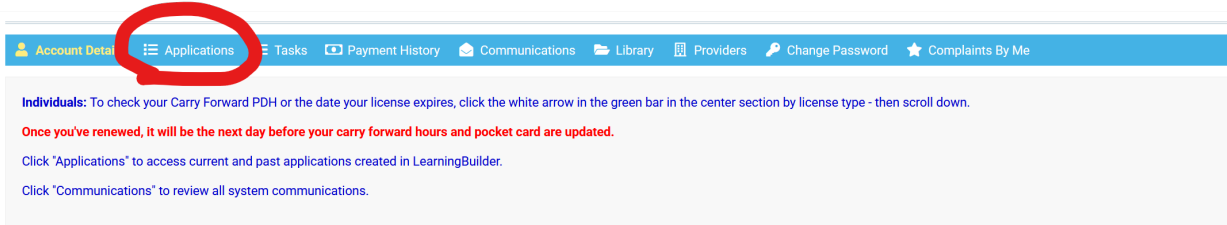


Structural Roster Designation

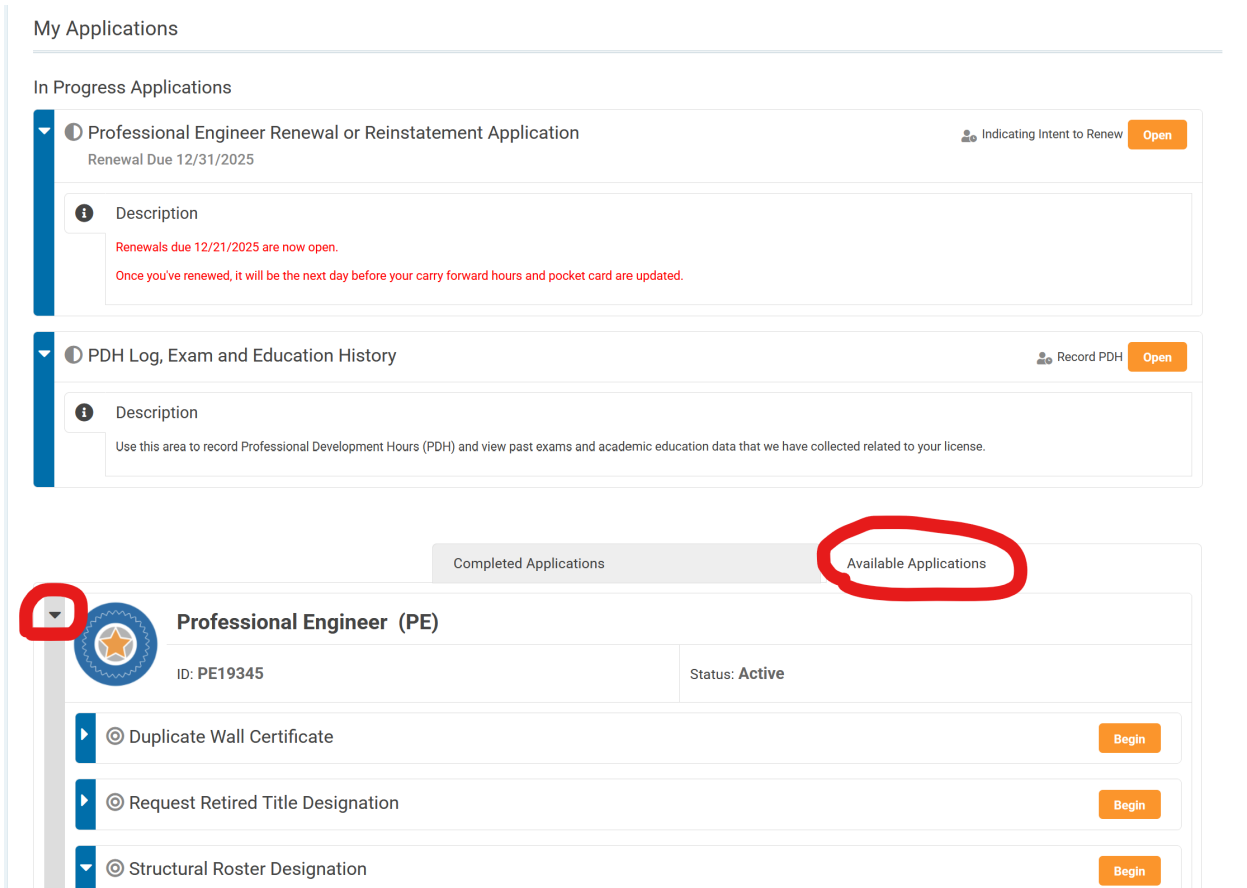
11/4/25

You must already be currently licensed as an Alabama PE

- In your BELS account, Select Applications

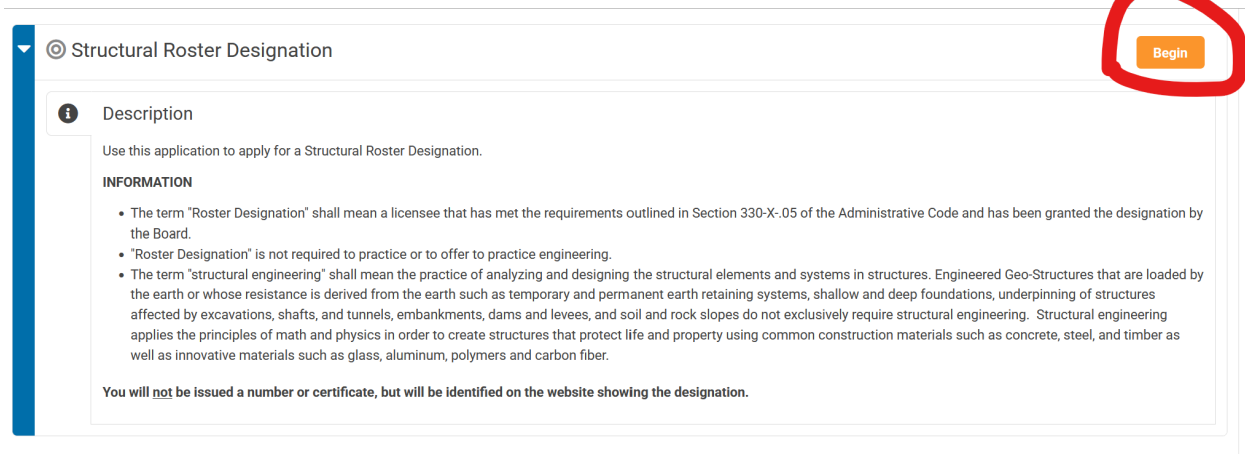


- Select Available Applications. Click the Arrow next to Professional Engineer to expose the Structural Roster Designation Application.



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- Select Begin



Structural Roster Designation

Begin

Description

Use this application to apply for a Structural Roster Designation.

INFORMATION

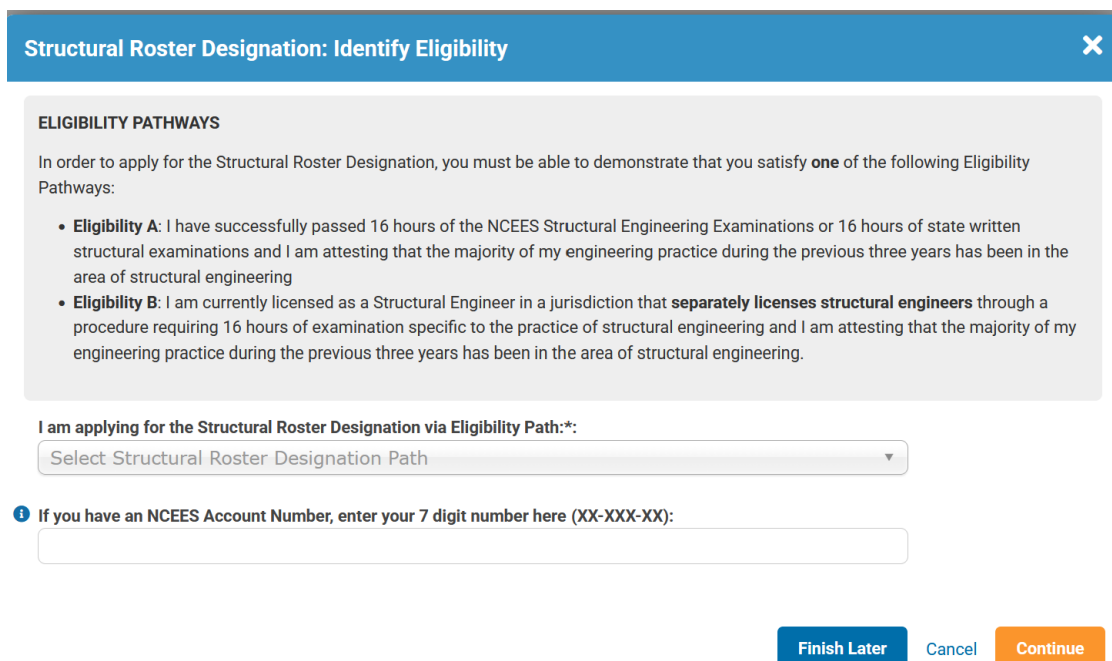
- The term "Roster Designation" shall mean a licensee that has met the requirements outlined in Section 330-X-.05 of the Administrative Code and has been granted the designation by the Board.
- "Roster Designation" is not required to practice or to offer to practice engineering.
- The term "structural engineering" shall mean the practice of analyzing and designing the structural elements and systems in structures. Engineered Geo-Structures that are loaded by the earth or whose resistance is derived from the earth such as temporary and permanent earth retaining systems, shallow and deep foundations, underpinning of structures affected by excavations, shafts, and tunnels, embankments, dams and levees, and soil and rock slopes do not exclusively require structural engineering. Structural engineering applies the principles of math and physics in order to create structures that protect life and property using common construction materials such as concrete, steel, and timber as well as innovative materials such as glass, aluminum, polymers and carbon fiber.

You will not be issued a number or certificate, but will be identified on the website showing the designation.

- Select the Eligibility Path
- Enter NCEES Account Number (if you provided an NCEES Account Number when you applied for your PE license, it will be showing and we will get the exam or license information from your NCEES Account)

Note: If you do not have an NCEES Account – you will need to contact the State Board where you took the Structural exams or the State Board where you are licensed as a Structural Engineer and have the State mail the verification directly to the board.

- Select Continue



Structural Roster Designation: Identify Eligibility

ELIGIBILITY PATHWAYS

In order to apply for the Structural Roster Designation, you must be able to demonstrate that you satisfy **one** of the following Eligibility Pathways:

- **Eligibility A:** I have successfully passed 16 hours of the NCEES Structural Engineering Examinations or 16 hours of state written structural examinations and I am attesting that the majority of my engineering practice during the previous three years has been in the area of structural engineering
- **Eligibility B:** I am currently licensed as a Structural Engineer in a jurisdiction that **separately licenses structural engineers** through a procedure requiring 16 hours of examination specific to the practice of structural engineering and I am attesting that the majority of my engineering practice during the previous three years has been in the area of structural engineering.

I am applying for the Structural Roster Designation via Eligibility Path*:

Select Structural Roster Designation Path

If you have an NCEES Account Number, enter your 7 digit number here (XX-XXX-XX):

Finish Later Cancel Continue

Eligibility A

- Click Confirm and Proceed. **(Please confirm the Exam information is in your NCEES Account before you click Confirm and Proceed or that the information has been mailed to the Board if you do not have an NCEES Account)**

Structural Roster Designation: Confirm Eligibility Pathway



ELIGIBILITY PATHWAYS

In order to apply for the Structural Roster Designation, you must be able to demonstrate that you satisfy **one** of the following Eligibility Pathways:

- **Eligibility A:** I have successfully passed 16 hours of the NCEES Structural Engineering Examinations or 16 hours of state written structural examinations and I am attesting that the majority of my engineering practice during the previous three years has been in the area of structural engineering.
- **Eligibility B:** I am currently licensed as a Structural Engineer in a jurisdiction that **separately licenses structural engineers** through a procedure requiring 16 hours of examination specific to the practice of structural engineering and I am attesting that the majority of my engineering practice during the previous three years has been in the area of structural engineering.

I am applying for the Structural Roster Designation via Eligibility Path:

A

NCEES Account Number:

12-345-67

Go Back and Make Changes

Finish Later

Cancel

Confirm and Proceed

- You would –
 - select which exams You have taken (Structural I and Structural II, Structural Lateral and Structural Vertical or 16-hour State written structural)
 - select which state the exams were taken in
 - enter the date of the last exam taken
 - select Yes for the attestation
- Click Continue

Page 4 Structural Roster Designation

Structural Roster Designation: Provide Eligibility Path A Requirements ✕

Eligibility A: I have successfully passed 16 hours of the NCEES Structural Engineering Examinations or 16 hours of state written structural examinations and I am attesting that the majority of my engineering practice during the previous three years has been in the area of structural engineering.

Note: Before submitting the Structural Roster Designation request, log in to your NCEES Account and confirm that the exam information is in your NCEES Account.

Structural Exams Taken*:

SE Exam State*:

SE Exam Date*:

NCEES Account Number:
12-345-67

I understand that if I do not have an NCEES Account, I must contact the State Board where I tested and have an exam verification send directly to the Board Office.*:

- Structural Exam Options

Structural Exams Taken*:

- Structural I AND Structural II
- Structural Lateral AND Structural Vertical
- 16 hour State Written Structural

- Exam Date

Tooltip ✕

If exams were taken on multiple dates, enter the date that the last exam was completed

Attestation

- Type your name and Click Submit

Structural Roster Designation: Attestation ✕

I, the applicant named in this request,

- Have prepared and reviewed the request and to the best of my knowledge the statements contained in this request are true and correct and made in good faith.
- Agree to conform with the Rules of Professional Conduct set forth in the Administrative Code, Rule 330-X-14.

The Code of Alabama 1975, Section 34-11-11 states the Board shall have the power to take disciplinary action against any licensee, engineer intern, land surveyor intern or firm for -

- The practice of fraud or deceit in obtaining a certificate.
- Knowingly making false statements or signing false statements, certifications, or affidavits in connection with the practice of engineering or land surveying.
- Providing false testimony or information to the board.

Signature*:

Page 5 Structural Roster Designation

- Go to Pages 7 & 8 to see the process after your application has been submitted

Eligibility B

- Click Confirm and Proceed. **(Please confirm the Structural Engineer License from the State Board where you are licensed as a Structural Engineer is in your NCEES Account before you click Confirm and Proceed or that the information has been mailed to the Board if you do not have an NCEES Account)**

Structural Roster Designation: Confirm Eligibility Pathway ✕

ELIGIBILITY PATHWAYS

In order to apply for the Structural Roster Designation, you must be able to demonstrate that you satisfy **one** of the following Eligibility Pathways:

- **Eligibility A:** I have successfully passed 16 hours of the NCEES Structural Engineering Examinations or 16 hours of state written structural examinations and I am attesting that the majority of my engineering practice during the previous three years has been in the area of structural engineering.
- **Eligibility B:** I am currently licensed as a Structural Engineer in a jurisdiction that **separately licenses structural engineers** through a procedure requiring 16 hours of examination specific to the practice of structural engineering and I am attesting that the majority of my engineering practice during the previous three years has been in the area of structural engineering.

I am applying for the Structural Roster Designation via Eligibility Path:
B

NCEES Account Number:
12-345-67

[Go Back and Make Changes](#) [Finish Later](#) [Cancel](#) [Confirm and Proceed](#)

- You would –
 - select which state You are licensed as a structural engineer
 - enter the date the license expires
 - If you did not provide an NCEES Account number, answer Yes to the attestation
- Click Submit

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Structural Roster Designation: Provide Eligibility Path B Requirements



Eligibility B: I am currently licensed as a Structural Engineer in a jurisdiction that separately licenses structural engineers through a procedure requiring 16 hours of examination specific to the practice of structural engineering and I am attesting that the majority of my engineering practice during the previous three years has been in the area of structural engineering.

Note: Before submitting the Structural Roster Designation request, log in to your NCEES Account and confirm that the state board verification verifying your structural engineer license is in your NCEES Account and that it is current.

Structural Engineering License State*:

Select Structural Engineering License State

Structural Engineering License Expiration Date*:

MM/DD/YYYY

NCEES Account Number:

12-345-67

I attest that if I do not have an NCEES Account that contains verification of the Structural License, I must contact the State Board and have verification sent directly to the Board Office*:

Yes

Back

Finish Later

Cancel

Submit

Attestation

- Type your name and Click Submit

Structural Roster Designation: Attestation



I, the applicant named in this request,

- Have prepared and reviewed the request and to the best of my knowledge the statements contained in this request are true and correct and made in good faith.
- Agree to conform with the Rules of Professional Conduct set forth in the Administrative Code, Rule 330-X-14.

The Code of Alabama 1975, Section 34-11-11 states the Board shall have the power to take disciplinary action against any licensee, engineer intern, land surveyor intern or firm for -

- The practice of fraud or deceit in obtaining a certificate.
- Knowingly making false statements or signing false statements, certifications, or affidavits in connection with the practice of engineering or land surveying.
- Providing false testimony or information to the board.

Signature*:

Back

Finish Later

Cancel

Submit

Page 7 Structural Roster Designation

- You will get an email stating your request has been submitted and will be processed.

Dear [REDACTED]

Thank you for using the online Application process. Your Structural Roster Designation request has been processed. Your request remains in review status. You can log in to your BELS account and view your status at anytime. Upon review, you will receive an email confirmation of your status.

Request Submission Date: 11/4/2025 2:00:00 PM

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.

- You can check your status on your application page under In Progress Applications

My Applications

In Progress Applications

▶ Professional Engineer Renewal or Reinstatement Application Renewal Due 12/31/2025	Indicating Intent to Renew Open
▶ <u>Structural Roster Designation</u>	In Review Open
▼ PDH Log, Exam and Education History	Record PDH Open

i Description
Use this area to record Professional Development Hours (PDH) and view past exams and academic education data that we have collected related to your license.

- Once approved, the Structural Roster Designation Application will show as Approved under the Completed Applications Tab

Completed Applications	Available Applications
✓ Professional Engineer Renewal or Reinstatement Application Renewal Due 12/31/2023	Approved View 🗑️
✓ Professional Engineer Renewal or Reinstatement Application Renewal Due 12/31/2021	Approved View 🗑️
✓ <u>Structural Roster Designation</u>	Approved View 🗑️

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- If Approved, you will get an email stating your Structural Roster Designation has been approved. If more information is needed, you will get an inquiry request.

Dear [REDACTED]

Roster Designation is an optional listing granted to licensees meeting requirements established by the Board. Omission of a licensee's name does not affect their right to practice structural engineering.

You have been granted the Structural Roster Designation. Under your name and under Professional Engineer on the License Search on our website, you will see Roster Designation Structural.

This is NOT a license. You will not be issued a number or certificate and you do not need a seal.

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.

- If Approved, you will see the Structural Roster Designation under your Professional Engineer information in your BELS account.

Professional Engineer Active Edit

Credential Number	[REDACTED]
Pocket Card Download	Download Pocket Card
Roster Designation	Structural
Current Employer Name	[REDACTED]
Current Work Address	[REDACTED]
Initial Issue Date	2/1/1993
Last Renewal Date	12/15/2023
Cycle End Date	12/31/2025
Relationship Summary	[REDACTED]
Carry Forward Hours	15

- If Approved, you will see the Structural Roster Designation under the License Search.

Member Name	Middle Name	Suffix	Credential	Status	Expiration Date	Initial Issue Date	Credential or ID Number
[REDACTED]	[REDACTED]		Professional Engineer	Active	12/31/2025	12/27/2005	[REDACTED]

Business Address [REDACTED]
Business Name [REDACTED]
Disciplinary Action No
Link to Disciplinary Action
Roster Designation Structural