

# Hub Share Renewal Instructions

These instructions are for the upload portion of the renewal. If you do not have a login for Hubshare and have not completed the validation step, please start by going to [www.ndpelsboard.org](http://www.ndpelsboard.org) and selecting "Online Personal Renewal" under the "Renewals" tab. Once you are validated and have set up your password for Hubshare please follow these instructions carefully. Failure to follow these instructions, upload continuing education, or make payments will result in an incomplete renewal. **INCOMPLETE RENEWAL PACKETS WILL RESULT IN A DELAY IN PROCESSING YOUR RENEWAL.**

## Step one: Create your Renewal Packet

This is the replacement for your paper renewal form. In doing this step you will **NOT** need to upload a renewal form.

1. Go to the box titled "**1. New Application or Renewal**" it will ask "What do you want to create?" select "Personal Renewal Packet" from the drop down.
2. Select your license number from the drop-down menu under "**Personal License Detail**"
3. Read and answer all the questions carefully.
4. After you have selected "Yes" to attesting your application is true and accurate simply click the blue "Create" button in the lower right corner of box 1.
5. **Once you see the green success box in the upper left-hand corner your packet has been sent to the Board PLEASE NOTE: THIS ONLY NEEDS TO COMPLETED ONCE PER RENEWAL!**
6. You may now move to box "**2. Upload Your Documents**"

## Step two: Uploading your Documents

All renewals and first-time retirees are required to upload a continuing education document.

Whether it's your PDH Log or a correspondence in what CPC exception you are claiming, renewals without these documents will **NOT** be processed.

To upload a document:

1. Under "**2. Upload Your Documents**" select what you would like to create from the drop-down menu.
  - a. If you are uploading a PDH Log: select "**Continuing Education Record (PDH Log)**"
  - b. If you are requesting an exception: select "**CE Exemption Request**"

2. Under “Personal Application Packet” select your **RENEWAL** packet do not select any other packets.
3. Select if you are compliant with continuing professional competency requirements.
4. Click on the blue “browse” button to find your saved document. (Please note you may need to click on the carrot next to the “Files(max.1)” to see the blue “Browse” button.
5. Select the file you are wishing to upload and click “open” on your file browser.
6. Once you see the green success box in the upper left-hand corner of the screen, your document has been uploaded.
7. You may now move to box “***3. Make your Payment***”

### Step Three: Payment

Please click on the payment link and remit your payment at the time of submitting your renewal. Renewals with out payment will not be processed.

Due to volume please allow at least 1-3 business days for staff to process your renewal. To see status of your renewal please scroll down to the box titled “***Application Dashboard***”. Here you can see the status of your renewal. You may need to refresh the page to see the most recent data.

**Missing Required Document(s)** will show what part of the renewal you are missing. If this field is empty, you have successfully completed your renewal. If you see missing Receipt (Auto) and have not made payment, please remit the correct payment now in Box 3.

**State** will show what part of the workflow process your renewal is in, please do not be alarmed if you see awaiting documents for this field. If the Missing Required Document(s) section is empty, this means we will be processing your renewal shortly.