

How to Renew Certificate of Authorization

Engineering & Land Surveying

10/01/2023

The screen prints are for the Engineering CA, but the process is the same for the Land Surveying CA. The only difference is the wording.

- The managing agent should be completing the application and signing the certifying statement.
- Login to the company account with the email address or user id to complete the CA you want to renew. Your user id is the license type and number (Example: ECA1234 or LSCA1234).
- **DO NOT select the orange button that says, “Register a new Company”.**
- If you need to reset the password, you must have access to the email account in our records to receive the password setup email. If you are also the managing agent for a firm, a different email address is required for the firm.

The screenshot shows the Alabama Board of Professional Engineers and Land Surveyors Licensing Portal. The page title is "Alabama Board of Professional Engineers and Land Surveyors Licensing Portal". There are three navigation tabs: "License Search", "Certificate of Authorization Search", and "File a Complaint".

Under "Individual Applicants", there is an orange button "Register as a new Applicant" and a list of actions: "Renew an existing PE or PLS License", "Check on the status of an application", and "Update personal information".

Under "Companies", there is an orange button "Register a new Company" and a list of actions: "Renew an existing Certificate of Authorization", "Amend an existing Certificate of Authorization", and "Update Contact information". This section is crossed out with a large red X.

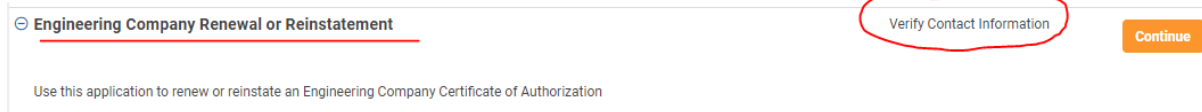
The "Login" section contains a form with the following fields and options:

- Enter your User ID (License Type and Number) and Password below to log in.
- You must use your license type in front of your license/certification number. (Ex. PE12345, PLS12345, EI12345, LS12345, ECA12345, LSCA12345)
- User ID or Email: [Redacted]
- Password: [Redacted]
- Remember me:
- Forgot your password? [Forgot your password?](#)
- Login: [Button]

At the bottom of the login form, there is a warning: "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](#)."

Page 2 How to Renew Certificate of Authorization Engineering & Land Surveying

- When you log into the company account, you will see the Renewal Application. Select the orange button that says “Begin” or “Continue”.



Affidavit Questions

- Select “Answer Question” to provide a response for the three questions.

- Since the last renewal, select No or Yes if the firm has been disciplined or if there are pending complaints in another state.

Since its last renewal, has the firm been disciplined or does it have a complaint pending in any jurisdiction? New applications: Has the firm ever been disciplined, or does it have a complaint pending in any jurisdiction?: Answer Question

Question: Since its last renewal, has the firm been disciplined or does it have a complaint pending in any jurisdiction? New applications: Has the firm ever been disciplined, or does it have a complaint pending in any jurisdiction?

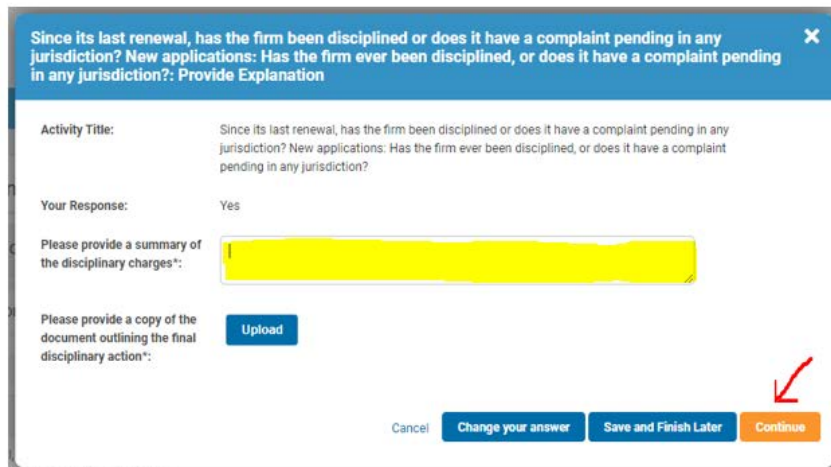
Cancel

No

Yes

Page 3 How to Renew Certificate of Authorization Engineering & Land Surveying

- If you answered Yes, a summary of the disciplinary charges is required and upload a document of the action. Then select “Continue”.



Since its last renewal, has the firm been disciplined or does it have a complaint pending in any jurisdiction? New applications: Has the firm ever been disciplined, or does it have a complaint pending in any jurisdiction?: Provide Explanation

Activity Title: Since its last renewal, has the firm been disciplined or does it have a complaint pending in any jurisdiction? New applications: Has the firm ever been disciplined, or does it have a complaint pending in any jurisdiction?

Your Response: Yes

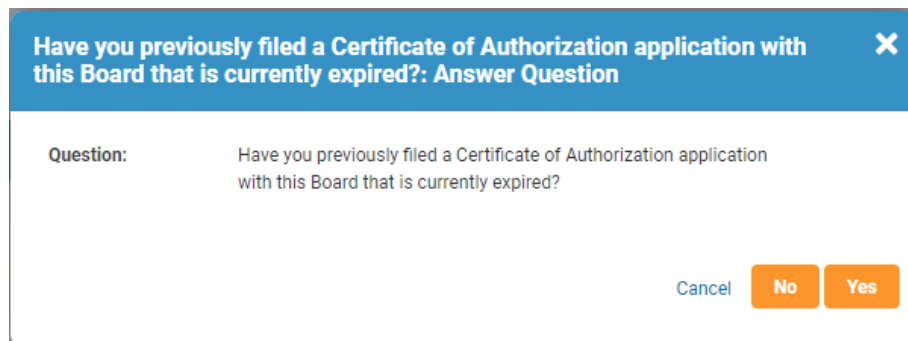
Please provide a summary of the disciplinary charges*:

Please provide a copy of the document outlining the final disciplinary action*:

Upload

Cancel Change your answer Save and Finish Later Continue

- Select No or Yes if the firm has previously filed a Certificate of Authorization application with Alabama that is currently expired. Check the expiration date on your Certificate of Authorization. If you submit the renewal application after the expiration date, you must select Yes for this question.

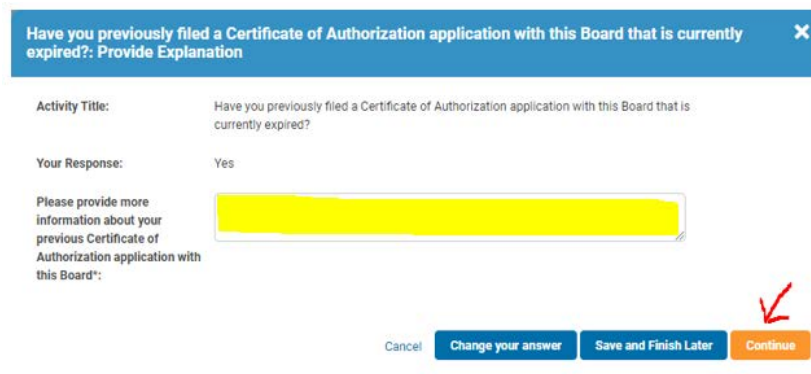


Have you previously filed a Certificate of Authorization application with this Board that is currently expired?: Answer Question

Question: Have you previously filed a Certificate of Authorization application with this Board that is currently expired?

Cancel No Yes

- If you answered Yes, a comment is required about the expired Certificate of Authorization. Then select “Continue”.



Have you previously filed a Certificate of Authorization application with this Board that is currently expired?: Provide Explanation

Activity Title: Have you previously filed a Certificate of Authorization application with this Board that is currently expired?

Your Response: Yes

Please provide more information about your previous Certificate of Authorization application with this Board*:

Upload

Cancel Change your answer Save and Finish Later Continue

Page 4 How to Renew Certificate of Authorization Engineering & Land Surveying

- Select No or Yes if the firm offered or performed engineering or land surveying services through any of its office locations for projects in the State of Alabama during the time the firm did not hold a valid Certificate of Authorization issued by the Alabama Board.

Has the firm offered or performed engineering services through any of its office locations for projects in the State of Alabama during the time the firm did not hold a valid Certificate of Authorization issued by the Alabama Board?: Answer Question

Question: Has the firm offered or performed engineering services through any of its office locations for projects in the State of Alabama during the time the firm did not hold a valid Certificate of Authorization issued by the Alabama Board?

Cancel No Yes

- If you answered Yes, an explanation about the services that were offered or performed before having a valid Certificate of Authorization is required. Then select “Continue”.

Has the firm offered or performed engineering services through any of its office locations for projects in the State of Alabama during the time the firm did not hold a valid Certificate of Authorization issued by the Alabama Board?: Provide Explanation

Activity Title: Has the firm offered or performed engineering services through any of its office locations for projects in the State of Alabama during the time the firm did not hold a valid Certificate of Authorization issued by the Alabama Board?

Your Response: Yes

Explanation*:

Cancel Change your answer Save and Finish Later Continue

- Once you have completed the information under Affidavit Questions, the section will turn green. “Response Submitted” will be shown if you answered Yes and “Accepted” will be shown if you answered No.

Affidavit Questions

Required	Has the firm ever been disciplined, or does it have a complaint pending against it in any jurisdiction	Yes	Response Submitted
Required	Have you previously filed a Certificate of Authorization application with this Board	No	Accepted

Page 5 How to Renew Certificate of Authorization Engineering & Land Surveying

- Next, select the orange “Verify Contact Information” button on the top right.

Engineering Company Renewal or Reinstatement Return to: [Applications](#)

Verify Contact Information Verify Contact Information

✓ Affidavit Questions

Response

Required

Since its last renewal, has the firm been disciplined or does it have a complaint pending in any jurisdiction? New applications: Has the firm ever been disciplined, or does it have a complaint pending in any jurisdiction?

No Accepted

- Your primary contact information will be displayed. To update the information, select “My Account Details”. If the information is correct, select “The above contact information is correct”.

Engineering Company Renewal or Reinstatement: Verify Contact Information


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

1903 Cobbs Ford Rd
Prattville, AL 36066
United States

engineerstest@gmail.com

(205) 620-3092

[Finish Later](#) [The above contact information is correct](#)

- If you select “My Account Details”, the screen print on the next page shows that changes are made on the left side under Phone Numbers, Email Addresses or Addresses by clicking on  to edit the information.

Page 6 How to Renew Certificate of Authorization Engineering & Land Surveying

Engineering R Us: Account Details

Account Details Applications Tasks Payment History Communications Library Staff Change Password

MyAccount (Organization) Instructions

Engineering R Us

Change Password

Alternate Name: ORG12871

Primary Email: engineertest@gmail.com

Status

Member Type: Organization

Include in Directory

Do Not Make Contact Info Available

Phone Numbers

Work Phone (205) 620-3092

Fax Phone (205) 620-3098

Email Addresses

Primary engineertest@gmail.com

Addresses

Business Address Corporate Office, 1903 Cobbs Ford Rd, Prattville, AL 36066, United States

Engineering Company Active

ECA Branches 2 RECORDS

Surveying Company Active

LSCA Branches 1 RECORD

Company Company

- After the changes have been saved, hit the back arrow on your internet browser and then select the orange “Verify Contact Information” button on the top right. If the information is correct, select “The above contact information is correct”.



Engineering Company Renewal or Reinstatement

Return to Applications

Verify Contact Information

Verify Contact Information

Engineering Company Renewal or Reinstatement: Verify Contact Information

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

1903 Cobbs Ford Rd
Prattville, AL 36066
United States

engineertest@gmail.com

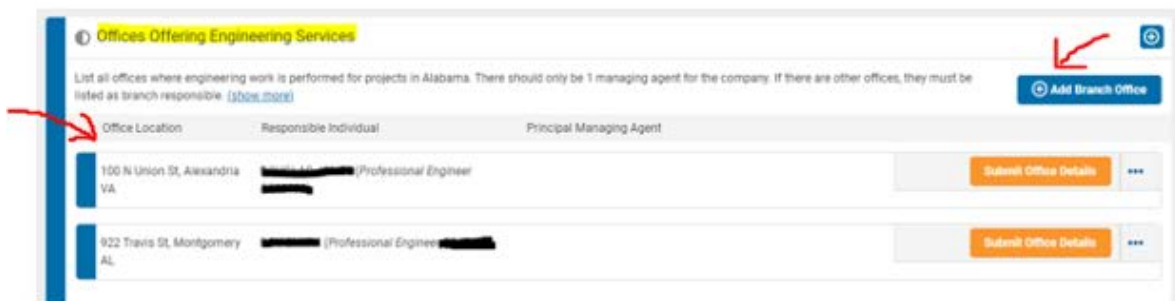
(205) 620-3092

Finish Later The above contact information is correct

Offices Offering Engineering Services or Offices Offering Surveying Services

- The system will prepopulate all office locations shown in your account profile.
- You will be required to enter or verify the managing agent and branch responsible.
- You must list all offices where engineering work (for engineering CA) or where surveying work (for surveying CA) is performed for projects in Alabama.
- For each office location, you must list an active full time Alabama PE (for engineering CA) or an active full time Alabama PLS (for surveying CA) who lives **no more than 75 miles** from the office they are working from.
- **If the office location is a home address, it will be shown on the BELS website.**
- If the address shown below on **Exhibit #1** in the “Office Location” column **does not match** an office address, select “Submit Office Details”, and **click on “Remove Office”**.
- If the address shown below on **Exhibit #1** in the “Office Location” column **matches** an office address, select “Submit Office Details”, and follow the instructions on Page 8 under the **Exhibit #2 Process**.
- If your firm offers or provides services for projects in Alabama and the correct address did not prepopulate, select “Add Branch Office” to enter the phone number, address, and managing agent. **NOTE: Include the city, state, and zip in the address entry.**

Exhibit #1



When you review the land surveying section, click on the arrow next to the office location to see the PLS name.

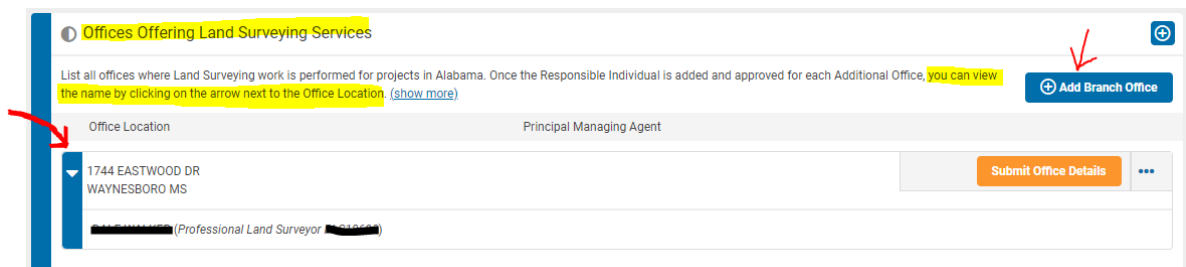


Exhibit #2 Process

- If the Branch Office Phone Number, Branch Office Address, and Managing Agent information is in your account profile, the fields will be prepopulated, and you do not need to enter the information unless a change is needed.
- If you need to update the “Identify the Managing Agent ...” field, start typing the name until it is shown in the licensee list and click on the appropriate name. **Another way to find the name is to enter the licensee # (Example: PE1234 or PLS1234).**
- For the question “Will this individual serve as the Managing Agent for the Company?”, select Yes or No. **All firms must have one Yes response. If your firm has more than one office, only select Yes for one office and No for the other office locations because there can only be one company managing agent and the others are branch managers.**
- Next, select Continue

Renewal Branch: Submit Office Details

Branch Office Phone Number:
(334) 654-5214

Branch Office Address (Start typing and select your address when it shows in the list):
100 N Union St, Ste 200, Alexandria, VA 22314-3244

Identify the Managing Agent for this engineering office location (BRI E):
Professional Engineer

Will this individual serve as the Managing Agent for the Company?
Select Is Principal Managing Agent

Is Engineering Office:
Yes

is renewal or amendment LSC:
No

is renewal or amendment ENG:
Yes

Remove Office Finish Later Cancel Continue

Select Yes or No to this Question

- The information for the office will be displayed. If everything is correct, select “Submit Request to Responsible Individual” and then select “OK”.

Renewal Branch: Validate Office Details

Branch Office Phone Number:
(334) 654-5214

Branch Office Address:
100 N Union St, Ste 200, Alexandria, VA 22314-3244

Branch Responsible Individual:
Professional Engineer

Principal Managing Agent - Engineer:
Professional Engineer

Will this individual serve as the Managing Agent for this Engineering Company?
Yes

Back Finish Later Cancel Submit Request to Responsible Individual

Are you sure?

A request will be sent to the identified individual to confirm that they accept this responsibility.

Cancel OK

Page 9 How to Renew Certificate of Authorization Engineering & Land Surveying

- If you need to add an office location, select “Add Branch Office”, and enter the Branch Office Phone Number, Branch Office Address, and Managing Agent.

Offices Offering Engineering Services

List all offices where engineering work is performed for projects in Alabama. There should only be 1 managing agent for the company. If there are other offices, they must be listed as branch responsible. ([show more](#))

Office Location	Responsible Individual	Principal Managing Agent	
100 N Union St, Alexandria VA	DOUGLAS JONES (Professional Engineer PE22193)	Yes	Confirming Designation ...
922 Travis St, Montgomery AL	ROY SMITH (Professional Engineer PE17321)	No	Confirming Designation ...

[+ Add Branch Office](#)

- **NOTE for “Confirming Designation” Step:** The Alabama licensed engineer or land surveyor should log into their PE or PLS account. Then select “Task” in the upper right corner. Next click on “Confirm Designation as Responsible Charge” and answer the questions. For the “Commute from Address”, enter the home address or alternate housing address that is no more than 75 miles from the office address (include street address, city, state, and zip). Now select “Next” and the PE or PLS should type their name for the “Signature” and then select “I Agree”.
- Once the information under all sections have been completed and the Responsible Individuals have responded to the “Confirming Designation” step, all sections will turn green, and it will show the requirements have been met. Select “Submit” to continue to the payment portion.

Engineering Company Renewal or Reinstatement

Return to: [Applications](#)

Complete Affidavit

Requirements

You must identify the Managing Agent for the Company and this individual must accept the responsibility before this application can be submitted.

1 of 1

Legend

- Units Added
- Remaining
- Completed

[Submit](#)

Offices Offering Engineering Services

List all offices where engineering work is performed for projects in Alabama. There should only be 1 managing agent for the company. If there are other offices, they must be listed as branch responsible. ([show more](#))

Office Location	Responsible Individual	Principal Managing Agent	
100 N Union St, Alexandria VA	DOUGLAS JONES (Professional Engineer PE22193)	Yes	Review Office Details ...
922 Travis St, Montgomery AL	ROY SMITH (Professional Engineer PE17321)	No	Review Office Details ...

[+ Add Branch Office](#)

Page 10 How to Renew Certificate of Authorization Engineering & Land Surveying

- Type your name for the signature and select “Proceed to Pay Fees”.

Engineering Company Renewal or Reinstatement: Complete Affidavit

- Administrative Code Section 330-X-3-.02(5) states withholding information, misrepresentation, or untrue statements will be cause for denial of application.
- The Code of Alabama 1975, Section 34-11-11 states that the Board may take disciplinary action against any licensee, engineer intern, land surveyor, or firm for the practice of fraud or deceit in obtaining a certificate.

Certifying Statement:

- The firm listed as the applicant has identified all its offices and services offered for projects in the State of Alabama as identified in the application.

Signature:

[Go Back and Add More Branch Offices](#) [Finish Later](#) [Proceed to Pay Fees](#)

- Select “Pay Fees”

Engineering Company Renewal or Reinstatement: Submit and Pay Fees

Member Name: Engineering R Us

Certificate of Authorization ID: ECA50739

Certificate of Authorization Renewal Fee*: Title: Renewal Fee Amount: \$ 200.00

[Pay Fees](#)

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

Check Out

- What you are paying for, and the amount will be displayed. Select “Continue”

Check Out [Return to Request Form](#)

Item(s) To Be Purchased

Item	Price	Quantity	Total
Renewal Fee	\$200.00	1	\$200.00
Total:			\$200.00

You will be able to review your purchase before finalizing.

[Cancel](#) [Continue](#)

- Complete the customer information for the credit/debit card. **Remember to enter the address that matches the billing address for the credit/debit card to prevent an error message.** Select “Next”.

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	\$200.00	1	\$200.00
Total:				\$200.00

Payment

Payment Type: Credit/Debit Card

Transaction Summary

Renewal Fee \$200.00

Total Fee Paid Through Alabama.gov \$200.00

Need Help?

This service is provided by Tyler Alabama working under contract NA22030000314 awarded by the State of Alabama. The online price of items purchased includes funds used to develop, maintain and expand the service offerings of the eGov contract.

Customer Information

Country: United States

First Name: Last Name:

Address 1:

Address 2:

City: State:

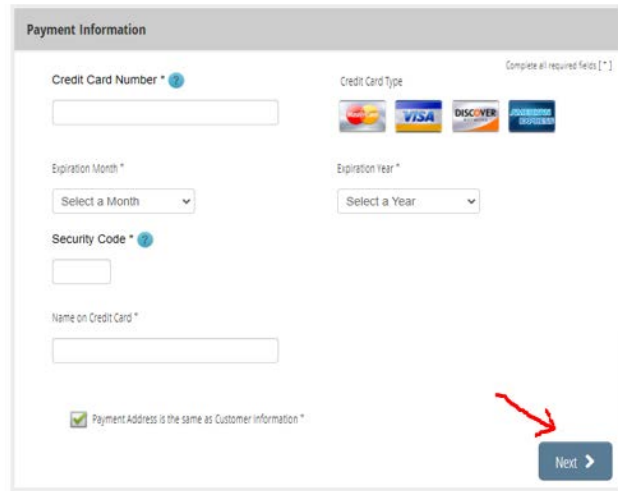
Zip/Postal Code:

Phone Number:

Email:

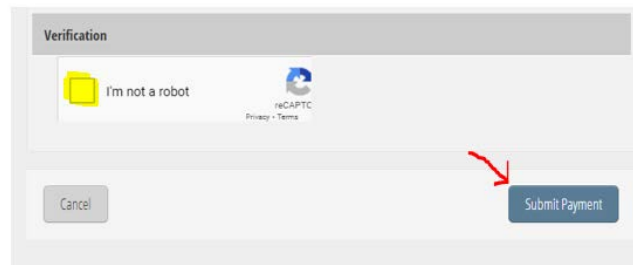
[Next](#)

- Enter your credit card information and Select Next.



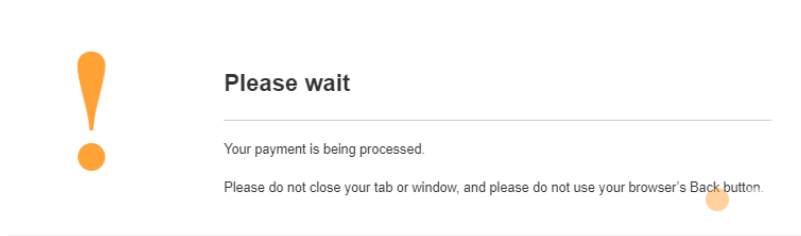
The image shows a 'Payment Information' form with the following fields: 'Credit Card Number *', 'Expiration Month *' (dropdown), 'Security Code *', 'Name on Credit Card *', 'Credit Card Type' (with logos for Mastercard, Visa, Discover, and American Express), and 'Expiration Year *' (dropdown). A checkbox at the bottom is labeled 'Payment Address is the same as Customer information *'. A red arrow points to the 'Next >' button in the bottom right corner.

- Next, click in the box next to “I’m not a robot” and then select “Submit Payment”.

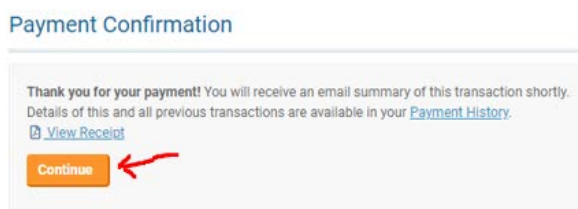


The image shows a 'Verification' section with an 'I'm not a robot' checkbox and a reCAPTCHA logo. Below the verification area are 'Cancel' and 'Submit Payment' buttons. A red arrow points to the 'Submit Payment' button.

- You will see a screen that says, “Please Wait”. **The payment will not process correctly if you close the tab/window or hit the browser’s back button.**



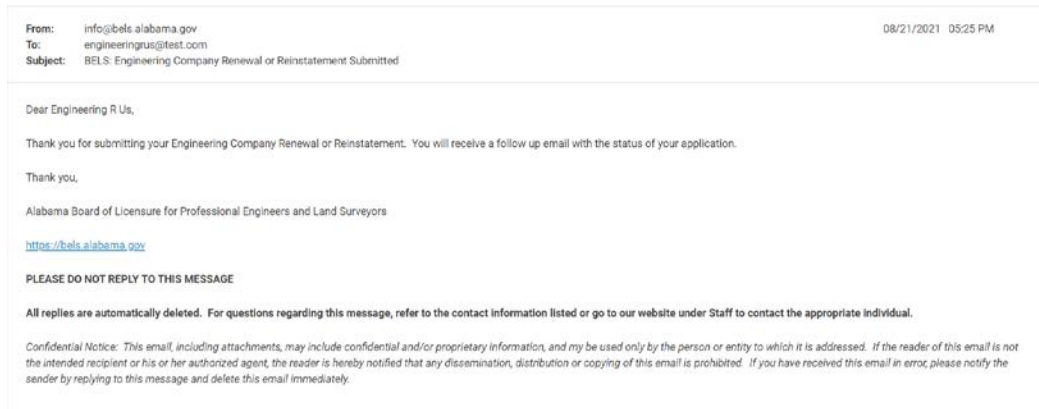
- Once the payment has processed, select “Continue”.



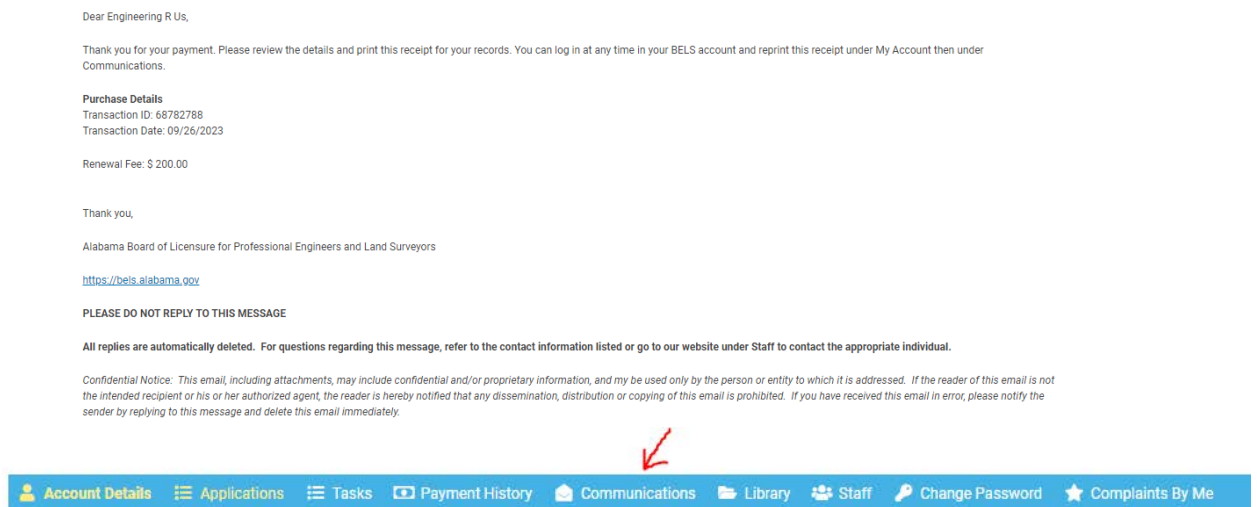
The image shows a 'Payment Confirmation' screen with the text: 'Thank you for your payment! You will receive an email summary of this transaction shortly. Details of this and all previous transactions are available in your [Payment History](#). [View Receipt](#)'. Below the text is an orange 'Continue' button with a red arrow pointing to it.

Page 12 How to Renew Certificate of Authorization Engineering & Land Surveying

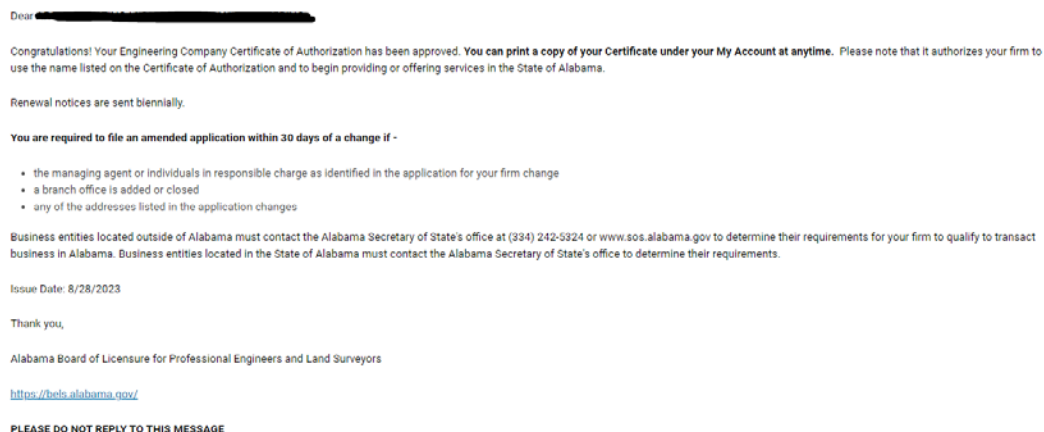
- You will get an email stating your application has been submitted.



- You will get an email receipt for the application fee. At any time, you can log back into your account and get this email under the “Communications” section.



- Once your application has been reviewed, you will get an approval email, and you can log into your account to print the certificate.



Print Certificate of Authorization

- Login to the company account.
- Select, “My Account” on the top right.
- Click on the white arrow next to Engineering Company or Surveying Company.
- Scroll down and click on “Download Company Certificate”

The screenshot shows a web application interface. At the top, there is a navigation bar with the following elements: "Welcome [redacted]", a menu icon, "Tasks", a user icon, "My Account", and "Logout". A red arrow points to the "My Account" link.

Below the navigation bar, there is a list of company accounts. The first two items are "Engineering Company" and "Surveying Company", both with a status of "Active". Red arrows point to the white arrow icons on the left of these items.

The "Engineering Company" entry is expanded, showing a detailed view of the certificate information. The details include:

- Credential Number: [redacted]
- Original File Number: [redacted]
- Disciplinary Action: [redacted]
- Cycle Start Date: [redacted]
- Cycle End Date: [redacted]
- Last Renewal Date: [redacted]
- Initial Issue Date: [redacted]
- Principal Managing Agent - PE: [redacted]
- Principal Managing Agent - PLS: [redacted]

At the bottom of the expanded view, there is a section labeled "Company Certificate Download" with a blue button that says "Download Company Certificate". A red arrow points to this button.