

Renewal Notice for 2023

(Current licenses expire December 31st, 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 company 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.
- Know your North Dakota CoCP number (i.e. 111PE, 222LS, 333C)
- Ensure you have a list of your employees who are licensed in North Dakota. You will need their first name, last name, and their ND PE or LS license number (i.e. PE-0000, LS-000, etc)
- Identify an organizational email that is monitored by multiple employees, which may be used to complete the on-line renewal form.
- The renewal form may be found at: <https://ndpelsboard.org/forms/>
- If you are completing the renewal process for your employees, they must complete, sign, and date their respective Continuing Professional Competency (CPC) log. The ND CPC Log may be found at: <https://ndpelsboard.org/forms/>
- They may use other versions of signed and dated CPC logs. **If they are using an NCEES log, you must upload it.** DO NOT have it transmitted to us for their renewal.
- DO NOT upload certificates for the CPC log activities. We will request them from the individual if they are selected for a ND CPC Audit.
- Also, if you are completing the renewal process for your employees, they must complete, sign, and date a personal renewal form, which may also be found at: <https://ndpelsboard.org/forms/>
- Save your documents to **ONE** Word or PDF file.
- NOTE: Ensure you have a company 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://renewals.ndpelsboard.org/validation.aspx>
- Answer the questions and follow the prompts.
- When you get to the validation page, carefully review your information, and edit the information to include updating your 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 company email account that is active and monitored regularly by more than one employee of your company.
- 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 commercial renewal packet from the dropdown menu under “what do you want to create.”
- Block 2. Upload the commercial renewal form and attached documents as **ONE** Word or PDF file.
- Block 3. Choose the appropriate link to make payment.
- After making payment and 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 company 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 company contact information only.
- **Requests to change email addresses and company names must be sent to 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 our website at <https://ndpelsboard.org/> and clicking on the Hubshare LOGIN button.
- Please allow two business days for processing of renewals.

Mail-in Renewal Preferred?

- If you prefer to renew using our mail-in process, you may.
- You must print, complete, and sign the CoCP renewal form found at: <https://ndpelsboard.org/forms/>
- Attach your employee roster and employee renewal documents if the company is completing the renewal process for them.
- Also, include your payment of \$100.00 plus the appropriate renewal fees for employees, if applicable.
- Mailing address: ND PELS, PO Box 1357, Bismarck, ND 58502-1357

Renewal Fee Schedule

- Certificate of Commercial Practice - \$100.00
- Professional Engineer - \$150.00 (\$200.00 if payment submitted after December 31st, 2022)
- Professional Land Surveyor - \$150.00 (\$200.00 if payment submitted after December 31st, 2022)
- Dual Licensee - \$280.00 (\$480.00 if payment submitted after December 31st, 2022)
- Retired Status - \$20.00

For Assistance

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