

North Dakota 2021-2022 Individual License Renewal Notice

PLEASE

Read all of the instructions before you begin. The renewal process will be much easier if you do. **Your license will expire on 12/31/2020 unless renewed by that date.**

Before you begin

- Make sure you have your Continuing Education Log and Renewal Form completed. It must be signed and dated. You will need to upload this document during the renewal process. Word documents and PDFs are accepted.
- Have your form of payment on hand. You can use Visa, MasterCard or American Express. The two-year renewal fee is \$150.00 for a single license or \$290.00 for dual license holders.

Go to the web site-<https://renewals.ndpelsboard.org>

- If you inadvertently go to our main web site at www.ndpelsboard.org, select “Renewal” at the upper right of your screen.
- On the first screen, check the “Renewal of License” box.
- On the next page, select “Individual” because you are renewing your personal license. Separate notices will be sent out for commercial licenses and they will have their own set of specific instructions.
- Enter your license number. You MUST use the PE- or LS-. It is part of your license number.
- If you do not remember your license number or are having difficulties, click on the blue “Search” link. The link will take you to the roster where you can search for your number using your name. Once you find your name in the roster, click on the license number in blue and it will return you to the renewal page. Click “Next”.
- On the next page, select your name from the drop-down list and click “Next”.
- The next page is where you will update your information if necessary. Check the “Update Information” box and make the appropriate changes. Click on the “Update” button when you are finished.
- If you are planning to retire this year, click on the “Update” button and check the “Retired” box.

Upload Documents-Answer Questions

- At this point, you will need to submit your Continuing Education log and 2021-2022 Renewal form. Browse to your documents and select those documents. Select “Personal Renewal Form” from the drop down list on the left for the renewal form and “Continuing Education Record” for the Continuing Education log. You MUST upload a Renewal form!
- After selecting the documents to submit, answer the next question by selecting “yes” or “no”.
- Check the box next to “For all active registrants” to verify that you are in compliance with North Dakota’s continuing education requirements. Continuing Professional Competency requirements are located at <https://ndpelsboard.org/professionals/continuing-education/>
- Click on “Submit/Confirm”

Pay Your Renewal Fee

- Click on the appropriate payment selection. If you are renewing both a PE and PLS license, please select “Dual”. Do not select either of the intern options or the exam option.
- Enter your email and credit card information.
- Click the blue “Pay” button.

Complete!

- The next page is your receipt. Please print it for your records.
- The receipt is proof of your renewal. There is no need to contact the Board office to verify your renewal.

The renewal form is printed on the back of this notice. If you want to renew by mail, send the form, your payment, and your CPC log to the Board office.

Mail To: North Dakota State Board of Registration for Professional Engineers & Land Surveyors
PO Box 1357
Bismarck, ND 58502-1357

2021-2022 License Renewal Form

Carefully follow the instruction on the other side of this form and upload the form during the online renewal process. Or follow the instructions on the reverse to renew by mail.

«Full_Name»

«Address1» «Address2»

«City», «State_Province» «Zip_Code»

Make any address corrections here only if you are renewing by mail. Otherwise, please make your corrections online.

Covid-19 has deeply affected our society. To alleviate some of the burden, the Board has temporarily lowered renewal fees and is not charging a Continuing Professional Competency fee this biennium. Renewal fees are:

<input type="checkbox"/> Professional Engineer	\$150.00	\$ _____
<input type="checkbox"/> Land Surveyor	\$150.00	\$ _____
<input type="checkbox"/> Dual Registrant	\$290.00	\$ _____
Total Remitted		\$ _____

Please check the appropriate boxes below.

Have you had a license fined, reprimanded, on probation, censured, admonition, suspended, revoked, surrendered, restricted, limited or denied since your application to North Dakota?

Yes **No** If yes and you have not previously provided a statement to the Board, provide a separate statement of explanation.

For all active registrants:

I am compliant with Continuing Professional Competency requirements or claiming one of the exemptions listed in the North Dakota Administrative Code Chapter 28-04-01-07.

For all retired registrants:

I swear or affirm that I have read NDAC 28-02.1-12, 28-04 and understand the privileges and restrictions of a retired license.

Signature: X _____ Date: X _____ Email: X _____



If you are renewing online, make sure you select "Personal Renewal Form" document type when uploading this form during the online renewal process.