

**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

**01/01/2026-12/31/2027 Renewal Notice for  
Engineer Intern – License Ends with Odd Number**

**YOUR LICENSE WILL EXPIRE DECEMBER 31, 2025**

**Engineer Intern Renewal Fee:**

\$10.00 – 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:**

\$15.00 – January 1 to February 28, 2026

\$20.00 – March 1, 2026 to December 31, 2027

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

Name: \_\_\_\_\_ EI #: \_\_\_\_\_

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: \_\_\_

**Select one of the following options:**

- I request my license be renewed and my fee(s) are enclosed.
- I request my license be placed in a Non-Renewed Status. This form is being returned without fees and removes 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: \_\_\_\_\_ EI # \_\_\_\_\_

**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: \$10 \$15 \$20**

**Receipt Type(s):** Renewal Fee – Engineer Intern \$10.00

Renewal Fee – Engineer Intern – Late (1-60 days) \$ 5.00

Renewal Fee – Engineer Intern – Late (61+ days) \$10.00