



670 Hawthorne Avenue, SE
Suite 220
Salem, Oregon 97301

tel. 503.362.2666
email: osbeels@osbeels.org
Web: www.oregon.gov/osbeels

Renewal Form

for Professional Engineers, Professional Land Surveyors, Registered Professional Photogrammetrists, and Certified Water Right Examiners

As provided in the Oregon Administrative Rule (OAR) 820-010-0605, registrants and certificate holders are required to notify the Board in writing within 30 days of any name change, and/or address change, including any change of an e-mail address. Not sure if your registration(s) or certification is current? Visit the OSBEELS Web site at www.oregon.gov/osbeels and click on the "Find A Licensee" link to confirm your status.

As provided in OAR 820-010-0505, registration as a professional engineer, professional land surveyor, professional photogrammetrist, or certified water right examiner with the Board is on a biennial renewal schedule. As a condition of registration renewal, registrants must comply with the continuing professional development requirements in OAR 820-010-0635.

A delinquent fee of \$80.00 will be assessed on the first day following the expiration date of each registration or certification, for each biennial renewal period in which payment or certification of completing the required continuing professional development hours on the CPD Organizational Form is not submitted.

As provided in OAR 820-010-0520, a delinquent registrant must satisfy and submit proof of completion of all delinquent PDH units, at a rate of 15 PDH units per year delinquent, to a maximum of 30 PDH units.

PLEASE NOTE: In accordance with the Oregon Revised Statute (ORS) 672.170, a registrant who has been delinquent for more than five years is not eligible to renew their registration(s) and/or certification with the Board.

Biennial Renewal Schedule

Last name begins with A-F: December of odd year
Last name begins with L-R: December of even year

Last name begins with G-K: June of odd year
Last name begins with S-Z: June of even year

GENERAL INSTRUCTIONS

- Step 1: Complete forms.
 - a. Complete the Renewal Form; and
 - b. Complete the Continuing Professional Development (CPD) Organizational Form.
- Step 2: Gather completed forms and put together in a single package for mailing.
- Step 3: Send package, including payment to the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS):
670 Hawthorne Avenue, SE Suite 220
Salem, OR 97301
- Step 4: If correspondence has not been received from OSBEELS within 60 days of submittal, please contact us.



Oregon

BOARD OF EXAMINERS
FOR ENGINEERING &
LAND SURVEYING

670 Hawthorne Avenue, SE
Suite 220
Salem, Oregon 97301

tel. 503.362.2666
email: osbeels@osbeels.org
Web: www.oregon.gov/osbeels

Office Use Only - Date Received:

Office Use Only -
Date Entered/Paid:

Office Use Only - ID #

Renewal Form

Registrant Contact Information

First name (personal name)	Middle name or initial	Last name (family name)
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If you have a Social Security number Oregon law requires that it be used. Only use a Passport number if you don't have a Social Security number.

<input type="checkbox"/> Social Security #	OR <input type="checkbox"/> Passport #	Country issuing passport	Registration Number
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Birth date (Mo/Day/Yr)	Where do you want correspondence mailed to?
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Home address OR Business address

Home address (include any apartment number)	Home/Personal phone #
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City	State	Zip/Postal code	Home email address
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Business name	Business phone #	Business fax #
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Business address (include any suite number)

City	State	Zip/Postal code	Business email address
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Social Security Guidelines

As part of your application for an initial or renewed occupational, professional or recreational license, certification, or registration issued by OSBEELS, you are required to provide your Social Security Number to OSBEELS. This is mandatory. The authority for this requirement is ORS 25.785, ORS 305.385, 42 USC § 405 (c) (2) (C) (I), and 42 ISC § 666 (a) (13). **Failure to provide your Social Security Number will be a basis to refuse to issue or renew the license, certification, or registration you seek.** This record of your Social Security Number will be used for child support enforcement and tax administration purposes (including identification) only, unless you authorize other uses of the number. Although a number other than your Social Security Number appears on the face of the licenses, certificates, or registrations issued by OSBEELS, your Social Security Number will remain on file with OSBEELS.

If, the United States Social Security Administration has not issued you a social security number, you must follow these guidelines:

- form must be signed by you;
- You are attesting to the fact that no social security number has been issued to you by the United States Social Security Administration; and
- are acknowledging that knowingly supplying false information under this section is a Class A misdemeanor, punishable by imprisonment of up to one year and a fine of up to \$6,250.

By providing the following signature, you are agreeing to comply with the guidelines listed above.

Signature	Date (Mo/Day/Yr)
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Please check the applicable boxes and enclose the appropriate amount

- Active registration renewal: \$150.00 each profession
 PE PLS RPP
 I have attached the CPD Organizational Form

Please refer to the Oregon Administrative Rule (OAR) 820-010-0505, 820-010-0510, OAR 820-010-0635 and OAR 820-015-0026 for additional details.

I certify that I have completed the required professional development hour (PDH) units in accordance with the applicable OARs.

Signature

Date (Mo/Day/Yr)

- Certified Water Right Examiner (CWRE) renewal: \$40.00
Please note: *January 2015 will be the first scheduled audit cycle which will require 10 CWRE PDH units. These audits will reflect the 2013-2014 renewal cycles, which means the PDH units will need to be obtained starting in 2013 and supporting documentation will be required.*

- Delinquency fee per registration renewal: \$80.00 each profession
Please refer to the OARs 820-010-0505 and 820-010-0520 for further details.

- PE PLS RPP CWRE

Select payment method (choose one)

Check or Money Order (payable to OSBEELS)

Cash

Amount enclosed:

Debit or Credit Card (Visa, Mastercard, Discover, or AmEx)

Total charge to card:

Card number

Exp. date

Security code*

Billing Zip/Postal code

Payment Signature (serves as payment authorization if paying by debit or credit card)

Signature

Date (Mo/Day/Yr)

The Oregon Examiner Newsletter

Please indicate how you would like to receive the OSBEELS newsletter, *The Oregon Examiner*.

- Primary Address Primary Email Business Address Business Email No Newsletter

*** Debit or Credit Card Security Codes**

If submitting a payment to the OSBEELS for fees by debit or credit card, please provide the security code. These codes are a security feature that appears on the back of most Visa, MasterCard, and Discover cards, and on the front of American Express cards.

American Express Card Users: Look for the 4-digit code printed on the front of the card just above and to the right of the main card number. This 4-digit code is the card security code.

Visa, MasterCard, and Discover Card Users: Flip the card over and look at the signature box. A special 3-digit code will be located in the signature box. This 3-digit code is the card security code.