



***New Jersey Office of the Attorney General***  
Division of Consumer Affairs  
State Board of Professional Engineers and Land Surveyors  
124 Halsey Street, 3rd Floor, P.O. Box 45015  
Newark, New Jersey 07101  
(973) 504-6460

**Instructions for Completing the Application  
for Reinstatement or Reactivation**

Please be advised that under the New Jersey Uniform Enforcement Act (N.J.S.A. 45:1-7.1(b)), a license shall be suspended 30 days following the expiration date. A license may be reinstated provided that the applicant otherwise qualifies for licensure, and complies with the provisions of N.J.S.A. 45:1-7.4.

**1. Reinstatement:**

- a. Submit a completed reinstatement application.
- b. Submit a signed and dated certification of employment listing each job held during the period of suspended license, which includes the names, addresses, and telephone numbers of each employer.
- c. Submit payment of the renewal fee (\$80.00) for the biennial renewal period for which reinstatement is sought.
- d. Submit payment of the unpaid renewal fee (\$80.00) for the biennial period immediately preceding the renewal period for which reinstatement is sought.
- e. Submit payment of a reinstatement fee (\$125.00).
- f. Submit proof of having completed required continuing education credits.

**2. Reactivation:**

- a. Submit a completed reinstatement application.
- b. Submit a signed and dated certification of employment listing each job held during the period of suspended license, which includes the names, addresses, and telephone numbers of each employer.
- c. Submit payment of the renewal fee (\$80.00) for the biennial renewal period for which reinstatement is sought. (For Retired and Retired-Paid, please see N.J.A.C. 13:40-6.1(a)(8)(i) and (ii).
- d. Submit payment of an inactive license fee (\$80.00).
- e. Submit proof of having completed required continuing education credits.

Pursuant to N.J.S.A. 45:1-7.4(e), if a board review of an application for reinstatement or reactivation establishes a basis for concluding that there may be practice deficiencies in need of remediation prior to reinstatement or reactivation, the board may require the applicant to submit to and successfully pass an examination or an assessment of skills, a refresher course, or other requirements as determined by the board prior to reinstatement or reactivation.

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 and sealing documents. Signing and sealing documents without an active license may be considered the unlicensed practice of the profession and may result in disciplinary action.

**Please submit all of the above-referenced documents to:**

**New Jersey State Board of Professional Engineers and Land Surveyors**  
124 Halsey Street, 3rd Floor  
P.O. Box 45015  
Newark, New Jersey 07101

Attach a clear, full-face passport-style photograph (2"x 2") of your head and shoulders, taken within the past six months.

A photo is required with each application.

Do not use staples to attach the photo.



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## Application for Reinstatement or Reactivation

**You may not practice in the State of New Jersey until your license is in an active status.**

Please select the status your license is currently in:  Suspended  Inactive  Retired or Retired-Paid

N.J. License/Certificate No.: \_\_\_\_\_ Initial License/Certificate Date: \_\_\_\_\_

Year of last renewal: \_\_\_\_\_

This application must be completed and accompanied by the enclosures noted on the instruction sheet and the total fee noted on the enclosed invoice.

The Division is precluded by law from disclosing to the public the place of residence of licensees or applicants, without their consent. However, you are required to provide an address that may be released to the public in our directories or in response to other requests (by putting a check in the appropriate box). If you provide your place of residence as your public address of record, we will assume that you have consented to have that address be disclosed. If you do not consent to the disclosure of your place of residence, you should provide an address of record other than your place of residence that may be released to the public. One of your addresses must include a street, city, state and ZIP code.

Information that you provide on this application (including your address of record) may be subject to public disclosure as required by the Open Public Records Act (OPRA).

**Please print clearly. You must answer all of the questions on this application.**

### Section I Personal Information

Date of birth: \_\_\_\_\_  
Month Day Year

1. Name \_\_\_\_\_  
Last name First name Middle initial Maiden name

#### 2. Address

Home: \_\_\_\_\_  
Street or P.O. Box City State ZIP code County

\_\_\_\_\_  
Telephone number (include area code)

\_\_\_\_\_  
E-mail address

Business: \_\_\_\_\_  
Name of company Telephone number (include area code)

\_\_\_\_\_  
Street City State ZIP code County

Mailing: \_\_\_\_\_  
Street or P.O. Box City State ZIP code County



**Section II**

**Information Regarding Practice During Period of Suspended/Expired 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 performed or a list of projects signed and sealed during the lapsed period along with the corresponding date of signature. You may use additional sheets of paper if necessary.

	Description/Project	Date Signed and Sealed
1		
2		
3		
4		
5		
6		
7		
8		

**Section III**

**Provide the requested information for every position held, since the last biennial period during which your license/certificate was in active status.**

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State ZIP code

Immediate Supervisor's name: \_\_\_\_\_

Immediate Supervisor's address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State ZIP code

Employer's title or position: \_\_\_\_\_

Employer's telephone number: \_\_\_\_\_ Immediate Supervisor's telephone number: \_\_\_\_\_  
(Include area code) (Include area code)

Dates employed: from: \_\_\_\_\_ to: \_\_\_\_\_  
month day year month day year

Character of engagement. Describe and distinguish design work and other engineering or land-surveying work and specific projects explicitly in outlined statements; include the complexity of the work and duties and the degree of responsibility, and also state the time spent in design and other engineering or land-surveying work for each engagement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_  
Street

City State ZIP code

Immediate Supervisor's name: \_\_\_\_\_

Immediate Supervisor's address: \_\_\_\_\_  
Street

City State ZIP code

Employer's title or position: \_\_\_\_\_

Employer's telephone number: \_\_\_\_\_ (Include area code) Immediate Supervisor's telephone number: \_\_\_\_\_ (Include area code)

Dates employed: from: \_\_\_\_\_ to: \_\_\_\_\_  
month day year month day year

Character of engagement. Describe and distinguish design work and other engineering or land-surveying work and specific projects explicitly in outlined statements; include the complexity of the work and duties and the degree of responsibility, and also state the time spent in design and other engineering or land-surveying work for each engagement.

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Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_  
Street

City State ZIP code

Immediate Supervisor's name: \_\_\_\_\_

Immediate Supervisor's address: \_\_\_\_\_  
Street

City State ZIP code

Employer's title or position: \_\_\_\_\_

Employer's telephone number: \_\_\_\_\_ (Include area code) Immediate Supervisor's telephone number: \_\_\_\_\_ (Include area code)

Dates employed: from: \_\_\_\_\_ to: \_\_\_\_\_  
month day year month day year

Character of engagement. Describe and distinguish design work and other engineering or land-surveying work and specific projects explicitly in outlined statements; include the complexity of the work and duties and the degree of responsibility, and also state the time spent in design and other engineering or land-surveying work for each engagement.

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**Section IV**

Please provide below a detailed explanation for your failure to renew promptly.

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**Section V**

Answer all of the following questions as they pertain to the time period since 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 the reinstatement/reactivation of your license? If you answered "Yes," please attach a copy of all of the certificates you have earned to this application.  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; and  Yes  No
  - c) I agree that I shall not offer/practice professional engineering or land surveying 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 questions 1 or 2 above, you must provide an explanation and attach any and all related documents to this application.

**Section VI**

1. Do you currently hold, or have you ever held, a professional license or certificate (other than your New Jersey license as a professional engineer or land surveyor) 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 dates(s) held and the number(s). If the license or certificate was issued under a different name, please provide that name.

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

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, land surveying 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, land surveying 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 2 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**

**CERTIFICATION FOR REINSTATEMENT/REACTIVATION APPLICATION**

I, \_\_\_\_\_, in making this application to the Board or Committee for reinstatement/reactivation of certification or licensure, certify that I am the applicant and that all of the information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny reinstatement/reactivation or to withhold renewal of or suspend or revoke a certificate or license issued by the Board or Committee.

I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications for reinstatement/reactivation. I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, state, federal or foreign) to release any information, files or records requested by the Board or Committee.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

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Signature of applicant

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Date