

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](http://www.arkansas.gov/pels)

10/1/2021 – 09/30/2023 Renewal Notice for  
DUAL Licensee - ENGINEER License Ends with Odd Number

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_ - \_\_\_\_\_

**YOUR LICENSES WILL EXPIRE SEPTEMBER 30, 2021**

**Dual Renewal Fee:**

\$140.00 - if postmarked prior to Sept 30  
(\$80.00 for PE + \$60.00 for PS)

To avoid lapsed licenses, this completed form and payment (payable to PELS Fund) MUST BE POSTMARKED NO LATER THAN SEPTEMBER 30. Write your license numbers on your payment.

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

\$210.00 – Oct. 1 to Nov. 30, 2021  
\$280.00 – Dec. 1, 2021 to Sept. 30, 2023

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

Same as above       Change to: Home:  Other:  School:  Work:

If "Other", "School", or "Work", enter Name: \_\_\_\_\_

Address: \_\_\_\_\_, Ste/Bldg/Floor (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_ Primary Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_

Secondary: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**NOTICE! You may renew on-line with a credit card by going to [www.pels.arkansas.gov](http://www.pels.arkansas.gov)**

**Answer the following 3 questions** - provide copies of orders, pleadings, and/or correspondence as supporting documentation for any affirmative answer:

1. Are there any complaints or enforcement actions pending against you by another licensing board? YES: \_\_\_\_\_ NO: \_\_\_\_\_
2. Have you ever been disciplined by another Board(s) which resulted in enforcement actions? YES: \_\_\_\_\_ NO: \_\_\_\_\_
3. Have you ever been convicted of a felony or misdemeanor crime (other than traffic violations)? YES: \_\_\_\_\_ NO: \_\_\_\_\_

**Select one of the following 3 options:**

**I request my licenses be renewed** – and have completed the DUAL Continuing Education Log of Activities on reverse. Further between Oct. 1, 2019 – Sept. 30, 2021 I earned a minimum of 10 in engineering, 10 in surveying, 20 in either AND *at least 2 PDH in AR Standards of Practice No. 1 for Property Boundary Surveys and Plats*. Visit Article 19 of the Board's Rules for more information.

**I request my licenses be renewed and claim an exemption(s) from the PDH requirement(s) for my:**

**PE LICENSE (select one):**

- New licensee since Aug. 1, 2019. OPTIONAL between Aug. 1, 2019 – Sept. 30, 2021 I earned \_\_\_\_\_ PDH (round to 0.5).
- Requesting Inactive Status.
- Active military duty between 10/1/2019 – 09/30/2021.
- Requesting Exempt Status (I was born before Oct. 1, 1956 **AND** licensed as a PE before Oct. 1, 1996).

**PS LICENSE (select one):**

- New licensee since Aug. 1, 2019. OPTIONAL between Aug. 1, 2019 – Sept. 30, 2021 I earned \_\_\_\_\_ (round to 0.5) PDH.
- Requesting Inactive Status.
- Active military duty between 10/1/2019 – 09/30/2021.
- Requesting Exempt Status (I was born before Oct. 1, 1961 **AND** licensed as a PS before Oct. 1, 2001).

**I request the following license(s) be placed in a Non-Renewed Status. PE:**  **PS:**  I am returning this form without fees for the selected license(s) and if both are selected, request my name be removed from future mailings.

**CERTIFICATION** – I acknowledge that any person who gives false evidence in the attempt to obtain licensure shall be subject to disciplinary action by the Board.

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

Signature \_\_\_\_\_ PE No. \_\_\_\_\_ PS No. \_\_\_\_\_

**BOARD USE ONLY:** Receiver Initials: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**Applicant Type:** Licensee  Other Payment received

**Type Payment:**  Cashier's Check  Company Check  
 Money Order  Personal Check  Temp Check

**Payment Identifier:** \_\_\_\_\_

**Total Payment Renewal Fees:** \$140 \$210 \$280

Professional Engineer	\$80.00	Professional Surveyor	\$60.00
PE – Late (1-60 days)	\$40.00	PS – Late (1-60 days)	\$30.00
PE – Late (61+ days)	\$80.00	PS – Late (61+ days)	\$60.00

**DUAL License Continuing Education Log of Activities** First \_\_\_\_\_ Middle Ini. \_\_\_\_\_ Last \_\_\_\_\_  
 PE # \_\_\_\_\_ PS # \_\_\_\_\_ Professional Development Hours (PDH) earned: October 1, \_\_\_\_\_ to September 30, \_\_\_\_\_.

This form may be copied. All activities must have a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the licensee's field of practice. **Do not submit documentation unless requested.** See Article 19 of the Rules of the Board for further information.

Dates Mo/Day/Yr	Sponsoring Organization's Name/Location (City and State)	Activity Title and Description	PDH Units (rounded to .5)		
			Unit Type (from A,B,C,D below)	Surveyor	Engineer

Units may be earned as follows		Conversion	TOTALS:		
A.	One College or unit semester hour	45PDH	Dual Requirement: 40 PDH units for each renewal period - minimum of 10 in engineering , 10 in surveying, and 20 in either. <b>a</b>		
B.	One College or unit quarter hour	30PDH			
C.	One Continuing Education Unit (CEU)	10PDH			
D.	Each clock hour of course work, presentations or seminars (professional, management, or technical) attended during meetings, conventions/conferences.	1 PDH	Effective 09/01/2020 - Professional Surveyor's are required to have at least two PDH of Arkansas Standards of Practice No. 1 for Property Boundary Surveys and Plats for each renewal period.		
E.	Teaching A through D - (this credit is valid for teaching a course or seminar the first time only).	apply a multiple of 2	a.	PDH earned between the dates listed above	
F.	Each published paper, article or book	10PDH (max.)	b.	Prior PDH carryover as seen in the Online Roster	
G.	Active participation in professional and/or technical society as a committee member or officer (each organization).	2 PDH	c.	Total available credit this year (line a + b)	
H.	Each Patent Granted.	10PDH (max.)	d.	Total carried forward to next renewal (maximum of 40, no more than 30 in a single profession).	