



■ CURRENT EMAIL SERVICE

- Established 2017
- Voluntary - no one forced to disclose or provide private data not necessary for Board operations, in keeping with the Data Practices Act ([M.S. 13.05, Subd. 3](#)).
- Public - Not restricted to licensees. Admin assistants, compliance officers, societies, general public can subscribe.
- Includes renewal reminders, continuing education reminders, rulemaking notices, and other vital information regarding Board work.
- Controlled by subscriber: They decide to subscribe/unsubscribe, chose which email address(es) to provide. They control this piece of private data, including whether they choose to provide it to the Board.

■ PROMOTION OF EMAIL SERVICE

- Permanent news article on website homepage as well as a dedicate page for subscribing to this and the Board's social media accounts.

Receive eNews from the Board

The AELSLAGID eNews delivers periodic updates by email, such as continuing education reporting and renewal notices.

SIGN UP NOW

- Signup on every website page.

Stay Connected

Receive eNews from the Board

SIGN UP NOW

- Since 2020, when existing renewals systems, licensees are presented with link to subscribe to email service.

Profession
Professional Engineer
Total
Grand Total: \$122.50
LOG OUT/GO TO MAIN BOARD WEBSITE
SUBSCRIBE TO BOARD EMAILS

- Since 2019, all new licensees “strongly encouraged” to sign up for Board emails as part of official congratulations letter and mailing of license card.

Update Data

Congratulations on your licensure. Enclosed is your license card, which notes your profession license number, all renewal dates and expiration date of June 30, 2024. A wall certificate suitable for framing will arrive under separate cover.

All licenses expire on June 30th of even-numbered years and must be renewed by that date. You are not required to obtain Professional Development Hours (PDH) until after your first renewal; then you must report 24 PDH, including 2 hours in ethics for each renewal period thereafter. To clarify:

1 st license renewal	June 30, 2024	No Professional Development hours required
2 nd license renewal	June 30, 2026	24 PDH hours (2 must be in ethics) Earned between July 1, 2024 and June 30, 2026 No carryover hours are allowed prior to July 1, 2024

The enclosed "Instructions for Certification and Signatures on Plans, Specifications, Reports and Plans" details the content you must include on your certification. If you choose to use a physical stamp, please note it is your responsibility to obtain; the Board does not provide one.

To stay informed of your licensure requirements and other useful information towards your licensure, we strongly encourage you to keep in touch with the Board in one important way:

- Subscribe to the Board's monthly email communications: <https://mn.gov/archidigit/subscribe.html>
- Update the Board immediately if your address changes, so that you continue to receive notices by mail. Follow the instructions under the "Change of address" link on the Board's website: mn.gov/archidigit/address.html

Our best wishes for success in your profession.

Sincerely,

Doreen Johnson
Executive Director
Enclosures

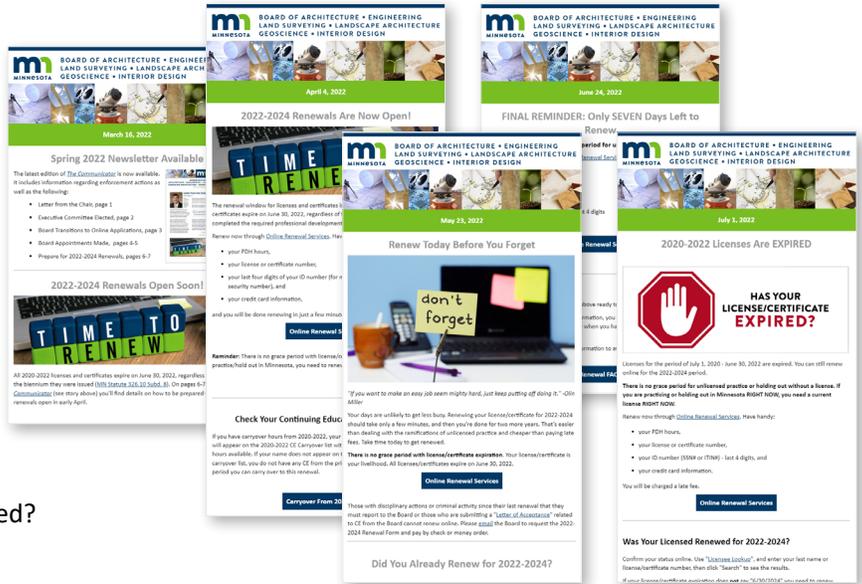




■ CURRENT RENEWAL EFFORTS (2022-2024 RENEWALS AS EXAMPLE OF EFFORTS AND TIMING)

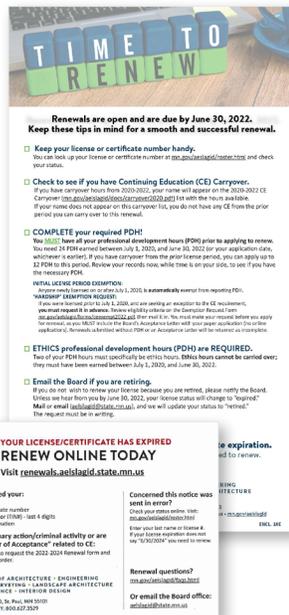
■ BY EMAIL

- March 16, 2022 – renewals opening soon (preparation info/FAQs)
- April 4, 2022 – renewals are open
- May 23, 2022 – reminder licenses expire 6/30
- June 24, 2022 – reminder only a few days left to renew
- July 1, 2022 – is your license expired?



■ BY MAIL

- Oversized (6 x11) postcard when renewals open to all licensee/certificate holders.
- Expired notice postcards to those who have not renewed sent early July.



■ OTHER RENEWAL MESSAGING

- Website renewal notices
 - Beginning around January - heads up on CE and upcoming renewal – see current: <https://mn.gov/aelslagid/#news>
 - Once renewals open until well after June 30, renewals are the top news story on homepage, a top-of-screen “pop-up” calls attention to renewals
- Posts on Board social media accounts

■ LICENSE RENEWAL WINDOW: OVER 80 DAYS (NEARLY 3 FULL MONTHS)