

**Arkansas State Board of Licensure  
For Prof. Engineers & Prof. Surveyors**

PO Box 3750  
Little Rock, AR 72203-3750  
Telephone: 501-682-2824 Fax: 501-682-2827  
www.arkansas.gov/pels

**01/01/2019-12/31/2020 Renewal Notice for  
Professional Engineer – License Ends with Even Number**

Name: \_\_\_\_\_ PE#: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_ – \_\_\_\_\_

Same as above (includes Zip+4 obtained at [www.usps.com](http://www.usps.com))  
 Change Address to (check one): Home:  Other:  School:  Work:   
If Other or School enter Name: \_\_\_\_\_  
If Work, enter Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Ste.: \_\_\_\_\_ Bldg/Floor (if applicable): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_ – \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Primary Phone: (\_\_\_\_) \_\_\_\_\_ – \_\_\_\_\_ Ext: \_\_\_\_\_  
Secondary: (\_\_\_\_) \_\_\_\_\_ – \_\_\_\_\_ Ext: \_\_\_\_\_  
Fax: (\_\_\_\_) \_\_\_\_\_ – \_\_\_\_\_

**Board Use** Date Rec'd: \_\_\_\_\_

Receiver Initials: \_\_\_\_\_  
Applicant Type: Licensee  Other Payment received  
Type Payment:  Cashier's Check  Company Check  
 MO (Money Order)  Personal Check  Temp Check  
Payment Identifier (number): \_\_\_\_\_

Total Payment: **\$80 \$120 \$160**  
Receipt Type(s): Renewal Fee – Professional Engineer \$80.00  
Renewal Fee – Professional Engineer – Late (1-60 days) \$40.00  
Renewal Fee – Professional Engineer – Late (61+ days) \$80.00

**YOUR LICENSE WILL EXPIRE DECEMBER 31, 2018**

**Professional Engineer Renewal Fee:**  
\$80.00 – If postmarked prior to Dec 31

To avoid a lapsed license, this completed form and payment (payable to PELS Fund) MUST BE POSTMARKED NO LATER THAN DECEMBER 31. Please write your license number on your payment.

**IF NOT RENEWED, YOUR LICENSE WILL LAPSE AND RENEWAL FEES WILL INCREASE AS FOLLOWS:**

\$120.00 – January 1 to February 28, 2019  
\$160.00 – March 1, 2019 to December 31, 2020

**NOTICE** renew online and your renewal is processed within 24 hours compared to the 1-2 weeks that a paper copy requires.

**NOTICE! You may renew on-line with a credit card by going to [www.pels.arkansas.gov](http://www.pels.arkansas.gov)  
NO TRANSACTION FEE REQUIRED FOR RENEWALS PROCESSED ONLINE!**

For information regarding renewal requirements including PDH credit conversion, record maintenance, and exemptions, visit Article 20 of the Board's Rules on our website.

**Enter your Professional Development Hours (PDH) Carryover as shown in the Online Roster: \_\_\_\_\_.**

*Please select one of the following options:*

- I request my license be renewed and I earned \_\_\_\_\_ (round to 0.5) PDH between January 1, 2017 and December 31, 2018 A total of 30 are required per renewal period (combination of new/carryover hours).
- I request my license be renewed and claim an exemption from the PDH requirement based (select one):
- New Licensee since November 1, 2016.  
OPTIONAL Between November 1, 2016 and December 31, 2018 I earned \_\_\_\_\_ (round to 0.5) PDH.
  - Requesting or continuing in an Inactive Status.
  - Out of the Country or on temporary active military duty for 120 consecutive days between Jan 1, 2017 & Dec 31, 2018.
  - Requesting or continuing in an Exempt Status (*I was born before Jan 1, 1954 AND a PE Licensed before Jan 1, 1994*).
  - Comity/Out-of-Jurisdiction Licensee – I am licensed in a state where I have met their mandatory Professional Competency requirement of at least 15 PDH per year (circle a state: AL GA ID IA IL KS LA ME MO MS MT ND NE NV NH NM NC OH OK OR SC SD TX WV WY).
- I request my license be placed in a **Non-Renewed Status**. This form is being returned without fees and removes my name from future mailings.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ PE # \_\_\_\_\_ Date \_\_\_\_\_