

**Arkansas State Board of Licensure
For Professional Engineers & Professional Surveyors**
PO Box 3750
Little Rock, AR 72203-3750
Telephone: 501-682-2824 Fax: 501-682-2827
www.arkansas.gov/pels

**2010 Renewal Notice for Certificate of Authorization (COA)
Even Numbered License**

Board Use Only		
Date Rec'd:		
CA/MO/CC/TC/CS CK/PC #	_____	
\$50.00	\$75.00	\$100.00

COA #: Name: Address:

Change of <u>Mailing</u> Address
<input type="checkbox"/> Same as shown (with zip +4)
<input type="checkbox"/> Change: _____

Daytime phone: _____ Fax: _____
E-mail address: _____

YOUR LICENSE EXPIRES ON DECEMBER 31, 2009

Renewal Fees if postmarked prior to:
Dec 31, 2009 - \$50.00

**Renewal fee (including late penalty),
if post marked between:**
January 1, 2010 to February 28, 2010 - \$75.00
March 1, 2010 to December 31, 2010 - \$100.00

To avoid a lapsed license, this completed form and payment (payable to PELS Fund) **MUST BE POSTMARKED NO LATER THAN DECEMBER 31, 2009.**

Please write your license number on your payment and allow 3 to 4 weeks for your paper renewal to be processed.

As renewals are processed, the "Online Roster Search" expiration date on the website will be 31-Dec-10. Current contact information may also be verified online.

Your COA will not be renewed until we have verified that at least one of the PE's and/or one of the PS's listed below have renewed their Arkansas license for the current year.

If your firm offers Professional Engineering services, list all employees who are currently licensed and in good standing as Professional Engineers in the State of Arkansas and who shall be in responsible charge of the practice of engineering in this State by said corporation, partnership or firm (you may attach a separate sheet if more space is needed).

Name	Title	PE Lic. No.	Exp. Date

If your firm offers Professional Surveying services, list all employees who are currently licensed and in good standing as Professional Surveyors in the State of Arkansas and who shall be in responsible charge of the practice of surveying in this State by said corporation, partnership or firm (you may attach a separate sheet if more space is needed).

Name	Title	PS Lic. No.	Exp. Date

Additional changes other than the mailing, telephone or fax information, will require an additional amendment to your COA. Please download the application from the "Engineer Information and Forms" section of our website and submit an amendment for your COA with this renewal notice and your renewal fee.

Return this notice with your check/money order made payable to "PELS Fund" and mail to the address listed above. A pocket card will be mailed to your firm after registrant(s) have been verified as registered and in good standing and the renewal fee is processed. Please check www.arkansas.gov/pels to check the status of your renewal, as renewals are processed, the renewal year will change to "2010".