

## **ADVANTAGES TO UTILIZING PELS FOR ALL YOUR LICENSING NEEDS:**



Creating a unique User Name and Password for PELS provides the ability to:

- Access your own licensing information (e.g. exam(s) & license date). Applying to another Board for a license? No longer do you need to contact the Board for this info, simply login and view;
- Maintain your own contact/mailling information. Want to make sure your contact information gets updated? Don't fill out a paper form or send an email, simply login and make your changes;
- Print a License Sheet with the expiration date AT ANY TIME. Need to provide verification of your license and our office is closed? PELS is open 24 hours a day, 7 days a week;
- Print a receipt. Need to be reimbursed for a licensing expense? Receipts are stored within PELS and you can choose to print any that are on file;
- Save time & money! By using all the options available, you no longer need to buy a stamp and wait for USPS to deliver correspondence or an email to be delivered, processed & replied to; and
- Renew online. Need your renewal processed quickly, tired of paying for postage to send the paper form then waiting for it to be processed? Renewals processed and paid through PELS provide immediate confirmation of renewal and your expiration date is updated within 24 hours. There is no longer a transaction fee and the online renew process will only charge for your renewal. No more postage fees or time spent waiting on the forms or your payment to be processed.

Additional renewal information:

***RENEWALS PROCESSED ONLINE WILL NO LONGER BE CHARGED A TRANSACTION FEE!***

Renewal periods open 8 weeks before the expiration date of the license.

<p><b>ONLINE RENEWAL INSTRUCTIONS HAVE CHANGED!!!!</b></p> <p>Needed: Internet access</p> <ul style="list-style-type: none"><li>• Renewal of your individual or firms license requires a unique Username &amp; Password for PELS which you create. This is different from the prior renewal process which used your License number, type and birthdate or if firm, company ID. Separate Usernames/passwords may be required if you wish to renew licenses for an individual OR the firms Certificate of Authorization.</li><li>• Debit/Credit Card (Visa, MasterCard, American Express, Discover) or echeck</li></ul> <ol style="list-style-type: none"><li>1. Access - PELS at <a href="https://pelslicensing.arkansas.gov/">https://pelslicensing.arkansas.gov/</a></li><li>2. Login - with your Username and Password for the license you wish to renew</li><li>3. Select the license type you wish to Renew: <b>(NOTE IF YOU SEE "NO RECORD FOUND", STOP AND CALL OUR OFFICE FOR FURTHER ASSISTANCE!!)</b> </li><li>a. Individual licensees, click – "License &amp; Application information"</li><li>b. Certificate of Authorization, click – "Certificate of Authorization"</li><li>4. Click – "Renew" next to the license you are renewing and follow the instructions until you come to the Confirmation/Transaction page.</li><li>5. Your Renewal is complete upon receipt of your Transaction Number and License Sheet with your new expiration date.</li><li>6. Print or save the confirmation page which is emailed to you as this is your receipt</li></ol>	<p><b>You may renew online up to 6 months after your expiration date</b></p>  <p><b>YOUR NEW EXPIRATION DATE IS ON THE CONFIRMATION PAGE AND IN YOUR EMAIL RECEIPT!</b></p>
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***Fees are due by the expiration date and late penalties will be imposed the next day. 50% of the renewal fee amount will be added between 1 to 60 days after renewal date and 100% 61 days to 2 years. See Article 9 of the Rules under Rules/Regs/Standard at [www.pels.arkansas.gov](http://www.pels.arkansas.gov) for further information regarding fees and Article 20 regarding PDH requirements.***