

# North Dakota 2021 Certificate of Commercial Practice Renewal Notice

**PLEASE**

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

## Before you begin

- Make sure you have your list of ND licensed employees completed. 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 annual renewal fee is \$150.00**

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

- If you inadvertently go to our main web site at [www.ndpelsboard.org](http://www.ndpelsboard.org), select "Renewal" in the upper right of the home page.
- On the next screen, check the "Renewal of License" box.
- On the next page, select "Corporation" because you are renewing your company's license.
- Enter your license number. You **MUST** include the letters in your license number and it **MUST** be entered with no spaces or punctuation.
- On the next page, select the company's name from the drop-down list and click "Next".

## Upload Documents-Answer Questions

- At this point, if your information is correct, select "Next", if not correct, select the "Update Information" Checkbox. You will need to update your company information with all fields required and select "Update". If new or additional documents need to be uploaded, select it. Once the documents have been uploaded select "Submit/Confirm". Your employee list will serve as your renewal form and **there is no other form required if you renew online.**
- After selecting the document to submit, make sure you choose "Commercial Renewal Form", then select "Upload Now".

## Pay Your Renewal Fee

- Click on the appropriate payment selection. The options available are related to the license your company has been issued. The letters in the company's license number must match the payment option. Examples are:
  - COCP - Authorized Professional Engineer (PE) (\$150 / annual) option.
  - COCP - Authorized Professional Land Surveyor (LS) (\$150 / annual) option.
  - COCP - Authorized for Both PE & PL (C) (\$150 / annual)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 employee list 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 Certificate of Commercial Practice 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. **The renewal fee for a 2021 Certificate of Commercial Practice is \$150.00.**

**Please list all employees** of your company who are **registered in North Dakota** in the space provided below or on a separate piece of paper if required.

Name of Registrant

North Dakota Registration Number

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The company named of above is compliant with the filing requirements of the North Dakota Secretary of State.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



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