



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

## **Instructions for Completing the Application for Reinstatement, Reactivation and Resumption of Practice**

Please be advised that under the New Jersey Uniform Enforcement Act (N.J.S.A. 45:1-7.1b), a license shall be suspended 30 days following the expiration date. A licensee may reinstate a suspended license within five 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 five years or less - complete sections: I through VII.**

Pursuant to N.J.A.C. 13:40-2.15(e), any individual whose license has been suspended for five years or less must reinstate his/her license. Pursuant to N.J.A.C. 13:40-2.15(h), any individual whose license has been in an inactive status for five years or less must reactivate his/her license. Pursuant to N.J.A.C. 13:40-12.4, any individual whose license has been in a retired or retired-paid status for five years or less must seek to resume practice.

### **Suspended, inactive or retired for more than five years - complete sections: I through VII.**

Pursuant to N.J.A.C. 13:40-2.15(f), any individual whose license has been suspended for more than five years 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 whose license has been in an inactive status for more than five years shall reapply for licensure and shall demonstrate that he/she has maintained proficiency. Pursuant to N.J.A.C. 13:40-12.4(a)3, any individual whose license has been in a retired or retired-paid status for more than five years must seek to resume practice.

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

#### **1. Complete:**

- The enclosed Application for Reinstatement, Reactivation and Resumption of Practice.

#### **2. Enclose the following:**

- A completed application; and
- Payment of all required fees. (See the 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 who hold dual licenses as both a professional engineer and a 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 and 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**

**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.

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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: \_\_\_\_\_ 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.

**Section III**

**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
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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  No  
The 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 date(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

