

**Arkansas State Board of Licensure
for Professional Engineers and Professional Surveyors**

FREQUENTLY ASKED QUESTIONS (F.A.Q.'S)

Hours: Mon. – Fri. 7:30am – 4:30pm CST

Website: www.pels.arkansas.gov

Email: pelsboard@arkansas.gov

Phone: 501-682-2824

Fax: 501-682-2827

Mailing address: P.O. Box 3750; Little Rock, AR 72203-3750

Physical address: 623 Woodlane Ave; Little Rock, AR 72201-1009

Q. How do I request information or ask a general question?

- Via Email (address above), the “contact us” link (bottom right corner of our homepage), telephone, or fax.

Q. How do I view a licensee’s information related to; contact, PDH carryover, License status and Disciplinary actions?

- Online – On our home page, under “Online Services”, click “Search for a Licensee”. Choose Individuals or Firms, click “Search”. Follow the instructions on the next page. Click on the name to view the results.

Q. How do I change my email address, mailing address or other contact information?

- Online – Login to PELS to update your contact information. On our home page, under “Online Services”, click “Contact Information Change”. If this is your first time visiting PELS, you'll need to create a new Username and Password by clicking “New Online User” and completing the registration process. Your changes take effect immediately and will be reflected on the website Roster search within 24 hours.
- Via Email (address above), the “contact us” link (bottom right corner of our homepage), telephone, or fax. Change requests received via these methods will be reflected on the website Roster search within 5-7 days.

Q. How do I obtain a “letter of good standing” for the Secretary of State?

- You’re firm needs to apply for a Certificate of Authorization (COA). Once COA licensure is granted a license letter or letter of good standing, will be emailed to you. This license letter is what you’ll present to the Secretary of State.

IF YOU NEED VERIFICATION OF AN ARKANSAS LICENSE/EXAM FOR ANOTHER STATE WHERE YOU’VE APPLIED:

Q. What is the process?

- Each Board has their own Verification form. Complete your section(s) and forward the form to us.
- We will complete our section, verifying all license(s), and all exams taken within our jurisdiction.
- We will then forward the completed form to the state where you are seeking licensure.

Q. How do I get their form to the Arkansas Board after I complete my section(s)?

- Email – Email the form to pelsboard@arkansas.gov. Forms are processed within 24-48 hours.
- USPS – send to our Mailing address. From the date you mail the form, allow 2-3 weeks for the other state to receive it.

Q. Do you charge a fee for license/exam verification(s)?

- No, we don’t charge a fee for this service.

IF YOU NEED TO APPLY FOR AN ARKANSAS LICENSE:

Q. How can I apply?

- Online – through PELS by username and password. On our home page, under “Online Services”, click “Apply for a License”. If this is your first time visiting PELS, you'll need to create a new Username and Password by clicking “New Online User” and completing the registration process.
- Paper – From our homepage, under “Online Services”, click “Applications & Forms”. Click on the appropriate Professional or Intern link (engineer or surveyor) and scroll to the bottom of the new page.

Q. What is the application cost?

- Professional Engineer OR Surveyor
 - Comity (based upon an active license in another state) \$200.00
 - Original (1st time exam taker) \$ 75.00
- Engineer or Surveyor Intern \$ 50.00
- Certificate of Authorization \$150.00

RENEWAL INFORMATION AND REQUIREMENTS:

Q. What is the renewal period?

- Licenses are renewed for a two year period.

Q. When do licenses expire?

- PE's, EI's and COA's 12/31
- PS's, SI's 6/30
- Dual (PE & PS) 9/30

Q. What happens if I don't renew by the expiration date?

- Your license has lapsed and is expired. For Professionals, only those in good standing may offer or practice engineering or surveying. You may be returned to good standing by paying the renewal fee and a late penalty:
- Late Penalty – Between 1-60 days after the expiration date, a late penalty of 50% is added to the Renewal Fee
- Late Penalty – Between 61 days to 2 years after the expiration date, a late penalty of 100% is added to the Renewal Fee.
- More than 2 years, contact our office for instructions.

Q. Is there a grace period?

- No, your license lapses on the first day after it expires.

Q. How do I renew my license?

- Online – From our homepage, under “Online Services”, click “Renew a License”. This method provides; immediate confirmation of payment, the ability to print your own pocket card and the website Roster will be updated within 24 hours.
- Paper form – From our homepage, click on “Applications & Forms”. Click either the “Other Engineer Forms” or “Other Surveyor Forms” link and scroll to the bottom of the new page. Your cancelled check will serve as your receipt and a pocket card will be emailed. Please allow 3-4 weeks for processing.

Q. How do I pay my renewal fee?

- Online – Credit Card (Visa, MasterCard, Discover or American Express), or E-Check.
- Mail in – Check (personal, cashiers, company) or money order payable to PE & PS fund.

Q. How much is the renewal fee for the 2 year period?

- Professional Engineers (PE) \$ 80.00
- Engineer Intern (EI) \$ 10.00
- Professional Surveyors (PS) \$ 60.00
- Surveyor Intern (EI) \$ 10.00
- Certificate of Authorization (COA) \$100.00
- Dual (PE & PS) \$140.00

Q. What is the continuing education requirement (PDH) for each renewal period?

- PE's or PS's 30
- Dual (PE & PS) 40
- Engineer or Surveyor Interns Not applicable

Q. How many PDH's may be carried over to the next renewal period?

- PE's or PS's 30
- Dual (PE & PS) 40
- Engineer or Surveyor Interns Not applicable

Q. Where can I view my PDH carryover hours?

- Online – From our homepage, under “Online Services”, click “Search for a License”. Choose Individuals and follow the instructions on the next page. Click on the name to view the results.

Q. What if I don't have the required PDH by the renewal date, should I go ahead and renew?

- To avoid a lapsed license and the incursion of late penalties, it's best to pay your renewal fee before the expiration date. During the renewal process, if you report less than the required hours, you'll be offered a probationary period to acquire the balance.

Q. What does probation mean?

- It means you have an active license in a “probation” status. You have six months from the expiration date to provide documentation of having obtained both the originally reported and the necessary additional hours. Lacking documentation, your license will be placed in inactive status.