

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Board of Professional Engineers and Land Surveyors
124 Halsey Street, 3rd Floor, Newark, NJ 07102
www.njconsumeraffairs.gov
(973) 504-6460

INSTRUCTIONS FOR REINSTATEMENT, REACTIVATION AND RESUMPTION OF PRACTICE APPLICATION OF A NEW JERSEY LICENSE

Please be advised that under the New Jersey Uniform Enforcement Act (N.J.S.A. 45:1-7.1b), a license shall be suspended thirty (30) days following the expiration date. A licensee may reinstate a suspended license within five (5) years following its date of expiration, by meeting the following requirements (pursuant to N.J.S.A. 45:1-7.2).

SUSPENDED, INACTIVE OR RETIRED FOR 5 YEARS OR LESS - COMPLETE SECTIONS: I thru VII & IX.

Pursuant to N.J.A.C. 13:40-2.15(e), any individual with his/her license suspended for 5 years or less must reinstate the license.

Pursuant to N.J.A.C. 13:40-2.15(h), any individual with his/her license in an inactive status for 5 years or less must reactivate their license.

Pursuant to N.J.A.C. 13:40-12.4, any individual who has had their license in a retired or retired-paid status must seek to resume practice.

SUSPENDED, INACTIVE OR RETIRED FOR 5 YEARS OR MORE - COMPLETE SECTIONS: I thru IX

Pursuant to N.J.A.C. 13:40-2.15(f), any individual with his/her license suspended for 5 years or more shall reapply for licensure and shall demonstrate that he/she has maintained proficiency.

Pursuant to N.J.A.C. 13:40-2.15(i), any individual with his/her license in an inactive status for 5 years or more shall reapply for licensure and shall demonstrate the he/she has maintained proficiency.

Pursuant to N.J.A.C. 13:40-12.4(3), any individual who has had their license in a retired or retired-paid status for 5 years or more must seek to resume practice.

The following are instructions for reinstatement, reactivation or resumption of practice of a license:

1. Complete:

- The enclosed Application for Reinstatement, Reactivation or Resumption of Practice of a New Jersey license;
- Reinstatement applications inactive for 5 years or more must complete the attached Detailed Statement of Experience portion to show proficiency. Indicate whether a license is held in another state and if so, whether it is in good standing.

2. Enclose the following:

- Completed Application
- Payment of all required fees. (*See attached invoice for the exact amount due*).
- If applicable, provide proof that you have satisfied the requirement for continuing education pursuant to N.J.S.A. 45:8-35.2. (required for individuals licensed as land surveyors (GS) or that hold dual licenses as professional engineer & land surveyor (GB)).

*******PLEASE NOTE, YOU MUST POSSESS AN ACTIVE NEW JERSEY LICENSE IN ORDER TO PRACTICE ENGINEERING AND/OR LAND SURVEYING, INCLUDING, BUT NOT LIMITED TO, SIGNING & SEALING DOCUMENTS. SIGNING AND SEALING DOCUMENTS WITHOUT AN ACTIVE LICENSE MAY BE CONSIDERED THE UNLICENSED PRACTICE OF YOUR PROFESSION AND MAY RESULT IN DISCIPLINARY ACTION.**

Please submit all of the above referenced documentation to:
New Jersey State Board of Professional Engineers and Land Surveyors
124 Halsey Street, 3rd Floor, P.O. Box 45015
Newark, New Jersey 07101

SECTION II

Complete the following starting with the earliest employment until the expiration of you most recent license:

Name of employer _____

Address of employer _____

Title or position _____

Telephone # of Employer ____ - ____ - ____

Dates employed: From: ____ / ____ / ____ To: ____ / ____ / ____
mm dd yyyy mm dd yyyy

Name of employer _____

Address of employer _____

Title or position _____

Telephone # of Employer ____ - ____ - ____

Dates employed: From: ____ / ____ / ____ To: ____ / ____ / ____
mm dd yyyy mm dd yyyy

Name of employer _____

Address of employer _____

Title or position _____

Telephone # of Employer ____ - ____ - ____

Dates employed: From: ____ / ____ / ____ To: ____ / ____ / ____
mm dd yyyy mm dd yyyy

Name of employer _____

Address of employer _____

Title or position _____

Telephone # of Employer ____ - ____ - ____

Dates employed: From: ____ / ____ / ____ To: ____ / ____ / ____
mm dd yyyy mm dd yyyy

SECTION III

PRACTICE OF LICENSURE

Were you engaged in the practice of your profession or occupation in New Jersey during the period that your New Jersey License was not in an active status? Yes No

If “Yes”, please provide a description of work or list of projects signed & sealed during the lapsed period along with the corresponding date of signature. You may use additional sheets if necessary.

	<i>Description/Project</i>	<i>Date Signed and Sealed</i>
<i>1</i>		
<i>2</i>		
<i>3</i>		
<i>4</i>		
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<i>19</i>		
<i>20</i>		
<i>21</i>		
<i>22</i>		

SECTION IV

EXPLANATION OF YOUR FAILURE TO RENEW PROMPTLY

On the space below, please provide an explanation of your failure to renew promptly:

SECTION V

Answer all questions from the time period that you were last licensed or certified in New Jersey.

1. Since your last renewal have you been arrested, charged or convicted of any crime or offense **that you have not already reported to your board/committee?** (Minor traffic offenses, such as speeding or parking need not be provided but Motor Vehicle offenses such as driving while impaired or intoxicated must be disclosed.) Yes No

2. Since your last renewal has any action been taken or is any action now pending against your professional license or have you been permitted to surrender or otherwise relinquish your license to avoid inquiry, investigation or action by any other licensing authority **that you have not already reported to your board/committee?** Yes No

3. Have you completed the continuing education units as required as part of renewal of your license? If you answered "Yes", please provide a copy of all certificates. Yes No

4. I am requesting retired license status Yes No
Pursuant to N.J.S.A. 45:8-36.2 you must meet the following requirements to request retired status:
 - a) I am 62 years of age or older Yes No
 - b) I have been licensed for 25 years or more Yes No
 - c) I shall not offer/practice professional engineering in the state of New Jersey while in Retired license status. Yes NoThe fee for a retired license is \$40.00

***** PLEASE NOTE - If you have answered "Yes" to any questions from 1-4 above, you must provide an explanation and attach any and all related documents.**

SECTION VI

1. Do you currently hold, or have you ever held, a professional license or certificate of **any** kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
 Yes No

If "Yes", for each license or certificate held, provide the date(s) held and the number(s). If the license or certificate was issued under a different name, please provide that name.

<i>Last name</i>	<i>First name</i>	<i>Middle initial</i>	
<i>Type of license or certificate</i>	<i>Number</i>	<i>State of jurisdiction that issued the license or certificate</i>	<i>Date issued/expired</i>
<i>Type of license or certificate</i>	<i>Number</i>	<i>State of jurisdiction that issued the license or certificate</i>	<i>Date issued/expired</i>
<i>Type of license or certificate</i>	<i>Number</i>	<i>State of jurisdiction that issued the license or certificate</i>	<i>Date issued/expired</i>
<i>Type of license or certificate</i>	<i>Number</i>	<i>State of jurisdiction that issued the license or certificate</i>	<i>Date issued/expired</i>

2. Have you ever been disciplined or denied a professional license or certificate of any kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
 Yes No
3. Have you ever had a professional license or certificate of any type suspended, revoked or surrendered in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
 Yes No
4. Has any action (including the assessment of fines or other penalties) ever been taken against your professional practice by any agency or certification board in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
 Yes No
5. Have you ever been named as a defendant in any litigation related to the practice of engineering or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
 Yes No
6. Are you aware of any investigation pending against a professional license or certificate issued to you by a professional board in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
 Yes No
7. Are there any criminal charges now pending against you in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
 Yes No
8. Have you ever been sanctioned by or is any action pending before any employer, association, society, or other professional group related to the practice of engineering or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction?
 Yes No

If the answer to any of the above questions, numbers 1 through 8, is "Yes", provide a complete explanation of the circumstances leading to the action, and any supporting documentation, on separate sheets of paper.

SECTION VII

CONTINUED PROFICIENCY IN YOUR PROFESSION

(Complete if expired less than (5) years).

Please indicate, in the space provided, your current knowledge, competency and skill that demonstrates your continued proficiency during the period that your license was not active.

SECTION VIII

DETAILED STATEMENT OF EXPERIENCE

(Complete only if expired more than (5) years).

Date Month, Year From - To	Description of Experience For each engagement list the experience in chronological order starting with the first position held by applicant in the following format: a) Title of your position: b) Name and address of employer: c) Name, address, and license number of immediate supervisor (If supervisor is not a licensed professional engineer, then also furnish the name of the licensed professional engineer under whose supervision you were employed. d) Character of engagement. Describe design work and other engineering work and specific projects explicitly in outlined statements, include complexity of work, duties and degree of responsibility, and also state the time spent in design and other engineering work for each.	Design Experience	Other Engineering Experience
		Years	Months

CHANGE OF ADDRESS FORM FOR A PROFESSIONAL LICENSE

Print new address below. If changing more than one address, submit on a copy of this form.. Mail address changes to: Professional Board Consumer Service Center, Division of Consumer Affairs, P.O. Box 45046, Newark, NJ 07101, or fax to 973-273-8035.

Last Name First Name Middle Name or Initial

License Number _____ Profession:
(Alpha Letters) (6 digit license #)

The address below is my: _____ Home _____ Mailing _____ Business

Street

City State Zip Country

Certification: Under penalties of perjury, I declare that the information indicated above is true, complete and correct.

Sign Here: _____ Date ____/____/____

Directions

If your mailing address has changed from that printed on the renewal form, submit this form immediately to the Professional Board Consumer Service Center, Division of Consumer Affairs, P.O. Box 45046, Newark, NJ 07101, or fax to 973-273-8035. Your New Jersey licensing board retains your: Home Address, Business Address and Mailing Address. One of these you determine to be your address of record. If you don't indicate an address of record, your home address will be considered your address of record. Your address of record is the address available to the public on request or via the Internet. An address of record may not be solely a post office address.