

# Renewal Notice for 2023 through 2024

(current licenses expire December 31<sup>st</sup>, 2022)

## STEP 1 – Preparation for Renewal

- We are now using Hubshare as our on-line renewal portal. Once you establish an account, you will be able to upload documents, select payment options, and update your personal information through it. Once inside your account you will be able to view the status of your renewal on your dashboard.
- STRIPE is the credit card merchant that you will use to make payment. It is integrated with Hubshare and our database to ensure payments are applied correctly. Be prepared to make payment during this process.
- Complete, sign, and date your Continuing Professional Competency (CPC) log. You may find the ND CPC Log at: <https://ndpelsboard.org/forms/>. You may use and upload other versions of signed and dated logs. **If using an NCEES log, you must upload it.** DO NOT have it transmitted to us for your renewal.
- Save your CPC log to a Word or PDF format.
- DO NOT upload certificates for the CPC log activities. We will request them from you if you are selected for a ND CPC Audit.
- NOTE: Ensure you have a personal email account that is active and monitored regularly to validate and register on our system. It must be accessible as you go through this new on-line renewal process. It will be used to relay account access information and renewal information to you.

## STEP 2 – Online Renewal

- Begin the on-line renewal process using this link: <https://ndpelsboard.org/online-personal-renewal/>
- Answer the initial questions and follow the prompts.
- When you get to the validation page, carefully review your information and edit the information to include updating your personal email address, if required.
- **NOTE:** The email account you validate is critical in our ability to communicate with you. Please ensure that this is a personal email account that is active and monitored regularly by you, regardless of where you are employed.
- During the initial part of the process you will be told an email was sent to the email account you validated. You will need to go to that email account to view the email. That email will contain a link to establish access to Hubshare.
- Once your Hubshare account is established, you may begin following the prompts inside Hubshare. Follow the sequence of block numbers.
- Block 1. Choose Personal Renewal Packet from the dropdown menu under “what do you want to create.”
- Block 2. Here is where you will upload your CPC Log and Continuing Education (CE) Exemption justification, if applicable. Those individuals who have been in a retired status during the current license period, do NOT have to upload any file.
- Block 3. Choose the appropriate link to make payment.
- Once you return to your Hubshare window, you may scroll down the page and see your dashboard and license status.
- In addition, you may also edit your personal information by scrolling down to the “Validate/Update your data area.” Move your cursor next to the three dots, which are located to the right side of the “Last Update” block. A bluish “edit” button should appear for you to click on. You may edit your personal contact information only.
- **Requests to change email addresses must be sent to [contact@ndpelsboard.org](mailto:contact@ndpelsboard.org). Please include your phone number in the email so we may contact you.**
- You may log back into Hubshare to check on the status of your renewal by going to <https://usa.hubshare.com/#/Login/Hub/Application> or by going to our website at <https://ndpelsboard.org/> and selecting the LOGIN button.
- Please allow 2 business days for processing of renewals.

### **Requesting Retired Status?**

- If you are planning to retire this renewal period, you should update your information during the validation step.
- Deselect employer and click on the “Retired” box.
- Continue through the whole process, to include uploading your completed, signed, and dated CPC Log

### **Mail-in Renewal Preferred?**

- If you prefer to renew using our mail-in process, you may by printing, completing, and mailing the Mail-in Renewal Form, along with any other required document.
- The Mail-in Form may be found at: <https://ndpelsboard.org/forms/>

### **Renewal Fee Schedule**

- Professional Engineer - \$150.00 (\$200.00 if payment submitted after December 31<sup>st</sup>, 2022)
- Professional Land Surveyor - \$150.00 (\$200.00 if payment submitted after December 31<sup>st</sup>, 2022)
- Dual Licensee - \$280.00 (\$480.00 if payment submitted after December 31<sup>st</sup>, 2022)
- Retired Status - \$20.00

### **For Assistance**

- Email: [Contact@ndpelsboard.org](mailto:Contact@ndpelsboard.org)
- Phone: (701) 258-0786