

**02 NCAC 34 .0330            BRANCH OFFICE**

- (a) A licensee shall not establish more than two branch offices in addition to his/her home office.
- (b) The licensee shall register each branch office with the Division prior to its establishment and at the time of renewal of the license on a form prescribed by the Division.
- (c) At a minimum, the licensee shall provide the following information concerning the branch office at the time of registration and within 10 days of any change in the information:
  - (1) The physical location or address of the branch office;
  - (2) The mailing address of the branch office;
  - (3) The telephone number of the branch office;
  - (4) The location, branch office or home office, at which records of work and pesticides used shall be stored;
  - (5) An outline of the company organization showing the lines of supervision and responsibility, the credentials of supervisor(s)(education, experience, certification status), percentage of time devoted to supervision, methods and personnel conducting quality control; frequency of visits to the branch office and work sites by the licensee; and,
  - (6) The names of all employees performing work from the branch office.
- (d) The licensee shall not establish any branch office more than 75 miles from the location of his/her home unless prior approval has been obtained from the Committee to locate a branch office more than 75 miles from the licensee's primary residence.
- (e) Requests to operate a branch office more than 75 miles from the licensee's primary residence shall be made in writing to the Committee and shall include a plan of supervision in addition to the information in Paragraph (c) of this Rule. At a minimum, the plan of supervision shall include:
  - (1) Complete training program, including a schedule of training;
  - (2) A description of communication capabilities and procedures between the home office and branch office and between the consumer and the branch and home offices; and
  - (3) A plan to be followed in the event of emergencies such as fire, pesticide spills or other emergency.
- (f) If, at any time, the Committee determines that any branch office is not being adequately supervised, the branch office shall be closed and shall not resume operation nor shall the licensee be permitted to open any new branch office until a satisfactory plan of supervision has been approved by the Committee or until the office is made a home office.

*History Note:        Authority G.S. 106-65.29;  
                              Temporary Adoption Eff. October 2, 1999;  
                              Eff. July 1, 2000;  
                              Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. November  
                              22, 2018.*