

MyOSBEELS

Renewal Guide

You cannot renew more than 90 days from your current expiration date.

- June renewals open April 1.
- December renewals open October 2.

On April 1 / October 2, a green “Renew” button will populate under the License Detail section for the following status types:

- Active
- Active -Military
- Inactive
- Retired

NOTE: Once you renew, your license is active for two years*

Active-Military: [Skip to Step 23](#)

1

New User

Already Registered

Forgot Login Info

- Select “Click here to Register” and go to [Step 2](#).
- Select “Log In” and skip to [Step 6](#).
- Select “Forgot password?” or “Forgot User Name” to reset.



Oregon State Board of Examiners for Engineering & Land Surveying

Log In

This is an application and renewal portal. You must Register before you can log in. Please click on the button below, “Click here to Register” to register.

It is strongly recommended that you use Google Chrome for this portal.

The Online Application and Renewal Process requires the completion of a one-time registration. This will provide you with a username, which will be the email address used during registration and password for log in. Click on the button “Click here to Register” for one-time registration, enter all required information and click on the button “Submit Registration”. You will receive a temporary password via email and you will need to change your password before you can log in. Please contact the Board Office if you have any questions or experience any issues with the registration or renewal process.

User Name (Email)

Password

[Forgot password?](#)
[Forgot User Name?](#)

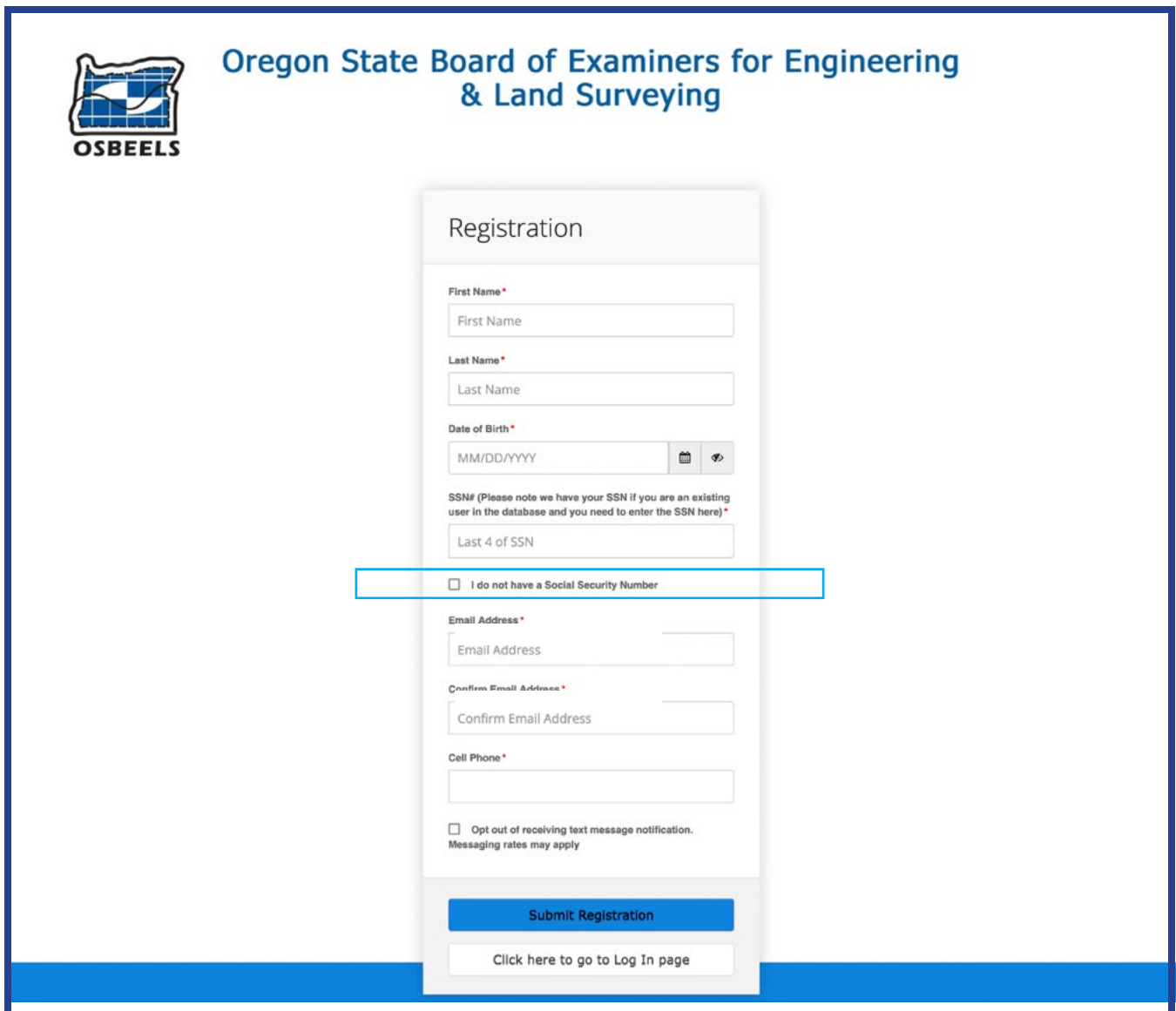
Log In

[Click here to Register](#)

2

Fill out your personal information and select “Submit Registration”.

NOTE: If you do not have a social security number, select the “I do not have a social security number” checkbox.




The screenshot shows the OSBEELS registration form. At the top left is the OSBEELS logo, which features a map of Oregon with a surveying grid and the text "OSBEELS" below it. To the right of the logo is the title "Oregon State Board of Examiners for Engineering & Land Surveying". The main form is titled "Registration" and contains the following fields and options:


- First Name***: A text input field.
- Last Name***: A text input field.
- Date of Birth***: A date picker with a calendar icon and a clear icon, showing the format MM/DD/YYYY.
- SSN# (Please note we have your SSN if you are an existing user in the database and you need to enter the SSN here)***: A text input field labeled "Last 4 of SSN".
- I do not have a Social Security Number (This checkbox is highlighted with a blue box in the image).
- Email Address***: A text input field.
- Confirm Email Address***: A text input field.
- Cell Phone***: A text input field.
- Opt out of receiving text message notification. Messaging rates may apply.





At the bottom of the form, there is a blue button labeled "Submit Registration" and a link that says "Click here to go to Log In page".

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1. Check your email or phone for your temporary password.
2. Copy password and click link in the email or go to MyOSBEELS.
3. Select "Log In".

 This message was sent with High importance.

 noreply@myosbeels.org
To: You

    ...

Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS)

Registration Confirmation

Dear [REDACTED],

You are receiving this email because you registered with the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS).

The username associated with this request is your email address provided during the registration process.

Your temporary password is: CS5%gPV8

You will be prompted to change your password after you login for the first time. Please log in to your new online account at <https://online.myosbeels.org>.



If you did not submit this registration request, please contact the OSBEELS immediately at OSBEELS.Info@OSBEELS.oregon.gov.

If you have already submitted a paper application or form to the Board office, please do not start a duplicate online form or submit another payment.

Thank you,

Oregon State Board of Examiners for Engineering and Land Surveying

<https://www.oregon.gov/OSBEELS>

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1. Enter your username and paste your temporary password.
2. Select “Log In”.



Oregon State Board of Examiners for Engineering & Land Surveying

Log In

This is an application and renewal portal. You must Register before you can log in. Please click on the button below, "Click here to Register" to register.

It is strongly recommended that you use Google Chrome for this portal.

The Online Application and Renewal Process requires the completion of a one-time registration. This will provide you with a username, which will be the email address used during registration and password for log in. Click on the button "Click here to Register" for one-time registration, enter all required information and click on the button "Submit Registration". You will receive a temporary password via email and you will need to change your password before you can log in. Please contact the Board Office if you have any questions or experience any issues with the registration or renewal process.

User Name (Email)

Password

[Forgot password?](#)
[Forgot User Name?](#)

Log In

[Click here to Register](#)

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1. Paste your temporary password into the “Old Password” field.
2. Type your chosen password into the “New Password” and “Confirm” fields.
3. Select “Reset Password”.

NOTE: Password requirements below.



The screenshot shows the OSBEELS website header with the logo and the text "Oregon State Board of Examiners for Engineering & Land Surveying". Below this is a "Change Password" form. The form contains three input fields: "Old Password" (with a masked password of eight asterisks), "New Password" (with the text "New Password"), and "Confirm Password" (with the text "Confirm New Password"). Below the fields is a link that says "Click here to see New Password rules". At the bottom of the form is a blue button labeled "Reset Password".


Password Requirements

All Passwords must meet the following criteria:

1. They cannot contain the user's First or Last Name.
2. The password must contain at least 8 characters
3. They must contain at least ONE Upper Case Letter A, B, C
4. They must contain at least ONE Lower Case Letter a, b, c
5. They must contain at least ONE Number 0, 1, 2, 3, 4, 5, 6, 7, 8, 9
6. They must contain at least ONE of the following Special Characters:

~ ! @ # \$ % ^ & * () _ - + = { } [] | : ; " ' < > , . ? \ /

Dashboard



Oregon State Board of Examiners for Engineering & Land Surveying

Dashboard

Welcome [Redacted] [Change Password](#) | [SignOut](#)
[Click here to log out](#)

Status of Most Recent Application

Application Received

Under Review

Certificate Issued

Not Started / Not Applicable
 In Progress

Complete
 Deficiency

Personal Info

First Name :

Last Name : Middle Name :

Contact Id Number: 104988

Address Detail

Address [Edit](#)

Street :

City : State : Zip :

Opt out of receiving text message notification. Messaging rates may apply

Contact Detail [Add](#)

Contact Type	Contact Value	Preferred	Action
Email	<input type="text"/>	<input type="checkbox"/>	Edit Delete
Cell Phone	<input type="text"/>	<input type="checkbox"/>	Edit Delete

Application Detail [New Application](#)

Application Type	License Type	Submitted On	Status	Action
New	Professional Engineer	03/21/2024	Approved	View Lic Details

License number	Issue Date	Status	Expiration Date
No License Detail Data Found			

License Detail

Renewal Period	License number	Issue Date	Status	License Type	Expiration Date	Action
Renewal Period from 3/19/2021 to 12/31/2023 Active	104988	03/19/2021	Active	Professional Engineer	12/31/2023	Renew
Renewal Period from 3/19/2021 Active	104988	03/19/2021	Delinquent license not renewed <small>(Renewal Fee)</small>	Professional Engineer	12/31/2023	Renew

Other Document(s)

Link	License Number
Download License Output	104988

Payment Detail

Application Type	License Number	License Type	Issue Date	Status	Expiration Date	Amount	Invoice Date	Payment Date
View Print New		Professional Engineer	Mar 21, 2024	Pending Approval	Jun 30, 2024	\$400.00	03/19/2024	

Still have questions? Email us at OSBEELS.info@osbeels.oregon.gov

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Review your contact information and update if needed.

1. To change your address: Under the Address Detail section, select the “Edit” button.
2. To change your email/phone: Under the Contact Detail section, select the pencil icon to the right of the applicable Contact Value.

- Choose your Contact Type and enter your phone number or email in the Contact Value box.

NOTE: You must have at least one email and one phone number selected as “Preferred”.




- Select the green “Save” button.

The screenshot displays a web interface for managing contact information. It is divided into two main sections: 'Address Detail' and 'Contact Detail'.

Address Detail: This section contains a form for entering an address with fields for Street, City, State, and Zip. An 'Edit' button is located in the top right corner of this section.

Contact Detail: This section includes a dropdown menu for 'Contact Type' with options: Cell Phone, Physical Phone, Work Phone, Fax, Primary Business Phone, Email (selected), Secondary Business Email, and Business Website. Below this is a 'Contact Value' field and an 'Is Preferred' checkbox. An 'Add' button is in the top right of this section.

At the bottom of the 'Contact Detail' section, there is a table with the following columns: Contact Type, Contact Value, Preferred, and Action.

Contact Type	Contact Value	Preferred	Action
Email		<input type="checkbox"/>	 
Cell Phone		<input type="checkbox"/>	

At the bottom of the page, there is a 'Save' button (green) and a 'Cancel' button (grey). A footer note reads: 'Still have questions? Email us at OSBEELS.Info@osbeels.oregon.gov'

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Select the green “Renew” button when you are ready to start your renewal process.

The renewal application will load.

Oregon State Board of Examiners for Engineering & Land Surveying

Dashboard
Welcome [redacted] [Change Password](#) | [SignOut](#)
[Click here to log out](#)

Status of Most Recent Application

Application Received Under Review Certificate Issued

Legend:
● Not Started / Not Applicable
● In Progress
● Complete
● Deficiency

Personal Info

First Name : [redacted]
Last Name : [redacted] Middle Name : [redacted]
Contact Id Number: 104988

Application Detail [New Application](#)

Application Type	License Type	Submitted On	Status	Action
New	Professional Engineer	03/21/2024	Approved	View Lic Details

No License Detail Data Found

License Detail

Renewal Period	License number	Issue Date	Status	License Type	Expiration Date	Action
Renewal Period from 3/19/2021 to 12/31/2023 Active	104988	03/19/2021	Active	Professional Engineer	12/31/2023	Renew
Renewal Period from 3/19/2021	104988	03/19/2021	Delinquent license not renewed (must be	Professional Engineer	12/31/2023	Renew

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1. Select your Renewal Type -
 - a. If Active: Continue to next step.
 - b. If Inactive: Skip to [Step 16](#)
 - c. If Retired: Skip to [Step 20](#)
 - d. If Active-Military: Skip to [Step 23](#)
2. No additional action needed under the License Detail section.

NOTE: PDHs used toward your renewal must have been earned within the Renewal Period "From" and "To" dates.

Professional License Renewal

Contact ID number: 104988

Instructions

Registration must be renewed on a biennial (every 2 years) schedule. Registrants must obtain 30 professional development hours (PDH) units during each biennial registration period. A maximum of 15 PDH units may be carried over to the next renewal cycle. Any carryover PDH hours will be automatically calculated from your last renewal and will show at the top of the renewal form.

If you hold a single certification as a CWRE, you must obtain 10 professional development hour (PDH) units during each biennial certification period. You may carry forward 2 PDH units from the previous biennium. See the following OAR for detailed information: [OAR 820-050-0001](#).

To upload your NCEES CPC Record or spreadsheet, please follow these instructions:

- Select Add PDH.
- Enter the start date of the first PDH you obtained.
- In the Sponsoring Organization and Description of Activity fields, type "See NCEES CPC Record" or "See Spreadsheet"
- In the Type of Activity, select the appropriate activity or "Other"
- In the PDH field, enter the total amount of PDH units you are claiming this biennial renewal period.
- In the Document upload section, upload your NCEES CPC Record or spreadsheet.

If you hold more than one license, you will have separate renewal applications for each license. If you hold Structural Engineering (SE) registration, there is not a separate renewal application - it will be renewed along with your PE renewal submittal.

Registrants and/or certificate holders who are reinstating from the retired or inactive status. See the following OARs for detailed information: [OAR 820-080-0010](#), [OAR 820-010-0505](#), [OAR 820-010-0520](#), and [OAR 820-010-0635](#).

For more information, visit the [OSBEELS website](#).

As a result of submitting your renewal application online, please do not mail your renewal application or payment to the Board office.

Renewal Type

Please confirm how you are renewing before moving to next section.

Active Inactive Retired Active - Military

License Detail

License # :	<input type="text" value="104988"/>	
Renewal Period From :	<input type="text" value="01/01/2022"/>	To : <input type="text" value="12/31/2023"/>
Due Date :	<input type="text" value="12/31/2023"/>	
License Type :	PE	

General Information



1. Review and confirm that the contact information showing is correct.
2. Update where necessary. Fields with a red asterisk (*) are required.

License # :	104988	
Renewal Period From :	01/01/2022	To : 12/31/2023
Due Date :	12/31/2023	
License Type :	PE	

General Information

To verify our records, please make sure that your current home address and employer information mentioned below are correct

First Name : *	<input type="text"/>	Last Name : *	<input type="text"/>
Middle :	<input type="text"/>	SSN# : *	000-00-0001

I do not have an SSN#

Home Address :

Street : *	<input type="text" value="123 Salem St."/>		
	<input type="text"/>		
City : *	<input type="text"/>	Country	United States <input type="text"/>
		State : *	Oregon <input type="text"/>
Zip : *	<input type="text" value="XXXXXX Or XXXXX-XXXX"/>		
Cell Phone :	<input type="text" value="(XXX) XXX-XXXX"/>	Home Phone :	<input type="text"/>
Cell Phone Preferred	<input type="checkbox"/>		
Email Address : *	<input type="text" value="joe@email.com"/>	Fax :	<input type="text"/>
Email Address Preferred	<input type="checkbox"/>		

Select if the Residential Address is your mailing address

Search For Company By	<input type="text"/>
Name :	
Search for Company By	<input type="text"/>
License Number :	
Street : *	<input type="text"/>
	<input type="text"/>

10

1. Scroll down to the “Professional Development Hours (PDH) Information” Section.
2. Read the “Statement of Compliance for Professional Development Hours (PDH)”.
3. ONLY CHECK THE BOX if you have been licensed for less than two years.

NOTE: Per OAR 820-020-0025(1), inaccurate information provided on your renewal application may be considered a compliance violation.

4. Select the “Add PDH” button.

Statement of Compliance for Professional Development Hours (PDH)

Registrants are required to complete 30 professional development hour (PDH) units before submittal to renew their license to active status.

Calculating PDH Units: 1.25 PDH Units x Number of months licensed = ___ PDH
If using academic credit courses taken for CE credit, use the following breakdown to compute the number of hours: CE unit = 10 PDH units

If you are in delinquent status, 30 PDH units are required for each biennial renewal period missed.

PDH Records: Registrants are required to retain PDH records for five years.

For further details, refer to OAR 820-010-0635 and OAR 820-015-0026.

First-Time Renewals: Click the checkbox below only if you obtained your initial PE/PLS/RPP license and have been licensed for less than 2 years. The number of PDH units will be prorated. **Do not click the checkbox if you have been licensed 2 years or more. Inaccurate information provided on your renewal application may be considered a compliance violation. See OAR 820-020-0025(1).**

Click here if you have been licensed less than 2 years.

Please log your Professional Development Hours below by selecting the "Add PDH" button. The total of PDH units are claiming must be recorded below.

Professional Development Hours (PDH) Information

PDH Carryover hours (15 maximum): Add PDH

Date of Activity	Sponsoring Organizations Name	Location of Activity (City)	Location of Activity (State)	Type of Activity:	Professional Development Hours	Description of Activity	Actions
Total :						<input type="text" value="0"/>	

PDH carryover for next renewal period (15 maximum):

The responsibility of maintaining records to be used to support credits claimed is the responsibility of the licensee. You may upload PDH documentation at the time of renewing your license. If pulled for audit Board may request additional documentation.

Date	Link	Action
No Record Found		

Document Type : *

Document : *

Drop file here to upload or click here to browse and select file(s) to upload.

Click here to complete Upload Cancel

1. Complete all required fields.
2. You may upload your PDH documentation:
 - a. Select your Document Type and upload your documentation (drag/drop or browse).
 - b. Select the “Click Here to Complete Upload” button before proceeding.
If you do not select this button, your upload will not be saved.

NOTE: Per OAR 820-010-0635, 30 PDHs are required to renew a PE or PLS license.

Professional Development Hours (PDH) Information

PDH Carryover hours (15 maximum) :

Date of Activity	Sponsoring Organizations Name	Location of Activity (City)	Location of Activity (State)	Type of Activity:	Professional Development Hours	Description of Activity	Actions
Total :						<input style="width: 100px;" type="text" value="0"/>	

PDH carryover for next renewal period (15 maximum):

The responsibility of maintaining records to be used to support credits claimed is the responsibility of the licensee. You may upload PDH documentation at the time of renewing your license. If pulled for audit Board may request additional documentation.

Date	Link	Action
No Record Found		

Document Type : *

Document : *

Drop file here to upload or click here to browse and select file(s) to upload.

12

1. Scroll down to the Legal and Disciplinary section.
2. Answer questions 1 and 2.
 - a. If you answer “Yes” to either question, a document upload section will appear below.
Upload a written explanation and copies of all board orders including but not limited to:

- Final orders
- Letters of reprimand
- Stipulations
- Settlement agreements
- Criminal convictions and sentencing records, as applicable

NOTE: All information provided with your response will be considered public information unless required to be kept confidential by state or federal law.

Select the “Click Here to Complete Upload” button.

- b. If you answer “No” to both questions, move on to Step 13.

The screenshot shows a web form for license renewal. At the top right, there are two buttons: "Click here to complete Upload" (green) and "Cancel" (grey). Below this is a section titled "Legal and Disciplinary".

Legal and Disciplinary

Mark selection and sign the signature block. [Renewals will not be accepted unless the renewal form is properly completed and signed.]

DISCIPLINARY DECLARATION

1. In the past two years, have you had any criminal convictions relating to your profession? * Yes No
2. In the past two years have you had a professional engineering, land surveying, or photogrammetric mapping registration denied, revoked, suspended, surrendered, stipulated, on probation, or been subject to any restriction or disciplinary action in any jurisdiction? * Yes No

Affidavit (All licensees must sign here)

I hereby certify under penalty of perjury that the information provided on this application is true and correct.

Signature : * Date : *

I confirm that I have included any and all relevant documents. I have read and understand the disclosures statements provided in the instructions for this form, to the best of my knowledge.

Fee Detail(s)

To avoid duplicate payment, please do not click 'Pay & Submit' more than once. Return to your user dashboard to verify payment was submitted.

REFUND POLICY: Application fees are non-refundable and will not be applied to future applications. Rescore fees for an Oregon specific examination item are non-refundable. See OAR 820-080-0005.

Returned Check Policy: If payment of any fees is made by check and the check is deposited and returned to the Board, a \$20 fee is charged in addition to the required payment of fees.

Description	Fee Type	Fee
License Current through 12/31/2025	License Renewal Fee	\$230.00
	Late Renewal Fee	\$80.00
	Total :	\$310.00

At the bottom right, there is a green button labeled "Save and Proceed to Payment".

13

1. Scroll to the “Affidavit” section.
2. Sign (type) your name and today’s date.
3. Select the “Save and Proceed to Payment” button.

The responsibility of maintaining records to be used to support credits claimed is the responsibility of the licensee. You may upload PDH documentation at the time of renewing your license. If pulled for audit Board may request additional documentation.

Date	Link	Action
No Record Found		

Document Type :*

Document :*

Drop file here to upload or click here to browse and select file(s) to upload.

[Click here to complete Upload](#) [Cancel](#)

Legal and Disciplinary

Mark selection and sign the signature block. [Renewals will not be accepted unless the renewal form is properly completed and signed.]

DISCIPLINARY DECLARATION

1. In the past two years, have you had any criminal convictions relating to your profession?*

Yes No

2. In the past two years have you had a professional engineering, land surveying, or photogrammetric mapping registration denied, revoked, suspended, surrendered, stipulated, on probation, or been subject to any restriction or disciplinary action in any jurisdiction? *

Yes No

Affidavit (All licensees must sign here)

I hereby certify under penalty of perjury that the information provided on this application is true and correct.

Signature :* Date :*

I confirm that I have included any and all relevant documents. I have read and understand the disclosures statements provided in the instructions for this form, to the best of my knowledge.

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To avoid duplicate payment, please do not click 'Pay & Submit' more than once. Return to your user dashboard to verify payment was submitted.

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Returned Check Policy: If payment of any fees is made by check and the check is deposited and returned to the Board, a \$20 fee is charged in addition to the required payment of fees.

Description	Fee Type	Fee
License Current through 12/31/2025	License Renewal Fee	\$230.00
	Late Renewal Fee	\$80.00
	Total :	\$310.00

[Save and Proceed to Payment](#)

14

1. Select your Payment Method from the drop-down menu.
 - a. If paying by Credit/Debit Card:
 - i. Complete the Card Number, CVV, and Expiration Date
 - ii. Enter Billing Address

If you “Copy Details from Application”, ensure your zip code matches the billing address for the card.
 - b. If paying by E-Check: Fill out the required fields.
 - c. Select the “Pay & Submit” button.

****Only click one time and allow a few minutes for processing****

Fee and Payment

To avoid duplicate payment, please do not click 'Pay & Submit' more than once. Return to your user dashboard to verify payment was submitted.

REFUND POLICY: Application fees are non-refundable and will not be applied to future applications. Rescore fees for an Oregon specific examination item are non-refundable. See OAR 820-080-0005.

Returned Check Policy: If payment of any fees is made by check and the check is deposited and returned to the Board, a \$20 fee is charged in addition to the required payment of fees.

Payment Method : *	<input type="button" value="Select"/>
License Renewal Fee : *	<input type="text" value="Credit / Debit Card"/>
Late Fee : *	<input type="text" value="ECheck"/>
Late Fee : *	<input type="text" value="80"/>
Total Fees : *	<input type="text" value="310.00"/>


Your application has been submitted and YOU ARE DONE!

You will receive a payment confirmation email.

Your application review process may take up to 10 business days.

You can check your status on the Home Page of your User Portal.

NOTE: Please do not contact us regarding application status prior to 10 business days from submittal.



Oregon State Board of Examiners for Engineering & Land Surveying

Dashboard

Welcome [Redacted] [Change Password](#) | [SignOut](#)
 Not [Redacted] [Click here to log out](#)

Status of Most Recent Application

In Progress

Application Received

Under Review

Certificate Issued

Not Started / Not Applicable
 In Progress
 Complete
 Deficiency

Deficiency Detail

Deficiency Name	Date
No Deficiencies Found	

[New Application](#)

Application Detail

Application Type	License Type	Submitted On	Status	Action
New	Professional Engineer	03/21/2024	Approved	View Lic Details
Renewal	Professional Engineer		In Progress, Not Submitted	In Progress

License Detail

Renewal Period	License number	Issue Date	Status	License Type	Expiration Date	Action
Renewal Period from 3/19/2021 to 12/31/2023 Active	104988	03/19/2021	Active	Professional Engineer	12/31/2023	Renew
Renewal Period from 3/19/2021	104988	03/19/2021	Delinquent license not renewed	Professional Engineer	12/31/2023	Renew

Other Document(s)

Link	License Number
Download License Output	104988

Personal Info

First Name : _____
 Last Name : _____ Middle Name : _____
 Contact Id Number: 104988

Address Detail

Address [Edit](#)

Street : _____
 City : _____ State : _____ Zip : _____

Name : _____
Business Address
 Street : _____
 City : _____ State : _____ Zip : _____

Opt out of receiving text message notification. Messaging rates may apply

Contact Detail [Add](#)

Contact Type	Contact Value	Preferred	Action
Cell Phone		<input checked="" type="checkbox"/>	Edit
Email		<input checked="" type="checkbox"/>	Edit

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For Inactive, Retired, and Active-Military Registrants Only

Inactive Status

- To qualify for Inactive Status, you must maintain an active license in another jurisdiction within the United States.
 - There is no fee required.
1. Review and confirm that the contact information showing is correct.
 2. Update where necessary. Fields with a red asterisk (*) are required.

Professional License Renewal

Contact ID number: 104988

Instructions

Registration must be renewed on a biennial (every 2 years) schedule. Registrants must obtain 30 professional development hours (PDH) units during each biennial registration period. A maximum of 15 PDH units may be carried over to the next renewal cycle. Any carryover PDH hours will be automatically calculated from your last renewal and will show at the top of the renewal form.

If you hold a single certification as a CWRE, you must obtain 10 professional development hour (PDH) units during each biennial certification period. You may carry forward 2 PDH units from the previous biennium. See the following OAR for detailed information: [OAR 820-050-0001](#).

To upload your NCEES CPC Record or spreadsheet, please follow these instructions:

- Select Add PDH.
- Enter the start date of the first PDH you obtained.
- In the Sponsoring Organization and Description of Activity fields, type "See NCEES CPC Record" or "See Spreadsheet"
- In the Type of Activity, select the appropriate activity or "Other"
- In the PDH field, enter the total amount of PDH units you are claiming this biennial renewal period.
- In the Document upload section, upload your NCEES CPC Record or spreadsheet.

If you hold more than one license, you will have separate renewal applications for each license. If you hold Structural Engineering (SE) registration, there is not a separate renewal application - it will be renewed along with your PE renewal submittal.

Registrants and/or certificate holders who are reinstating from the retired or inactive status. See the following OARs for detailed information: [OAR 820-080-0010](#), [OAR 820-010-0505](#), [OAR 820-010-0520](#), and [OAR 820-010-0635](#).

For more information, visit the [OSBEELS website](#).

As a result of submitting your renewal application online, please do not mail your renewal application or payment to the Board office.

Renewal Type

Please confirm how you are renewing before moving to next section.

Active Inactive Retired Active - Military

License Detail

License # :

Renewal Period From : To :

Due Date :

License Type : **PE**

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For Inactive, Retired, and Active-Military Registrants Only

Inactive Status

1. Upload documentation showing your active status in another U.S. jurisdiction:
 - Copy of your wallet card
 - A screen shot of the jurisdiction’s licensee look-up tool, showing “active” status
 - Other proof of active status
2. Select the “Click Here to Complete Upload” button before proceeding.
If you do not select this button, your upload will not be saved.

Date	Link	Action
No Record Found		

Document Type : * Evidence of Current Regis ▾

Document : * Drop file here to upload or click here to browse and select file(s) to upload.

[Click here to complete Upload](#)

Affidavit (All licensees must sign here)

I hereby certify under penalty of perjury that the information provided on this application is true and correct.

Signature : * Date : *

I confirm that I have included any and all relevant documents. I have read and understand the disclosures statements provided in the instructions for this form, to the best of my knowledge.

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For Inactive, Retired, and Active-Military Registrants Only

Inactive Status

1. Scroll to the “Affidavit” section.
2. Sign (type) your name and today’s date.
3. Select the “Save and Submit” button.

Date	Link	Action
No Record Found		

Document Type : * Evidence of Current Regis ▾

Document : *

Drop file here to upload or click here to browse and select file(s) to upload.

[Click here to complete Upload](#)

Affidavit (All licensees must sign here)

I hereby certify under penalty of perjury that the information provided on this application is true and correct.

Signature : * Date : *

I confirm that I have included any and all relevant documents. I have read and understand the disclosures statements provided in the instructions for this form, to the best of my knowledge.

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For Inactive, Retired, and Active-Military Registrants Only

Your application has been submitted and YOU ARE DONE!

You will **NOT** receive a confirmation email.

Your application review process may take up to 10 business days.

You can check your status on the Home Page of your User Portal.

NOTE: Please do not contact us regarding application status prior to 10 business days from submittal.

The screenshot displays the OSBEELS user portal dashboard. At the top, the OSBEELS logo and the text "Oregon State Board of Examiners for Engineering & Land Surveying" are visible. The dashboard includes a "Dashboard" section with a welcome message and links for "Change Password" and "SignOut". Below this is a "Status of Most Recent Application" section with four circular progress indicators: "In Progress" (orange), "Application Received" (grey), "Under Review" (grey), and "Certificate Issued" (grey). A legend indicates that orange represents "Not Started / Not Applicable In Progress", green represents "Complete", and red represents "Deficiency".

The "Personal Info" section shows fields for "First Name", "Last Name", "Middle Name", and "Contact Id Number" (104988). The "Address Detail" section includes fields for "Address", "Street", "City", "State", and "Zip" for both "Address" and "Business Address". There is an "Opt out of receiving text message notification" checkbox.

The "Contact Detail" section is a table with columns for "Contact Type", "Contact Value", "Preferred", and "Action". It lists "Cell Phone" and "Email" as contact types, both with "Preferred" checkboxes checked.

The "Deficiency Detail" section shows "No Deficiencies Found". The "Application Detail" section has a "New Application" button and a table with columns for "Application Type", "License Type", "Submitted On", "Status", and "Action". It lists a "New" application for "Professional Engineer" submitted on "03/21/2024" with a status of "Approved" and a "View Lic Details" button. A "Renewal" application for "Professional Engineer" is also listed with a status of "In Progress, Not Submitted" and an "In Progress" action.

The "License Detail" section has a table with columns for "Renewal Period", "License number", "Issue Date", "Status", "License Type", "Expiration Date", and "Action". It shows two renewal periods for license number 104988: one from "3/19/2021 to 12/31/2023" with a status of "Active" and a "Renew" button, and another from "3/19/2021" with a status of "Delinquent license not renewed" and a "Renew" button.

The "Other Document(s)" section has a table with columns for "Link" and "License Number". It lists a "Download License Output" link for license number 104988.

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For Inactive, Retired, and Active-Military Registrants Only

Retired Status

- Registrants in Retired Status must not provide engineering, land surveying, photogrammetric mapping, or certified water rights examiner services to the public.
 - Your license may remain in Retired Status for up to 5 years, per OAR 820-010-0505(5).
 - If you plan to return to Active Status in the future, you must reapply within 5 years of Retired Status being granted.
1. Review and confirm that the contact information showing is correct.
 2. Update where necessary. Fields with a red asterisk (*) are required.

Professional License Renewal

Contact ID number: 104988

Instructions

Registration must be renewed on a biennial (every 2 years) schedule. Registrants must obtain 30 professional development hours (PDH) units during each biennial registration period. A maximum of 15 PDH units may be carried over to the next renewal cycle. Any carryover PDH hours will be automatically calculated from your last renewal and will show at the top of the renewal form.

If you hold a single certification as a CWRE, you must obtain 10 professional development hour (PDH) units during each biennial certification period. You may carry forward 2 PDH units from the previous biennium. See the following OAR for detailed information: [OAR 820-050-0001](#).

To upload your NCEES CPC Record or spreadsheet, please follow these instructions:

- Select Add PDH.
- Enter the start date of the first PDH you obtained.
- In the Sponsoring Organization and Description of Activity fields, type "See NCEES CPC Record" or "See Spreadsheet"
- In the Type of Activity, select the appropriate activity or "Other"
- In the PDH field, enter the total amount of PDH units you are claiming this biennial renewal period.
- In the Document upload section, upload your NCEES CPC Record or spreadsheet.

If you hold more than one license, you will have separate renewal applications for each license. If you hold Structural Engineering (SE) registration, there is not a separate renewal application - it will be renewed along with your PE renewal submittal.

Registrants and/or certificate holders who are reinstating from the retired or inactive status. See the following OARs for detailed information: [OAR 820-080-0010](#), [OAR 820-010-0505](#), [OAR 820-010-0520](#), and [OAR 820-010-0635](#).

For more information, visit the [OSBEELS website](#).

As a result of submitting your renewal application online, please do not mail your renewal application or payment to the Board office.

Renewal Type

Please confirm how you are renewing before moving to next section.

Active Inactive Retired Active - Military

License Detail

License #:

Renewal Period From : To :

Due Date :

License Type : PE

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For Inactive, Retired, and Active-Military Registrants Only

Retired Status

1. Scroll to the “Affidavit” section.
2. Sign (type) your name and today’s date.
3. Select the “Save and Submit” button.

Affidavit (All licensees must sign here)

I hereby certify under penalty of perjury that the information provided on this application is true and correct.

Signature : * Date : *

I confirm that I have included any and all relevant documents. I have read and understand the disclosures statements provided in the instructions for this form, to the best of my knowledge.

[Save & Submit](#)

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For Inactive, Retired, and Active-Military Registrants Only

Active Military Status

- *Registrants may go into Active-Military Status upon **written** or **email request**.*

Send email requests to: **osbeels.info@oregon.gov**

Mail written requests to: **OSBEELS
670 Hawthorne Ave SE, Suite 220
Salem, OR 97301**

- *Biennial fees and PDH units may be waived while the licensee is on active duty with the Armed Forces of the United States.*