

How to Request a Duplicate Wall Certificate

11/18/25

Note: This is a wall certificate that you hang on the wall that shows your name, license number and date licensed.

A pocket card shows your name, license number and the date your license is current to. If you want a copy of your pocket card, on the website under How To are instructions for printing your pocket card. There is no charge for the pocket card.

- Login to your MyBELS account.
- Login with your email address or your user id. Your user id is your license type and number Example: PE12345, PLS12345

- In your BELS account, Select Applications

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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- Select Available Applications. Click the Arrow next to Professional Engineer or Professional Land Surveyor to expose the Duplicate Wall Certificate Application.

My Applications

In Progress Applications

- Professional Engineer Renewal or Reinstatement Application
Renewal Due 12/31/2025
Indicating Intent to Renew [Open](#)
- PDH Log, Exam and Education History
Record PDH [Open](#)

Completed Applications

Available Applications

Professional Engineer (PE)
ID: PE19345
Status: Active

- Duplicate Wall Certificate [Begin](#)
- Request Retired Title Designation [Begin](#)
- Structural Roster Designation [Begin](#)

- Select Begin

Duplicate Wall Certificate [Begin](#)

Description

Use this application to request a duplicate Wall Certificate. You can print your pocket card from your My Account area.

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- Review your address to make sure it is correct. Select the number of certificates you are requesting. Click Continue.

Duplicate Wall Certificate: Request Duplicate License

Your printed certificate will be mailed to the address below. Please confirm your address below.

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

██████████
████████████████████
United States
████████████████████
██████████

Each Duplicate Costs:
25

Number of Duplicates Requested*:
Select Number of Duplicates Requested

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

- Click Pay Fees

Duplicate Wall Certificate: Confirm Duplicate Certificate Request

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

██████████
████████████████████
United States
████████████████████
██████████

Each Duplicate Costs: 25

You have requested 1 **the following number of duplicates:**

Duplicate Certificate Fee*:	Duplicate Certificate Fee	\$ 25.00
	Total Due:	\$ 25.00

[Pay Fees](#)

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

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- Click Continue and go through the payment information.

Check Out

Return to: [Duplicate Certificate Fee](#)

Item(s) To Be Purchased

Item	Price	Quantity	Total
Duplicate Certificate Fee	\$25.00	1	\$25.00
Total:			\$25.00

You will be able to review your purchase before finalizing.

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

- Once you've entered your credit card information and the payment has processed, Click Continue.

Payment Confirmation

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](#)

[Continue](#)

- Once you've paid, under Completed Applications, you will see that your Duplicate Wall Certificate request has been submitted.

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	
✓ Duplicate Wall Certificate	Submitted	View	
✓ Structural Roster Designation	Approved	View	