

# FBPE

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FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

2639 North Monroe Street, Suite B-112  
Tallahassee, Florida 32303

**Renewal Application**  
**MILITARY Change of Status**  
**December 2018**

**READ AND FOLLOW ALL OF THESE INSTRUCTIONS.**

You must familiarize yourself and comply with the requirements for licensure. These instructions are not intended to remove, modify or amend the requirements.  
**ALL INFORMATION MUST BE TYPED.** Handwritten applications WILL BE RETURNED.  
This will delay processing and may result in missing deadlines.

**GENERAL INFORMATION**

This form is for a professional engineer licensee to request that their current and active license be placed on **MILITARY STATUS**, that their license remain on **MILITARY STATUS**, or that their license be removed from **MILITARY STATUS** and returned to current and active status. **Licenses that are returned to current and active status after having been on MILITARY STATUS will expire on February 28th of ODD YEARS.** If not renewed, a current and active license will become delinquent on March 1 of that ODD YEAR, and, by law, a licensee may not perform any engineering work. Once your request to change to or renew **MILITARY STATUS** is complete, you will receive notification that your license remains on **MILITARY STATUS**. Or, if returning to current and active status, you will receive notification on how to print your new license online. If you experience any problems with renewing your license, please call the Board office immediately.

**SETTING STATUS TO ACTIVE MILITARY (NO FEE) (Part I Below)**

The Board shall keep your license in good standing, without requiring any dues, fees, or the permanence of any other act, as long as you are a member of the Armed Forces of the United States on active duty and are not engaged in the practice of engineering in the private sector for profit. In order to qualify for this status you must submit to the Board a copy of the orders calling you to active duty or a copy of your discharge papers demonstrating discharge within the preceding 24 months.

If you are engaged in the practice of engineering in the private sector for profit, you must comply with ALL provisions regarding renewal, except for payment of the renewal fee, which will be waived. (Section 455.02(1), F.S.)


**RETURNING FROM ACTIVE MILITARY (NO FEE) (Part II Below)**

If you are no longer on active duty as a member of the Armed Forces of the United States, having been discharged within the past 24 months, you must contact the Board to request that your license be returned to current and active status. You must submit a copy of your DD-214 separation orders along with this form. Licensees returning from active military duty are exempt from continuing education renewal and fees.

**MILITARY SPOUSE RENEWAL (NO FEE) (Parts III & IV Below)**

If you are the spouse of a member of the Armed Forces of the United States who is serving on active duty, or a surviving spouse of a member who at the time of death was serving on active duty, **and** you are absent from the state of Florida because of your spouse's duties with the Armed Forces of the United States, the Board shall keep your license in good standing, without requiring any dues, fees, or the permanence of any other act, and you are exempt from any licensure renewal provisions as long as you are absent from the state of Florida due to your spouse's duties with the Armed Forces. (Section 455.02(2), F.S.)

If you are the spouse of a member of the Armed Forces of the United States who is serving on active duty, or a surviving spouse of a member who at the time of death was serving on active duty, **and** you are present in the state of Florida because of your spouse's active duties with the Armed Forces of the United States, you must comply with ALL provisions regarding renewal, except for payment of the renewal fee, which will be waived. (Section 455.02(2), F.S.)

		<b>Renewal Application</b> <b>MILITARY Change of Status</b> <b>NO FEE</b>			2639 N. Monroe St., Ste. B112 Tallahassee, FL 32303		
<b>NAME</b>		Last:		First:		Middle:	
Have you ever <b>changed your name</b> through marriage or action of a court, or have you ever been known by <b>any other name</b> ? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach a copy of the marriage certificate or legal court order.				Other Full Name(s) I am/have been known as:			
<b>MAILING ADDRESS</b>		Number and Street:				Apt/Lot No.:	
		City:		State:	Zip Code:		FL PE Number:
<b>HOME TELEPHONE NUMBER:</b>			<b>BUSINESS TELEPHONE NUMBER:</b>			<b>DATE OF BIRTH (MM/DD/YYYY):</b>	
<b>EMAIL ADDRESS:</b> Do you wish to receive correspondence via email? Yes <input type="checkbox"/> No <input type="checkbox"/> All correspondence, including renewal notices and the FBPE newsletter, are typically sent by email. All email addresses are public records pursuant to F.S. Chapter 119.011(12).				<b>SOCIAL SECURITY NO.:</b> Social Security Numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598, F.S.			
<p><b>Please Check Only One</b></p> <div style="text-align: center; background-color: #f0f0f0; padding: 5px; margin: 10px 0;"> <b><u>PART I</u></b> </div> <p>_____ I am currently on Active Duty Status as a member of the United States Armed Forces or have been discharged in the past 24 months. The Board shall keep your license in good standing, without requiring any dues, fees, or the permanence of any other act, as long as you are a member of the United States Armed Forces on active duty and are not engaged in the practice of engineering in the private sector for profit. In order to qualify for this status you must submit to the Board office a copy of the orders calling you to active duty or a copy of your discharge papers demonstrating discharge within the preceding 24 months. If you are engaged in the practice of engineering in the private sector for profit, you must comply with ALL provisions regarding renewal, except for payment of the renewal fee, which will be waived. (Section 455.02(1), F.S.)</p> <p>Licensee Name: _____ Signature: _____ Date: _____</p> <div style="text-align: center; background-color: #f0f0f0; padding: 5px; margin: 10px 0;"> <b><u>PART II</u></b> </div> <p>_____ I am no longer on Active Duty Status as a member of the Armed Forces of the United States. I have attached a copy of my DD-214 separation orders with this form. I understand that I am exempt from continuing education requirements and fees.</p> <p>Licensee Name: _____ Signature: _____ Date: _____</p>							

**PART III**

\_\_\_\_\_ I am the spouse of a member of the Armed Forces of the United States who is serving on active duty, or a surviving spouse of a member who at the time of death was serving on active duty and am absent from the state of Florida because of my spouse's duties with the Armed Forces of the United States. The board shall keep your license in good standing, without requiring any dues, fees, or the permanence of any other act, and you are exempt from any licensure renewal provisions as long as you are absent from the state due to your spouse's duties with the Armed Forces. (Section 455.02(2), F.S.)

Licensee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART IV**

\_\_\_\_\_ I am the spouse of a member of the Armed Forces of the United States who is serving on active duty, or a surviving spouse of a member who at the time of death was serving on active duty and died within two years preceding the date of renewal, and am present in the state of Florida because of my spouse's active duties with the Armed Forces of the United States. You must comply with ALL provisions regarding renewal, except for payment of the renewal fee, which will be waived. (Section 455.02(2), F.S.)

Licensee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please allow four to six weeks for your renewal to be processed before contacting the Board.**