

## Policy Regarding Reinstatements

1) A Connecticut licensee who allows his/her license to lapse for a period not to exceed five (5) years shall be reinstated with the same license number upon receipt of the following documentation: payment of all back fees, a notarized letter attesting to your experience from the time your license lapsed along with the reason why your license lapsed and notarized statement that you have not signed or sealed any engineering or land surveying documents since the date your license lapsed.

If you have signed or sealed engineering or land surveying documents during the lapsed period, the notarized statement should provide sufficient facts for the Board to evaluate the circumstances. Applicants under these circumstances may be required to appear for a personal interview with the Board of Examiners or its Administrator.

### **Reinstatement Fee Schedule of licenses that lapsed 1/31/15 thru 1/31/19:**

(\*Will make license valid to January 31, 2020.

Lapsed 1/31/19 (\$285.00 + \$28.50 late fee = \$313.50

Lapsed 1/31/18 (\$285.00 x 2 years + \$57.00 late fees = \$627.00

Lapsed 1/31/17 (\$285.00 x 3years + \$85.50 late fees = \$940.50

Lapsed 1/31/16 (\$285.00 x 4 years + \$114.00 late fees = \$1254.00

Lapsed 1/31/15 (\$285.00 x 5 years+ \$142.50 late fees= \$1567.50

Send to: Department of Consumer Protection  
License Services Division  
450 Columbus Blvd Suite 801  
Hartford CT 06103

**\*Please be sure to reference your license number on your check and documentation.  
Checks are made out to "Treasurer, State of Connecticut"**

**If you wish to pay online, you may email your request for an invoice to  
[Barbara.syp@ct.gov](mailto:Barbara.syp@ct.gov)**

2) A Connecticut licensee who allows his/her license to lapse for a period of more than five (5) years may be considered for reinstatement following review of a new application and submission of a notarized statement documenting the designs that were produced during the period that the license was lapsed.

Upon reinstatement, and payment of back fees, the licensee will retain the original license number. (Contact the board for an invoice)

3) A licensee who held a Connecticut license prior to leaving the jurisdiction of the State and allows the Connecticut license to lapse for a period more than five (5) years, may be reinstated

upon submission of an application for reciprocity if the licensee has been continuously licensed and working in another jurisdiction and demonstrates experience satisfactory to the Board.

If the Board approves the reinstatement, the applicant will be re-issued the original license number.

4) If the applicant has lapsed more than five years and he has not been working continuously in another jurisdiction, he would need to file a new application and pay the back fees. Contact the Board for an invoice.