



New Mexico Board of Licensure for Professional Engineers & Professional Surveyors

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NM LICENSE RENEWAL GUIDE

To expedite the processing of your annual renewal, take note of the following information, which is addition to the information provided on the renewal reminder postcard.

Incomplete, illegible, or incorrect information will cause delays in processing your application.

ONLINE RENEWAL

To renew online: <https://pepsrenewal.rld.state.nm.us/PersonSearchResults.aspx>

If this is your first time renewing online, read the instructions and answers to frequently asked questions about online renewal. Your Renewal ID number is posted on the front of the renewal notice postcard next to your name and address or you can request this ID number from the Board office. To register online, the key points to remember are.

- You must **register** the first time you use the online process.
- An e-mail address is required so you can receive confirmation of your renewal application.
- A credit card is required for payment. Visa and MasterCard are the only credit cards accepted.

FEES

The renewal fees for license renewal are the following:

PE License: \$155.00

PS License: \$155.00

PEPS (Dual) License: \$310.00

Fees are non-refundable.

RENEWAL DEADLINE

Note that the renewal deadline is December 31st.

LATE FEE

- **You will be assessed a penalty fee at 12:01 a.m. on January 1st,**
- Any renewal applications postmarked after the expiration date of the license will be charged a late fee. The penalty renewal fee is double the renewal fee: \$155.00 for single license and \$310.00 for dual license.
- **The late fee period deadline is March 1st.** You will have to **REINSTATE** your license after March 1st.

EXPIRED LICENSE

Remember that it is unlawful to practice in New Mexico with an expired license. There is **NO PENALTY FEE GRACE PERIOD**. The expiration date of your license is printed on the pocket card and small certificate. A license not renewed by the expiration date is expired. A license cannot be renewed without renewing, payment of the renewal fee, AND the required penalty renewal fee. Practicing without a license is punishable by fine or imprisonment, or both.

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It is the responsibility of the licensee to notify the office of any address and/or name changes. As a courtesy, the Board office mails a renewal postcard to all current licensees at least 30 days prior to the expiration date of the license. However, the licensee is responsible for knowing when their license expires. It is NOT the responsibility of the office to verify that you receive a renewal notice. If you prefer to use a paper renewal form, you can request one from the Board office by calling **(505) 476-4565**. Please be advised paper renewal forms are being phased out and will no longer be available in the near future.

NCEES Continuing Professional Competency (CPC) REGISTRY

Offered free by NCEES, state licensing boards can require a licensee to either meet the requirements of their jurisdiction or the NCEES CPC Standard for renewal purposes. The NCEES CPC Standard requires licensees to acquire 15 PDHs in each calendar year, of which at least one must be earned in an area that focuses on professional engineering or surveying ethics or improving a licensee's methods of business practice or operations.

Read through these [frequently asked questions](#) to learn more about CPC Tracking.

PROFESSIONAL DEVELOPMENT HOURS

REQUIREMENTS

In accordance with Title 16, chapter 39, Part 2 of the New Mexico Administrative code, all licensees must acquire **30 Professional Development Hours (PDHs)**, of those at least 2 shall be in ethics during the two-year reporting period as a condition for license renewal. Failure to meet the PDH requirements will result in rejection of renewal.

CARRY-OVER HOURS

- The maximum hours that can be carried over are fifteen (15).
- There is no carry-over of ethic hours. More than 2 hours in ethics will only count towards the general total required 30 PDHs.

PROOF OF ATTENDANCE AND COMPLETION IS ALWAYS REQUIRED IF—

- *You are being audited.* You must e-mail your CE certificates of attendance to the email provided on the audit notification. Submit proof of attendance *for the current renewal year only*.
- Be sure your **Certificates of Attendance** include the following:
 - Your name
 - Name of the program attended
 - Dates attended
 - Number of contact hours or continuing education units
 - Signature of the program sponsor

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QUALIFYING PDH ACTIVITIES

- Must have taken place during the reporting period (**January 1, 2016 through December 31, 2017**)
- **New Licensees: PDHs are only eligible from the date of initial license to the expiration date.**
- Must have a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the practice of engineering or surveying (courses taken only for personal use would not qualify)
- May include technical, ethical, or managerial content
- Should advance the professional or technical competence of the licensee
- May be sponsored by employers, government agencies, nationally affiliated engineering or surveying technical or professional societies, colleges or universities, or other organizations
- May be earned in any jurisdiction
- All other activities must comply with Title 16.39.2 of the Professional Development rules.

The Board does not pre-approve courses for PDH credit; it is the licensee's responsibility to ensure that activities meet the professional development requirements and that they are beneficial to the licensee.

DETERMINATION OF PDH CREDIT

- The Board has final authority with respect to approval of activities and PDH value for all activities.
- Dual licensees (individuals holding licenses as a PE and PS) are required to submit a total of 30 PDHs. The Board recommends PDH units be obtained in licensee's area of practice. If you have two licenses, you will renew both in the same year, contact the Board office if you have questions.
- A PDH credit is roughly equivalent to one clock hour of instruction and should be rounded to the nearest half-hour. The following table summarizes the PDH credits for various activities:

TYPE OF ACTIVITY	PDH CREDIT
Active participation in seminars, courses, in-house programs, workshops, training, professional conventions, correspondence or videotaped courses	1 hour = 1 PDH
Successful completion of college courses relevant to engineering and surveying.	1 SEMhr= 45PDH 1 QTRhr= 30PDH
Successful completion of courses offering CEU credit	1 CEU = 10 PDH
Teaching or instructing above courses/activities for the first time only (earns same PDH credits for the instructor as for the students) Apply x 2	1 hour = 2 PDH
Authoring a published paper, article, or book	10 PDH
Active participation in professional and technical societies (each organization)	2 PDH/year
Each patent	10 PDH
1 hour of literature review	1 PDH (Max 6 PDH)
Each civic or community activity	1PDH (Max 4 PDH)
1 hour of ethics training	1 PDH (Max 4 PDH)

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CLARIFICATION OF ACTIVITIES

- Audited Courses - earn PDHs for contact hours only (actual time spent in classroom)
- Videotaped/Correspondence Courses or Instructional Computer Software (self-taught tutorials)
 - acceptable if appropriate progress/completion documentation is provided to participants
 - would not qualify on an individual basis (no means of verifying progress/completion)
 - may be eligible if presented in a group/formal setting.
- One CEU is defined as 10 contact hours of participation in an organized continuing education course under responsible sponsorship, capable direction, and qualified instruction.
- Conferences - receive PDHs for number of hours attending professional/technical sessions.
- Presentations by Product/Equipment Vendors & Factory/Plant Tours are eligible only if
 - presentations are of a technical nature and not just a sales demonstration
 - part of a formal training session; not normally obtained in the course of licensee's work.
- Published Papers, Articles, Books - may earn credit for authoring or co-authoring only; reviewing and editing of documents would not qualify.
- Professional/Technical Societies
 - may receive 2 PDH/year for active participation (serving as an officer or on a working committee and not just a dues-paying member)
 - may earn PDHs for attending individual meetings of an organization when an engineering/surveying related topic is presented as a principal part of the program
 - attending regular committee and business meetings would not qualify
- **The following activities are not eligible:** personal self-improvement courses, regular employment, task forces/committees within a firm (considered part of employment), service club meetings or activities, tutoring students or assisting in a school's computer lab.

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EXEMPTIONS

- **New Licensees** - Exempt from the professional development requirements for the first 12 months directly following the issuance of license number; PDHs will be prorated for any remaining portion of the licensing period beyond one year: $1.25 \times$ remaining months. (**New Licensees: PDHs are only eligible from the date of your initial license to the expiration date.**)
 - *Example: For an **odd license number issued** on 4/30/12, the licensee is exempt of PDHs until 4/30/13. To renew the license in December 2013 (through 12/31/13) the licensee must submit, by 12/31/13, 10 prorated PDHs acquired in 2013 [8 mos. (5/01/13 to 12/31/13) \times 1.25 PDHs per mo. = 10 PDHs]. If the **odd** license number is issued on 12/14/12, the licensee is exempt of PDHs until 12/14/13 and to renew the license in December 2013 (through 12/31/13) only the affidavit statement with the 'new licensee exemption request' box checked & fee must be submitted by 12/31/13.*
 - *Example: For an **even license number issued** on 4/30/13, the licensee is exempt of PDHs until 4/30/14. To renew the license in December 2014 (through 12/31/14) the licensee must submit, by 12/31/14, 10 prorated PDHs acquired in 2014 [8 mos. (5/01/14 to 12/31/14) \times 1.25 PDHs per mo. = 10 PDHs]. If the **even** license number is issued on 12/14/13, the licensee is exempt of PDHs until 12/14/14 and to renew the license in December 2014 (through 12/31/14) only the affidavit statement with the 'new licensee exemption request' box checked & fee must be submitted by 12/31/14.*
 - **New Licensees: As a reminder, PDHs are only eligible from the date of your initial license to the expiration date.**
- **Active Duty Military Service** - A licensee called to active duty in the armed forces of the United States for a period of time exceeding 120 consecutive days in a calendar year may be exempt from obtaining PDHs required during that year (would **not** apply to regular military career assignments). Please provide documentation showing exact dates and locations of active duty.
- **Physical Disability** - Licensees experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the Board may be exempt. Please contact the Board office for an Application for Medical Exemption. Remember, "If you can work, you can earn PDH credits."
- **Retired or Inactive Status** - Licensees approved by the Board for Retired or Inactive Status shall be exempt from professional development requirements. A request to return to active status requires submittal of PDHs for the preceding biennial cycle. Refer to Title 16.39.1.17. A NMAC regarding the requirements for retired status. Refer to Title 16.39.1.17. D NMAC regarding the requirements for inactive status. If you qualify for retired or inactive status and have not been previously approved by the Board, please contact the Board office for the proper application forms or download an application from the Board's website at www.sblpes.state.nm.us

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INSTRUCTIONS & CHECKLIST FOR COMPLETING A RENEWAL FORM:

(Please be advised, paper renewals are being phased out and will no longer be available at a future date.)

- NAME & ADDRESS:** Please correct your name and mailing address if necessary.
- FEES:** The Board accepts credit card payments for renewals. If you use a check or money order, please enclose the **total amount due**, as printed on the renewal form payable to: **NM Board for PE/PS**. Be sure your name and license number are included on your check and enclose the completed license renewal statement, which includes the affidavit, with your fee. **Fees are non-refundable. The renewal due date is December 31st. You will be assessed a penalty fee on January 1st.**
- PROFESSIONAL DEVELOPMENT: The biennial requirement is 30 hours. Of those hours, 2 are required in ethics.** A maximum of 15 PDHs may be carried over to the next biennium. Please refer to 16.39.2 NMAC – 2006 Professional Development for other information. **KEEP VERIFYING DOCUMENTATION WITH YOUR RENEWAL RECORDS. DO NOT SUBMIT WITH YOUR RENEWAL.** [Refer to Title 16.39.2.8.G NMAC: Record Keeping]
- EXEMPTION REQUEST:** If you are asking for an exemption because of 1) active duty military service, give the exact dates and locations; or 2) physical disability, contact the Board office for an Application for Medical Exemption.
- RETIRED or INACTIVE STATUS APPLICATION:** Refer to Title 16.39.1.17 NMAC regarding the requirements for retired status, inactive status and documentation required to return to practice. Applications for these statuses may be downloaded from the Board's website at www.sblpes.state.nm.us/cpc.html. **Retired and inactive status must be requested prior to licensure expiration and the 60 day grace period.**
- YES TO CONVICTION QUESTION AND/OR BOARD DISCIPLINARY QUESTION:** Provide complete and full detail on a separate sheet to include but not limited to: Name and location of court or licensing board administering disciplinary action, date and type of disciplinary action, i.e. fine, imprisonment, sanction, suspension of license, revocation of license, other type of disciplinary action.
- SIGNATURE: YOUR RENEWAL CANNOT BE PROCESSED WITHOUT YOUR COMPLETED LICENSE RENEWAL STATEMENT/ ORIGINALLY SIGNED AFFIDAVIT AND PAYMENT.**
- KEEP A COPY OF THE COMPLETED FORM FOR YOUR RECORDS.**
- IF THE LICENSE IS NOT RENEWED BY MARCH 1ST WITH TWICE THE RENEWAL FEE (LATE PENALTY), A NEW APPLICATION WILL BE REQUIRED TO REINSTATE YOUR LICENSE.**

For additional information, please contact the New Mexico Board of Licensure for Professional Engineers and Professional Surveyors at (505) 476-4565.