Tips on Renewing your Indiana PE License

Vincent P. Drneich, P.E., Ph.D.
April 17, 2018

Thanks to: Amy Hall, PE Board Director, Indiana Professional Licensing Agency
You have received or will shortly receive an E-mail message that looks like this one.

After reading the Renewal Information, click on this box.
First, you will be required to log in OR “register” to create an account.

Welcome to Indiana Online Licensing

Please enter your User ID and Password below, then click Login. If you don't know your User ID and Password click on the Register a Person or Register a Business links on the left menu to register.

The User ID and Password fields are both case sensitive.

User ID:  
Password:  

Click here if you have forgotten your password.

Click here if you have forgotten your User ID.

Typ. PE license No. is User Id. Most people are not registered. Must register first.
To see if you already have a record in the Indiana Licensing Database, please enter information into at least **two (2) fields** below and click Search. The Registration Code can be found on the renewal notice sent by the agency.

If you do not find a record, you will be prompted to create a new registration.

If you are the owner of a licensed business or facility and wish to register to maintain your business records, click here to continue.

- **License Number:** ex. 28000000A or P500000001
- **Birth Date:** MM/DD/YYYY
- **SSN:** ex. 123456789
- **Registration Code:**

Use these two
Search for Existing Person Record

To see if you already have a record in the Indiana Licensing Database, please enter information into at least two (2) fields below and click Search. The Registration Code can be found on the renewal notice sent by the agency.

If you do not find a record, you will be prompted to create a new registration.

If you are the owner of a licensed business or facility and wish to register to maintain your business records, click here to continue.

License Number: PE60920172
ex. 280000000A or PE00000001

Birth Date:
MM/DD/YYYY

SSN: ********
ex. 123456789

Registration Code:

Search
<table>
<thead>
<tr>
<th>Name</th>
<th></th>
<th>Birth Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Vincent</td>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>P.</td>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
<th>Phone:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td>United States</td>
<td>7654970511</td>
<td></td>
</tr>
<tr>
<td>Line 1:</td>
<td></td>
<td>Fax:</td>
<td>7658189981</td>
</tr>
<tr>
<td>Line 2:</td>
<td>3300 Elkhart Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>West Lafayette</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td>IN</td>
<td>ZipCode:</td>
<td>479061161</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User ID</th>
<th></th>
<th>Confirm Password:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID*</td>
<td>PE0920172</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Password*</th>
<th>Minimum 6 characters</th>
<th>Password Question:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>What's my occupation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ex. Favorite color?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Password Answer:</td>
<td>PE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ex. Blue</td>
<td></td>
</tr>
</tbody>
</table>

Only need to fill these boxes
Registration Success

Please login below with the User ID and Password you just created.

User ID: PE60920172
Password: ********

Login
Licensing Home Page

The list below includes all licenses currently held and any pending applications. To renew a license, click the Renew License link on the left. Use the View Checklist link on any available license or application to determine what items are needed for completion of an application.

Name & Address

Vincent P. Drnevich
3309 Elkhart Street
West Lafayette, IN 479061161

Licenses

<table>
<thead>
<tr>
<th>Profession Type</th>
<th>View Checklist</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineer Board</td>
<td>License Number: PE60920172</td>
<td>License Status: Active</td>
</tr>
<tr>
<td>Secondary Type:</td>
<td>Issue Date: 4/23/1992</td>
<td>Expiration Date: 7/31/2018</td>
</tr>
</tbody>
</table>
Application for License Renewal

Select the license you would like to submit a renewal application for from the list below. If you have multiple renewable licenses, you can only submit one renewal application at a time. Complete the process for each license you would like to renew.

Renewable Licenses

<table>
<thead>
<tr>
<th>Professional Engineer</th>
<th>License Number</th>
<th>License Status</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineer Board</td>
<td>PE60920172</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issued: 4/23/1992</td>
<td>Expiration Date: 7/31/2018</td>
<td>Renewed To: Active</td>
<td></td>
</tr>
<tr>
<td>Req. CE Credits:</td>
<td>CE Audit:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MyLicense Online Renewals

- **IMPORTANT NOTE: EACH REGISTRANT SHOULD COMPLETE HIS OR HER OWN RENEWAL** -- You should not have an office manager or another person process your renewal. You are responsible for how the questions are answered.

- Your Professional Engineer registration expires 7/31/2018, and must be renewed by then to remain in good standing.

- **The total fee to renew your registration active or inactive is $105.57 ($100.00 Renewal Fee + $5.57 in processing fees.)**

- An additional $50.00 late fee will be applied to renewals after the expiration. There is no fee to change to renew Retired. An individual who continues to practice with an expired registration may be subject to disciplinary action.

- **Continuing Education:** If you have not completed the required Continuing Education then you cannot renew as active. For questions regarding CE requirements, please visit our Continuing Education Requirements page.

- **Inactive & Retired Renewal:** If you would like to renew to inactive or retired status you will select this status on the license status page of this renewal. If you are already inactive, you can renew online here to that same status or retired status. If your registration is currently Inactive and you want to change your status to Active then email us using the link that follows: pla10@pla.in.gov

- If you have any questions about your renewal, please contact us by email at pla10@pla.in.gov.

Proceed to Demographics
Mailing Address Information

Press the **Edit button** to edit this address. If no changes are necessary, press the **Complete button** to mark this step complete.

**Full Name:** Vincent P. Drnevich  
**Address:** 3309 Elkhart Street  
West Lafayette, IN 479061161  
**Phone:** 7654970511  
**Email:** drnevich@purdue.edu
# Update Mailing Address

Update the information in the form below and press the **update button** to save the changes.

**NOTE:** Required fields are marked with an asterisk (*).

## Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country</strong></td>
<td>United States</td>
</tr>
<tr>
<td><strong>Line 1</strong></td>
<td>ex. 123 Fourth St.</td>
</tr>
<tr>
<td><strong>Line 2</strong></td>
<td>3309 Elkhart Stroot</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>West Lafayette</td>
</tr>
<tr>
<td><strong>County</strong></td>
<td>Tippecanoe</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>IN</td>
</tr>
<tr>
<td><strong>ZipCode</strong></td>
<td>479061161</td>
</tr>
</tbody>
</table>

| **Phone**   | 7654970511 (ex. 3015551212) |
| **Fax**     | 7654180961 (ex. 3015551212) |
| **Email**   | dmovich@purdue.edu       |

[Circle around the 'Update' button]
Select License Status

To change your license status as part of the renewal, select the new status in the box below. Otherwise, leave the selected status and click Complete to continue.

- **Inactive** - Not required to complete CE, but must continue to renew biennially to avoid becoming Inactive/Expired.

- **Retired** - Not required to complete CE. Will remain in a status of 'Retired' indefinitely and will not be contacted for renewal biennially.

**Status:** Active

[Complete]
Once you’ve created your account, you go to this page to renew.

**Question Section**

**Positive Response Section**

**Attestation Section**
Question Section

Renewal Questions

Please review all questions carefully as they may have changed since the previous renewal. All questions must be answered for your renewal to be processed.

Please Choose No or Yes

Any "Yes" answers here are considered "Positive Response Questions"

Continuing Education Questions

Only answer one of these two questions
“Positive Response” Information

Positive Response Information

If you answered positively to any question regarding discipline or legal action, please provide a statement and documentation for each response.

- **Email:** pla10@pla.in.gov
- **Fax:** 317.233.4236
- **Mail:** Indiana Professional Licensing Agency
  Attn: State Board of Registration for Professional Engineers
  402 W. Washington St., Room W072
  Indianapolis, IN 46204

Please include your license number, name and **Positive Response** in all correspondence.

Your renewal cannot be processed until the statement is received. Upon review of the submitted information, the Board may request additional documentation.
Attestation

By clicking the **Confirm button** you hereby swear or affirm under the penalties of perjury that you understand and have met the continuing education requirements for renewal, understand the State Board of Registration for Professional Engineers statutes and rules and have answered the questions truthfully to the best of your knowledge.

Click on this button to move to the next section.
Renewal Summary

Press to Pay Fee
## Fees

<table>
<thead>
<tr>
<th>License Number</th>
<th>License Type</th>
<th>Description</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE50929172</td>
<td>Renewal Fee</td>
<td></td>
<td>$100.00</td>
</tr>
</tbody>
</table>

[Pay Fees]
Only Discover, Mastercard, and Visa accepted.
Carefully review the information below for accuracy. Click the "edit" button to make changes. If an "edit" button is not provided, changes are not permitted.

Payer Information
Vincent P. Drnevich Vincent P. Drnevich
3309 Elkhart Street
West Lafayette, IN 479061161
Phone:765-497-0511
Email:drnevich@purdue.edu

Account Information
4XXXXXXXXXXX7903

Transaction Details
<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal Fee</td>
<td>$100.00</td>
<td>1</td>
<td>$100.00</td>
</tr>
<tr>
<td>Enhanced Access Fee</td>
<td>$2.50</td>
<td>1</td>
<td>$2.50</td>
</tr>
<tr>
<td>Instant Access Fee</td>
<td>$3.07</td>
<td>1</td>
<td>$3.07</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td><strong>$105.57</strong></td>
</tr>
</tbody>
</table>

I understand that the following amount will be charged to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant
State of IN www.IN.gov 800-236-5446
Amount
$105.57

The total amount charged to your credit card will be $105.57. Your transaction will not be complete until you agree to it by clicking I agree.
Renewal Submitted

Your renewal has been submitted and all fees have been applied to your credit card. Please print this page as your proof of submission and receipt of payment.

To renew another license, click the License Home Page link on the left menu.

Renewal Information

Date Submitted: 17 April 2018
Applicant Name: Vincent P. Drnevich
License Number: PE60920172
Agency: HPB
Process: Renew License process

Payment Information

Authorization Code: 06790C
Received Date: 4/17/2018 4:36:02 PM
Transaction #: 87084840
Credit Card Number: XXXX XXXX XXXX 7903
Fee Amount: $100.00
ServiceFee: $2.50
Instant Fee: $3.07
Total Fee: $105.57
That is all there is to it!

• For help, send e-mail to pla10@pla.in.gov

• Share this file with colleagues who are doing renewals.

Good luck,

Vince Drnevich