

**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

**01/01/2024-12/31/2025 Renewal Notice for
Professional Engineer – License Ends with Odd Number**

YOUR LICENSE WILL EXPIRE DECEMBER 31, 2023

Professional Engineer. Renewal Fee:
\$80.00 – if postmarked prior to December 31

To avoid a lapsed license, this completed form and payment (payable to PELS Fund) MUST BE POSTMARKED NO LATER THAN DECEMBER 31. 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, 2024

\$160.00 – March 1, 2024 to December 31, 2025

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

Name: _____ PE#: _____
Address: _____
City: _____ State: _____ Zip+4: _____ – _____

☐ Same as above ☐ 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: (____) _____ – _____

NOTICE! You may renew on-line with a credit card by going to 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: _____

Enter your PDH Carryover as shown in the Online Roster: _____.

Select one of the following 3 options:

☐ **I request my license be renewed – Between January 1, 2022 and December 31, 2023 I earned _____ (round to 0.5) PDH.**
A minimum of thirty PDH are required, visit Article 19 of the Board's Rules for more information.

☐ **I request my license be renewed and claim an exemption from the PDH requirement based upon (select one):**

☐ New Licensee since November 1, 2021

OPTIONAL Between November 1, 2021 and December 31, 2023 I earned _____ (round to 0.5) PDH.

☐ Requesting Inactive Status.

☐ Active duty in the US Armed Forces between Jan 1, 2022 & Dec 31, 2023.

☐ Requesting Exempt Status (*I was born before Jan 1, 1959 **AND** licensed as a PE before Jan 1, 1999*).

☐ **I request my license be placed in a Non-Renewed Status.** This form is being returned without fees and remove my name 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 # _____

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: \$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