

## HOW TO REPORT CONTINUING EDUCATION (CEP)

### 1) Check the Continuing Education Box – Required Step

This verifies you have completed your continuing education training. Don't submit your education documents at this time. Documents will be required if you are audited.

All PEs must meet the continuing education requirement except the following:

- Engineers who are in an "inactive status" at the time of the renewal.
- Engineers who are on active duty in the military service;
- Engineers who qualify for a disability exemption; or
- Engineers who became licensed by exam within 1 year.

You are NOT exempt for any of the following reasons:

- Over 65;
- Not practicing engineering;
- Industry Exempt; or
- Retired.

### 2) Sign the Statement – Required Step

Sign your statement and submit your renewal payment with the invoice. Renewals will not be processed without both the signed form and the fee.

### 3) Mail your statement – Required Step

Put your statement with your check or money order, made out to TBPE, in the envelope provided, add postage to the envelope and mail it to our agency.

### WHAT IF I DON'T HAVE MY 15 HOURS?

- Your renewal form and payment will be returned.
- You will be assessed normal late fees.
- Your license will expire on the renewal deadline and remain expired until the CEP requirement is met.
- Your license will not be renewed without an indication from you that the CEP requirement has been met.

Visit our website at: [www.tbpe.state.tx.us](http://www.tbpe.state.tx.us) for complete program details or call to talk directly with an assistant in the licensing division: 512-440-3088.

## Three Simple Steps To Completing Your Renewal Form

Texas Board of Professional Engineers		«expire_date»	«LateDate2»	«\$ balance»
Name «full_name»	PE Number «pe_number»			
<b>1. Continuing Education ----- REQUIRED</b>		<input type="checkbox"/> <b>Continuing Education Complete</b> Exemption from Continuing Education <input type="checkbox"/> Inactive Status <input type="checkbox"/> Disability <input type="checkbox"/> Military Service <input type="checkbox"/> Exam – 1 <sup>st</sup> Renewal		
<b>2. Professional Fee Exemption ----- OPTIONAL</b>		Exemption from Professional Fee <input type="checkbox"/> Inactive Status <input type="checkbox"/> Disability <input type="checkbox"/> Industry Exemption <input type="checkbox"/> Over 65		
<b>3. Signature ----- REQUIRED</b>				
I testify with my signature, under risk of sanction, that the information I have provided the Board is accurate. Additional documentation will be provided, if requested. Note: Providing false information to the Board is a direct violation of Section 137.57 of the Board Rules and is subject to a 2 year suspension of a license and/or a \$2,500 administrative penalty.				

**1. Check Box Here (Required)**

**2. Sign Here (Required)**

**3. Put your renewal form with your payment in the envelope provided.**

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