

How to Go from Inactive to Active License

11/4/25

If you are wanting to go to Active DURING the current renewal cycle, start with instructions on Page 2.

If you wanting to go Active OUTSIDE the current renewal cycle, start with instructions on Page 5.

- Login to your MyBELS 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

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, EI12345, 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](#).

- Click Applications

Account Data **Applications** Tasks Payment History Communications Library Change Password Complaints By Me

Individuals: To check your Carry Forward PDH or the date your license expires, click the white arrow in the green bar in the center section by license type - then scroll down.

Once you've renewed, it will be the next day before your carry forward hours and pocket card are updated.

Click "Applications" to access current and past applications created in LearningBuilder.

Click "Communications" to review all system communications.

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If going Active During the Current Renewal Period

- Under the current Renewal, Click Open

My Applications

In Progress Applications

- Professional Land Surveyor Renewal or Reinstatement Application
Renewal Due 12/31/2025
Indicating Intent to Renew **Open**
- PDH Log, Exam and Education History
Record PDH **Open**

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.

- Select Indicate Intent to Renew

PLS38311: Professional Land Surveyor Renewal or Reinstatement Application
(01/01/2024 to 12/31/2025)

Return to: [Applications](#)

Intent to Renew

Indicate Intent to Renew

Return to: [Applications](#)

- Click the down arrow and Select Active
- Select Continue

Professional Land Surveyor 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.

Your current license status is:
Inactive

CLICK SELECT INTENT TO RENEW TO CHOOSE ACTIVE OR INACTIVE*

Inactive

< Previous Next >

Save and Finish Later Cancel **Continue**

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Enter -

- Enter Employer Name
- Current Work Physical Mailing address
- NCEES Account, if applicable
- Click Validate Address (if an address does not validate, make sure you have the information entered correctly)

Note: Foreign Addresses or those at MSFC will not validate. You will need to contact the Board Office.

Professional Land Surveyor Renewal or Reinstatement Application: Confirm Intent to Renew

You have elected to renew to: Active

Confirm your current employer name*:

Confirm your current work address*:

1 Please enter your 7 digit number (i.e. XX-XXX-XX) NCEES Account Number with the dashes if you have one. This will allow NCEES to automatically upload the verification of your exams and license information to your NCEES Account for use when applying in other states. If you are unsure of your NCEES Account Number or if you have an NCEES Account, contact NCEES. An NCEES Account is not the same as an NCEES Record.:

Work Address Validation:

Address and Audit Validation:

Go Back Validate Address

- Click Continue

Professional Land Surveyor Renewal or Reinstatement Application: Confirm Intent to Renew

You have elected to renew to: Active

Confirm your current employer name*:

Confirm your current work address*:

1 Please enter your 7 digit number (i.e. XX-XXX-XX) NCEES Account Number with the dashes if you have one. This will allow NCEES to automatically upload the verification of your exams and license information to your NCEES Account for use when applying in other states. If you are unsure of your NCEES Account Number or if you have an NCEES Account, contact NCEES. An NCEES Account is not the same as an NCEES Record.:

Work Address Validation: • Validation Status: Validated

Address and Audit Validation: Audit

Go Back Continue Validate Address

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Continue with the renewal process

- Answer Questions
- Enter PDH Courses and Upload certificates

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

All professional land surveyors are required to earn a minimum of 4 PDH on the *Standards of Practice for Surveying in the State of Alabama* every two years.

0% 0 of 1

All professional land surveyors are required to complete 1 PDH on ethics every year. Satisfy this requirement by recording your activity in the course named *Ethics Course Year 1*.

0% 0 of 0

All professional land surveyors are required to complete 1 PDH on ethics every year. Satisfy this requirement by recording your activity in the course named *Ethics Course Year 2*.

0% 0 of 1

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.

Your Standards of Practice course and your Ethics courses must be listed under the Required fields. *Do not list them again as another entry.*

[\(show less\)](#) Add PDH Activity

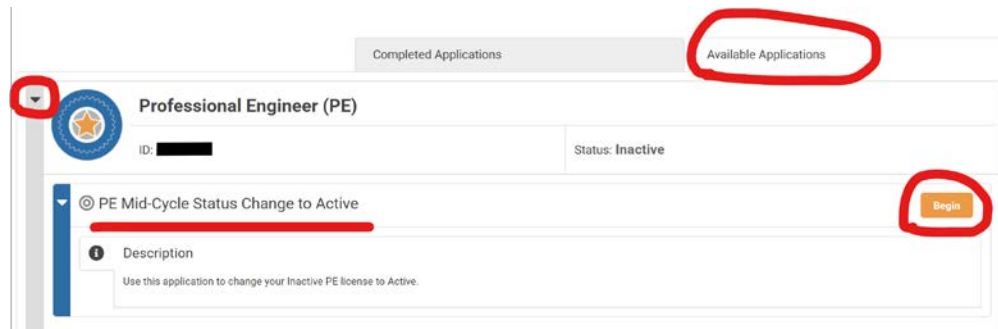
Questions

	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
Required Have you offered or performed surveying services for projects in the State of Alabama during the time you did	No	Accepted

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If going Active Outside the Renewal Period

- Select Available Applications. Click the Arrow next to Professional Engineer to expose the Mid-Cycle Status Change to Active Application.
- Click Begin



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.**
- Answer Questions

The screenshot shows the 'PE Mid-Cycle Status Change to Active (01/01/2026 to 12/31/2027)' application form. At the top, there is a 'Complete Application' button. Below it, the 'Requirements' section shows a progress bar at 0% of 30 units. A 'Legend' indicates 'Units Added' (green), 'Remaining' (grey), and 'Completed' (green). The 'Professional Development Hours' section is circled in red and contains an 'Add Activity' button. Below this is the 'Questions' section, which is highlighted with a red bracket and contains three required questions, each with an 'Answer Question' button.

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- Enter Activity Title and Click Search
- Click Select to enter the information on the PDH course

Select Activity [Close]

Activity Title: presentation [Search]

Search Results

Activity Title	Action
▶ Attending seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions, or conferences	+ Select
▶ Teaching, presenting, or instructing - seminars, in-house programs, workshops, or professional or technical presentations made at meetings, conventions or conferences	+ Select

- The Requirements Bar should be green when you have met the 30 hour requirement. Click Complete Application.
- PLS – You will also need to meet the Standards of Practice and Ethics requirements in addition to the 30 hour requirement.

PE Mid-Cycle Status Change to Active (01/01/2026 to 12/31/2027) [Return to: Applications]

[+] [x] Complete Application [Share] [Refresh]

[Complete Application] [More]

Requirements

You must complete 30 Professional Development Hours in order to reactivate your license. 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.

30 of 30

Legend

- Units Added
- Remaining
- Completed

Professional Development Hours [Refresh]

(show more)

[Add Activity]

Activity	Completion Date	Hours Requested		
test2	12/13/2024	0.00 / 30.00	ASPE	Submitted [More]

Shared with 1 other Application (show details)

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- Enter Employer Name, Work Address, NCEES account number and practice area(s). Click Continue

PE Mid-Cycle Status Change to Active: Complete Application ✕

Your current License Status is: Inactive

You are requesting to change your License status to: Active

Current Employer Name*:

Current Work Address*:

Please enter your 7 digit number (i.e. XX-XXX-XX)
NCEES Account Number with the dashes if you have one. This will allow NCEES to automatically upload the verification of your exams and license information to your NCEES Account for use when applying in other states. If you are unsure of your NCEES Account Number or if you have an NCEES Account, contact NCEES. An NCEES Account is not the same as an NCEES Record.:

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

[Finish Later](#) [Cancel](#) [Continue](#)

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

PE Mid-Cycle Status Change to Active (01/01/2026 to 12/31/2027) [Return to Applications](#)

In Review 🔍 📄 📁 📧 👤 In Review ⋮

Requirements

You must complete 30 Professional Development Hours in order to reactivate your license. 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.

30 of 30

Legend

- Units Added
- Remaining
- ✓ Completed

My Applications

In Progress Applications

- ▶ **PE Mid-Cycle Status Change to Active**
2027 👤 In Review [Open](#)
- ▶ **Professional Engineer Renewal or Reinstatement Application**
Renewal Due 12/31/2027 👤 Awaiting Renewal Opening [Open](#)

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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 Click 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 Click Orange Button.
- You will see under Comments to Applicant what the issue is and what you need to do
- You need to Click Respond to Inquiry
- If you have any comments back to the Board, you can enter them under Comments to BELS. Either way you need to Click 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.