

CERTIFICATE OF AUTHORIZATION RENEWAL INSTRUCTIONS

Section 34-11-8(2)(c) Code of Alabama, 1975 states "Certificates of Authorization issued to corporations, partner-ships, or firms practicing or offering to practice engineering or land surveying under this chapter shall lapse on the last day of the month of January following their issuance or renewal, unless renewed...Failure by the corporation, partnership, or firm to renew its certificate of authorization prior to or during the month of January shall cause the certificate to lapse, and it shall be unlawful for the corporation, partnership, or firm to practice, offer to practice, or hold itself out as qualified to practice engineering or land surveying in Alabama following the lapse of its certificate of authorization."

Definitions

CA - Certificate of Authorization
PE - Professional Engineer
PLS - Professional Land Surveyor

Application Form

Note: The application cannot be processed until each licensee listed in items 2 and 5 are licensed and current. If you are offering both engineering and land surveying, two separate CA's are required.

Item 1: Furnish business name, physical street address, city, state, zip, and telephone number of main office. If you wish information to be mailed to an address other than the main office, please enter the alternative address in the "Preferred mailing address ..." section.

Item 2: List (1) all offices in the State of Alabama, (2) all out of state offices where engineering work is performed for projects located in the State of Alabama and (3) the licensed Alabama PE/PLS located at each office, who is in responsible charge of the engineering/surveying work performed for projects in the State of Alabama.

Item 3: List your Board of Directors and all officers. List the Alabama PE or PLS License Numbers where applicable.

Item 4: List all partners. List Alabama PE or PLS License numbers where applicable. For an Engineering CA, one or more partners must be an Alabama licensed PE. For a Land Surveying CA, one or more partners must be an Alabama PLS.

Item 5: Identify which currently licensed Alabama PE or PLS, as the case may be, has been designated by your firm or corporation as the Principal PE or Principal PLS acting on behalf of your firm or corporation. (See application item 5 for definition of principal.)

The Alabama Principal PE or PLS must provide their social security number and sign the appropriate application (Engineering CA or Land Surveying CA).

Item 6: The designating authority signature may be left blank if the PE or PLS whose signature appears in item 5 is also a primary officer of the firm or corporation.

If not, a primary officer of the firm/corporation (Listed in item 3 or 4) must approve the designation of the Alabama licensee as the principal PE or principal PLS.

Fees

The Board has set the renewal fee at \$70. Lapsed renewal fees are listed on the renewal form. A check or money order made payable to PE & LS Fund must accompany the application form. No cash will be accepted.

NOTE: The licensee(s) who sign(s) under items 2 and 5 must possess a current license for the year for which this certificate shall apply. If filing for **both** engineering

and land surveying, two separate forms are required and two separate application fees are due.

To Be Submitted

The completed renewal package when submitted should include:

- * Completed renewal application form
- * Check or money order
- * Supplemental sheets may be submitted if additional space is required in answering certain questions.

Mail completed application packages to:

Alabama State Board of Licensure for
Professional Engineers & Land Surveyors
PO Box 304451
Montgomery, AL 36130-4451

FedEx or UPS Only

100 N Union Street #382, Montgomery, AL
36104

Annual Renewal

Certificates of authorization shall be renewed annually.

It shall be unlawful for a corporation, partnership or firm to practice, offer to practice, or hold itself out as qualified to practice engineering or land surveying in Alabama following the expiration of said certificate of authorization. Certificates of authorization lapse January 31 of every year.

Changes

In the event there is a change in any of the persons listed (especially the designated principal) during the year, such changes shall be designated on the same form and filed with the board by the corporation, partnership or firm within thirty days after the effective date of such changes. No fee

shall be charged for filing this amended form.

If the designated principal leaves the company, the company cannot practice or offer engineering or land surveying services, as the case may be, until another principal has been designated. Failure to do so may result in disciplinary action being taken.

RENEWING ONLINE

This is the fastest and most efficient way to renew your Certificate of Authorization. You may renew online at www.bels.alabama.gov beginning November 17, 2009.

NOTE:

1. Do not renew online until your professional engineer or land surveyor has renewed his/her individual license.
2. **The online renewal system will not allow changes to the principal, branch office responsible charge or branch office. You must contact the Board office to make these changes prior to renewing online.**
3. The renewal fee is \$70.00 payable by Visa, MasterCard, Discover or American Express.