

FBPE

**FLORIDA BOARD OF
PROFESSIONAL ENGINEERS**

2639 North Monroe Street, Suite B-112
Tallahassee, Florida 32303

Professional Engineer License Renewal Application And Instructions

READ AND FOLLOW ALL OF THESE INSTRUCTIONS.

You must familiarize yourself and comply with the requirements for licensure. These instructions are not intended to remove, modify or amend the requirements.

ALL INFORMATION MUST BE TYPED. Handwritten applications WILL BE RETURNED along with your payment. This will delay processing and may result in missing deadlines.

GENERAL INFORMATION

This is your **NOTICE FOR RENEWAL** of your Professional Engineer License. **Your current license will expire on February 28th of the ODD YEARS.** Your current license will become delinquent on March 1 of that year, and, by law, you will not be permitted to perform engineering. Once this renewal is complete, you will receive a license with an expiration date of February 28th of the next odd year. If you experience any problems with renewing your license, please call the Board office immediately.

OPTION 1 – ONLINE RENEWAL

1. Online renewal will provide the most expedient method of renewing your license. You will go to www.myfloridalicense.com, and either select **“Renew Your License”** or **“Licensee Login”**. If you have not accessed your account recently you will be prompted to **“Create an Account.”** You need an activation code, which is the last four digits of your social security number, to successfully create your account. If your social security number will not work, you should contact the Florida Board of Professional Engineers at **(850) 521-0500** and select **Renewal Desk**. Once you have established your account, you may change your address, if necessary, and then continue the process to renew your license.
2. There is no longer a reporting requirement for continuing education. However, you still must complete the required eighteen (18) continuing education hours during each license renewal biennium as a condition of license renewal. Four (4) hours shall relate to the licensee’s area(s) of practice; one (1) hour must be related to professional ethics; and one (1) hour shall relate to Chapter 471, F.S., and the rules of the Board and be approved by the Board. The remaining hours may relate to any topic pertinent to the practice of engineering as defined in Rule 61G15-22.002, F.A.C. and you must keep proof of completion for four years (two renewal cycles) after renewal. As part of the renewal process, you will execute a statement that you have completed the required continuing education for renewal. **All licensees are subject to a random audit for compliance with continuing education requirements.** If you are selected for the audit, you must then submit proof of completion of the credits to the Board. Rule 61G15-22.006, Demonstrating Compliance, can be located on the Statutes and Rules page under the Legal section at <https://fbpe.org/legal/statutes-and-rules/>.

OPTION 2 – U.S. MAIL


We strongly encourage renewing licenses on-line because it is both immediate and secure; although as an alternative you can submit your renewal request via U.S. mail. If you prefer to send in your renewal request, please contact our office to have a renewal form emailed to you. Complete the entire form and mail to our address listed on the form with a check for the renewal fee. Be sure to make the check payable to FBPE in the exact amount of your renewal form. The correct fee must be paid by check or U.S. Money Order made payable in U.S. currency to the **Florida Board of Professional Engineers. DO NOT SEND CASH OR PURCHASE ORDERS. Payments cannot be made by phone.** If the form is not correctly completed or the check is not in the appropriate amount, your form and check may be returned and delay the processing of your request.

NOTE 1: If your firm or company pays the renewal fee, the company or firm must submit this completed form to update your license status. Please advise your firm or company to issue separate checks for PE renewal fees and Certificate of Authorization renewal fees as these are separate transactions.

CHANGE OF STATUS – If you wish to change the status of your license to Inactive, complete the Inactive Certification on the back of this form. To change your status to Active, you will need to renew your license and then submit a Change of Status application to the Board.

RETIRED STATUS (NO FEE REQUIRED)

If you would like to request Retired Status, please download the application from the Board’s website or request the application be mailed to you. If you enter Retired Status, and later wish to resume the active practice of engineering, you are required to submit a new application and demonstrate you meet all licensure standards in place at the time of application.

	PROFESSIONAL ENGINEER LICENSE RENEWAL FORM Current Fee: \$98.75 (includes \$5 Unlicensed Activity Fee) Delinquent Fee: \$123.75 (\$93.75 Renewal Fee plus \$25 Delinquency Fee and \$5 Unlicensed Activity Fee)	2639 N. Monroe St., Ste. B112 Tallahassee, FL 32303	
NAME	Last: _____	First: _____	Middle: _____
Since you received your PE license have you changed your name through marriage or action of a court? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach a copy of the marriage certificate or legal court order.		Other Full Name(s) I am/have been known as: _____	
MAILING ADDRESS	Number and Street: _____		Apt/Lot No.: _____
	City: _____	State: _____	Zip Code: _____ County: _____
HOME TELEPHONE	BUSINESS TELEPHONE NUMBER:	DATE OF BIRTH (MM/DD/YYYY):	
EMAIL ADDRESS: Do you wish to receive correspondence via email? Yes No All correspondence, including renewal notices and the FBPE newsletter, are typically sent by email. All email addresses are public records pursuant to F.S. Chapter 119.011(12).		SOCIAL SECURITY NO.: Social Security Numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598, F.S.	
Active Certification (THIS PART MUST BE COMPLETED AND SIGNED BY ACTIVE LICENSEES or license will not be renewed): _____ I hereby certify that in accordance with Rule 61G15-22.008, Florida Administrative Code, I understand it is my responsibility to maintain sufficient records to demonstrate completion of the required qualifying continuing professional competency hours for at least two licensure cycles. I understand that I may be asked to submit documentation as part of a random audit by the Florida Board of Professional Engineers to determine compliance with the continuing education requirements. OR I qualify for exemption from continuing education based on one of the following: _____ First Renewal Period - Licensees who have achieved licensure by examination, pursuant to 471.013, F.S., shall be exempt from taking continuing education courses for their first renewal period. The exemption does not apply to the required renewal fee. Refer to Rule 61G15-22.009 (1), F.A.C. _____ I am on Active Duty Status as a Member of the Armed Forces of the United States. The Board shall keep your license in good standing, without requiring any dues, fees, or the performance of any other act, as long as you are a member of the Armed Forces of the United States on active duty and are not engaged in the practice of engineering in the private sector for profit. In order to qualify for this status you must submit to the Board office a copy of the orders calling you to active duty. (Section 455.02, F.S.)			
Inactive Certification (THIS PART MUST BE COMPLETED AND SIGNED BY ALL INACTIVE LICENSEES) _____ I hereby certify that I have neither practiced engineering in Florida nor violated any of the provisions of Section 471.033, F.S. since the date my license was first placed on inactive status.			
Disciplinary Certification: Must be completed or license will not be renewed: _____ In accordance with Section 471.033 and with Rule 61G15-19.004(2)(c), F.A.C., I attest that I understand that I must report to the Board any action taken against a license that I hold in any jurisdiction other than Florida since my last renewal. If so, you must provide an explanation and a copy of any consent Order or Final Order to the Board.			
Licensee Name: _____ Florida PE #: _____ Signature: _____ _____			