



**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

**07/01/2023-06/30/2025 Renewal Notice for  
Professional Surveyor – License Ends with Odd Number**

**YOUR LICENSE WILL EXPIRE JUNE 30, 2023**

Professional Surveyor. Renewal Fee:  
 \$60.00 – if postmarked prior to June 30

To avoid a lapsed license, this completed form and payment (payable to PELS Fund) **MUST BE POSTMARKED NO LATER THAN JUNE 30.** Write your license number on your payment.

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

\$90.00 – July 1 to Aug. 31, 2023

\$120 – September 1 to June 30, 2025

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

Name: \_\_\_\_\_ PS#: \_\_\_\_\_  
 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](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: \_\_\_\_\_

**Enter your PDH Carryover as shown in the Online Roster:** \_\_\_\_\_. *A Professional Surveyor is required to have at least two PDH of AR Standards of Practice No. 1 for Property Boundary Surveys and Plats for each renewal period.* For additional renewal requirements including PDH credit conversion, record maintenance, and exemptions, visit Article 19 of the Board’s Rules on our website.

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

- I request my license be renewed – I earned \_\_\_\_\_ (round to 0.5) PDH between July 1, 2021 and June 30 2023 which includes 2 PDH in AR Standards of Practice No. 1 for Property Boundary Surveys and Plats.
- I request my license be renewed and claim an exemption from the **PDH** requirement based upon (select one):
  - New Licensee since May 1, 2021.
  - OPTIONAL Between May 1, 2021 and June 30, 2023 I earned \_\_\_\_\_ PDH (round to 0.5).
  - Requesting Inactive Status.
  - Active duty in the US Armed Forces between July 1, 2021 & June 30, 2023.
  - Requesting Exempt Status (I was born before July 1, 1963 **AND** licensed as a PS before July 1, 2003).
- 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: \_\_\_\_\_ PS # \_\_\_\_\_

**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:** \$60 \$90 \$120  
**Receipt Type(s):** Renewal Fee – Professional Surveyor \$60.00  
 Renewal Fee – Professional Surveyor – Late (1-60 days) \$30.00  
 Renewal Fee – Professional Surveyor – Late (61+ days) \$60.00