



September 25, 2024

{Company Name}

{Address}

{City},{State} {zip}

**RE: Renewal of North Dakota (ND) Certificate of Commercial Practice (CoCP)**

**Notice:** Your company's CoCP (License) for practicing Engineering and/or Land Surveying in ND will expire on **December 31, 2024**

**Fee Schedule:**

- Before January 1, 2025 – \$100.00
- After December 31, 2024 - \$130.00

**North Dakota Secretary of State:**

Please ensure the company has an "Active" and "In-Good Standing" status with the North Dakota Secretary of State's Office by using this link: <https://firststop.sos.nd.gov/search/business>. This is an auditable item for which violators, including third party agents, may be assessed a civil penalty per North Dakota Century Code 43-19.1.

**Renewal:**

You may process your renewal on-line or by mail by going to the renewal tab on our website at <https://ndpelsboard.org/> and following the instructions.

**Online Renewal:**

**If you are a returning customer:** simply select the "**Certificate of Commercial Practice (CoCP) Account Dashboard**" option on the page. Find your company's name and enter the password you created last year for your renewal. Follow the on-screen prompts to complete your renewal.

**If you are a new customer:** you must create access for your company. To do this use the "**User Account Creation for Certificate of Commercial Practice (CoCP)**" option. Select your company's name and enter in your company's CoCP number. Edit all listed contact information to include a valid email address and create a password. Once completed, you can now use the "**Certificate of Commercial Practice (CoCP) Account Dashboard**" option. Here, you will select your company's name and enter the password you just created. Follow the on-screen prompts to complete your renewal.

Our online renewal is fully automated. Once payment is made your renewal is complete. Upon completion of your renewal, you will have the option to print your company's updated wall certificate. Our office will **NOT** mail wall certificates to your company.

If used, third party CoCP processors must attest to the correctness of the submission. If used, third party CoCP processors must use the company contact email in the company email address block.

**Mail in Renewal:**

Please use our current form found on our website [www.ndpelsboard.org](http://www.ndpelsboard.org), under the "**Renewal**" tab. Please follow all instructions carefully! All renewals must be mailed in with a check or money order. Renewals submitted with an NSF or returned check will be assessed the appropriate banking fees. Incomplete renewal submissions will be returned.

Please contact our office at [contact@ndpelsboard.org](mailto:contact@ndpelsboard.org) if you have any questions.