



# APIB License Renewal Information

## **Basic Requirements for Renewal**

APIB Licenses expire two years from the date of issuance. Specifically, § 34-25B-17 – Expiration and renewal of license states, “(a) All licenses issued or renewed under this chapter shall be valid for a period of two years from the date of issuance.” The license must be renewed prior to this expiration date to continue working as a private investigator (unless otherwise exempt) and to avoid additional fees. To be eligible for renewal, a private investigator must hold a valid active Alabama license; submit a completed and signed renewal application and required fees; meet continuing education requirements; and pass a review of criminal history for criminal convictions and civil fraud findings [Rule 741-X-4-.04 (6)]. Please see the next page for continuing education requirements.

## **Fees and Penalties**

The renewal fee is \$300.00 for those renewing on or before their expiration date. If renewal is made after the expiration date and no more than 30 days after the expiration date of the license, it will be classified as a late renewal with a late fee of \$200.00 for a total of \$500.00. Any license not renewed by the expiration date shall lapse. Any individual who practices with a lapsed license shall be subject to penalties established under Chapter 741-X-6 – Disciplinary Actions of the Rules and Regulations. So, it is very important that your renewal application be made early to avoid late penalties.

## **When to Renew**

The Board shall provide each licensee with a renewal application 60 days prior to the expiration of the license. Expiration dates are individual based on the date the license was issued. It is the responsibility of the licensee to know when their license is due to renew. Expiration dates are found on the license approval letter, license card, certificate, and on-line license roster.

## **Renewal Application Process**

The renewal application will be mailed to the licensee’s address of record 60 days prior to the expiration of the license. Therefore, it is important that the licensee report any change of address to the Board office to ensure the renewal application is received. The licensee is responsible to supply current mailing address records to the Board [Rule 741-X-4-.04 (7)]. A Change of Information Form is available on the APIB web site located at [www.apib.alabama.gov](http://www.apib.alabama.gov). This form must be completed and sent to the Board office in order to change a licensee’s address or information on record. Failure to receive the renewal application or notice shall not relieve the licensee of the responsibility of renewing the license by the expiration date [Rule 741-X-4-.04 (8)].

As part of the Renewal Application, you will affirm completion of the continuing education requirements. You will not need to submit documentation of continuing education unless you are audited. A percentage of applications will be selected at random for audit. If you are selected for audit, you will be required to complete a “Continuing Education Reporting Form” and submit that form with supporting documentation (transcripts and/or certificates) by regular mail to the APIB office (the Board office will notify you if selected for audit and provide more detailed instructions). An application selected for audit will not be complete until that information is received. The submitted documentation will be reviewed to make sure that the continuing education report conforms with the rules and regulations. An application selected for audit will take longer to process. If you are selected for audit, it is important to get documentation submitted quickly so that your application can be processed in a timely manner.

# **Continuing Education Requirements**

Licenseses will need 16 hours of continuing education credit accrued during the current licensure period. Of these required hours, two (2) hours in Ethics will be required over the two year licensure period. Additional continuing education hours may not be rolled over to the next renewal period.

Rule 741-X-7 defines what types of continuing education are acceptable. An acceptable Continuing Education Provider is defined as any individual, institution, association, firm, or other entity that provides ongoing training services to the private investigator that directly relates to the practice of private investigation. Acceptable Continuing Education Providers are listed below:

1. Associations – The Board will accept continuing education credits for instruction provided by legitimate private investigator associations. This shall include, but is not limited to, state and national associations which are properly incorporated and in good standing with the appropriate incorporating body.
2. Company Training – Companies may develop continuing education courses to provide training solely for their own employees.
3. Institutions – Institutions that provide training for profit.
4. Distance Learning – Distance Learning shall include, but is not limited to, online internet-based training and correspondence courses.
5. Individuals and Firms – Individuals and Firms that provide training for profit.
6. State Board or Commission – Continuing Education approved by a Licensure Board or Commission for Private Investigators.

The following additional methods may be utilized for obtaining continuing education hours:

1. By taking and passing (with a grade of C or better ) a college or university course which comprises part of the professional requirements for a formal education in a criminal justice program, or any course that shall enhance a private investigator's professional growth and development.
2. Membership in professional organizations, holding office in, or participating on Boards or committees pertaining to Private Investigation may be counted up to 2 hours for each renewal period.
3. By completing a self-study course, such as a course offered on the internet, which has been approved by the Alabama Private Investigators Association or the Board for a specific number of continuing education hours. No more than 8 contact hours of continuing education units of self-study may be applied for renewal of a license.
4. Preparation and presentation of a lecture approved for continuing education hours under these rules shall be eligible for 2 contact hours for each contact hour of presentation for the first presentation. Subsequent presentations of the same lecture will not be awarded additional contact hours.

The following are not approved for Continuing Education:

1. Regular work activities.
2. Independent unstructured or self-structured learning such as home study programs, except as authorized pursuant to Chapter 741-X-7-.02(4)(c).
3. Training specifically related to policies and procedures of an agency.

For additional renewal information, please review the following (available at [www.apib.alabama.gov](http://www.apib.alabama.gov)):

1. CEU Reporting Form
2. FAQ's Regarding CEU's
3. Rules and Regulations Chapter 741-X-4 - Licensure
4. Rules and Regulations Chapter 741-X-7 – Education

If after reviewing these documents, you have additional questions, please contact the Board office at

[apib@leadership-alliance.org](mailto:apib@leadership-alliance.org).