

**ND STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS
PERSONAL LICENSE RENEWAL**

(Mail-in Form – Do NOT upload this form into Hubshare)

Instructions for mail-in renewal – Please read carefully!

- 1. Complete all information, sign, and date this form.**
- Carefully review the fee schedule and make sure you are remitting the proper amount.
- Return this completed form, your Continuing Professional Competency (CPC) Log, and your check or money order made payable to the “ND State Board of Registration” to ND PELS, PO Box 1357, Bismarck, ND 58502-1357.

Name: _____ ND License Number: _____

Address: _____ Home/cell Phone: _____

City, State Zip: _____ Personal Email Address: _____

Employer Name: _____ Employer Address: _____

Employer will make Payment on my behalf: No Yes
(if Yes, your renewal will not be processed until your employer makes payment) Employer State: _____

Fees: Please check the appropriate boxes below. If you are moving to an “active” status, complete the renewal form, remit the appropriate fee and submit your CPC Log

- | | | |
|-----------------------------------------------------|----------------------------------------------------------------|-----------------|
| <input type="checkbox"/> Professional Engineer | \$150.00 (\$200.00 if mailed after December 31 st) | \$ _____ |
| <input type="checkbox"/> Professional Land Surveyor | \$150.00 (\$200.00 if mailed after December 31 st) | \$ _____ |
| <input type="checkbox"/> Dual Registrant | \$280.00 (\$400.00 if mailed after December 31 st) | \$ _____ |
| <input type="checkbox"/> Retired Status | \$20.00 | \$ _____ |
| Total Remitted | | \$ _____ |

Please check the appropriate boxes below.

Has your license been fined, reprimanded, on probation, censured, admonition, suspended, revoked, surrendered, restricted, limited or denied since your last renewal in 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 in compliance with Continuing Professional Competency (CPC) requirements or I am claiming one of the exemptions listed in the North Dakota Administrative Code Chapter 28-04-01-07. If claiming exemption, please attach a one-page, signed document which identifies the exemption paragraph number and the explanation of how it applies to your situation.

For all retired registrants:

I swear or affirm that I have read NDAC 28-02.1-12, NDAC 28-04 and the forgoing renewal application and that the statements are true and complete

Signature: _____ Date: _____

UNSIGNED RENEWALS OR RENEWALS WITHOUT A CPC LOG WILL NOT BE PROCESSED AND WILL BE RETURNED!!