



September 25, 2024

«First_Name» «MI» «Last_Name»

«Address_1» «Address_Line_2»

«City», «State_Province» «ZIP_Code»

RE: Renewal of North Dakota (ND) Professional Engineer and/or Land Surveyor License

Notice: Your North Dakota Professional Engineer and/or Land Surveyor license will expire on **December 31, 2024**.

Fee Schedule:

- Single License Holders
 - Before January 1, 2025 – \$110.00
 - After December 31, 2024 - \$200.00
- Dual Registrants
 - Before January 1, 2025 – \$200.00
 - After December 31, 2024 – \$375.00
- Retired
 - Anytime – \$20.00

North Dakota Continuing Professional Competency (CPC) Requirements:

As outlined in North Dakota Administrative Code (NDAC) 28-04-01 all North Dakota registrants are required to complete professional development hours (PDHs). You will attest to completing your respective hours on your renewal, this means that at the time of renewal **YOU DO NOT NEED TO SUBMIT YOUR PDH HOURS, LOG(S), OR CERTIFICATES**. However, this is an auditable item; renewals will be selected at random for an audit. Failure to meet the requirements of NDAC may result in disciplinary action, or civil penalties.

Online Renewal:

North Dakota has migrated to a new renewal platform. This renewal is fully automated and on successful completion and payment your license will be automatically renewed. We will **NOT** mail out pocket cards, it will be your responsibility to print these off. Please go to our website www.ndpelsboard.org and locate the “renewal” tab, select “personal renewal” from the drop-down menu. Select the option for “online renewal”, this will take you to our online services page. Here you will need to go to “User Account Creation”, select the “User Account Creation for a Personal License”. You will need to enter your **Last Name** as it appears on your certificate and your **License Number (YOU MUST INCLUDE THE “PE- “OR THE “LS- “)**. Edit the contact information to include a **valid personal email address** and create your password. Once user set-up is completed you can select “Personal Account Dashboard”. Use the login you created to access your dashboard and start your renewal.

Mail in Renewal:

Please use our current form found on our website www.ndpelsboard.org, find the “Renewal” tab and select “Personal Renewal” from the drop-down menu. Here you will see the option for mail in renewal, please follow all instructions carefully! All renewals must be mailed in with a check or money order. Individuals that submit a renewal 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 if you have any questions.