information.

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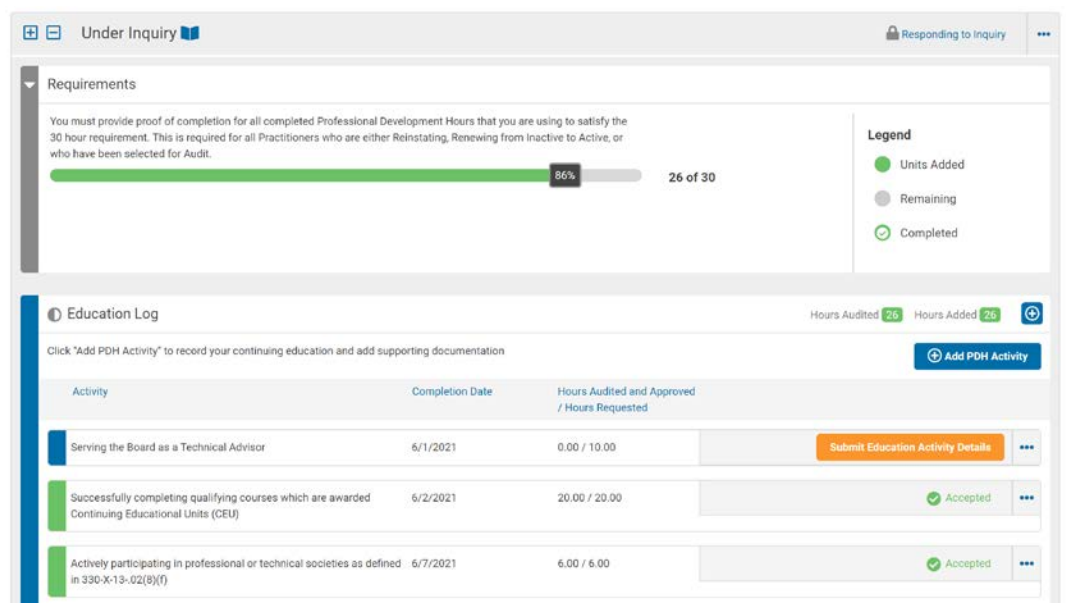
- If there are issues with your renewal, you will receive an email to log back into your account to review the issues.



- Once you log back in, you will see your status as Under Inquiry. You need to Hit Continue.



- Once you are in the renewal, the section that is Under Inquiry and needs information will have an Orange Button. You will need to Hit Orange Button.



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- You will see under Comments to Applicant what the issue is and what you need to do

Serving the Board as a Technical Advisor: 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.**

Comments to Applicant:

Must provide a signed certificate. Receipts are not acceptable.

Title / Description*:

Technical Advisor

Sponsoring Organization's Name*:

BELS

Instructor / Speaker Name*:

NA

Date of Activity*:

06/01/2021




Units Guidance:

Not to exceed 10 PDH

Requested Professional Development Hours*:

10

Supporting Documentation*:

[BATCH CONTROL SHEET.docx](#)   

Finish Later

Cancel

Submit

- You need to Hit Respond to Inquiry

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

Return to: [Applications](#)

Under Inquiry

Respond to Inquiry

Requirements

You must provide proof of completion for all completed Professional Development Hours that you are using to satisfy the 30 hour requirement. This is required for all Practitioners who are either Reinstating, Renewing from Inactive to Active, or who have been selected for Audit.

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Units Added

Remaining

Completed

Education Log

Hours Audited 26 Hours Added 36

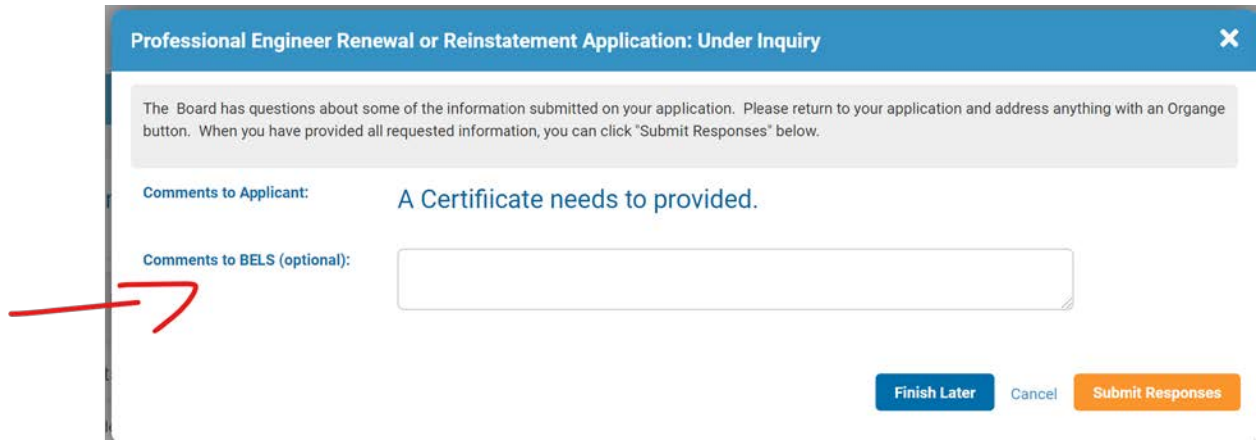
Click "Add PDH Activity" to record your continuing education and add supporting documentation

Add PDH Activity

Activity	Completion Date	Hours Audited and Approved / Hours Requested
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- If you have any comments back to the Board, you can enter them under Comments to BELS. Either way you need to Hit Submit Responses.




- Once you resubmitted, your status will show as In Review



- You will get an email you have been approved and there is a link in your account to print the pocket card.

BELS: Professional Engineer Renewal or Reinstatement Application Approved

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

[Reply](#) [Reply All](#) [Forward](#)

-From: BELS@learningbuilder.net (System Default)
-Reply To: BELS@learningbuilder.net (System Default)
-Email Template Id: 44

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

-- Original Message:

Dear Hello Kitty,

Congratulations! Your Professional Engineer Renewal or Reinstatement Application has been approved. You can use the following link to download and print a copy of your pocket card:

[ADD Download Link to Pocket Cert]

1/1/2020 12:00:00 AM

Thank you,

Alabama Board of Licensure for Professional Engineers and Land Surveyors

<https://bels.alabama.gov/>