

**SECTION .0300 – LICENSE RENEWAL; REINSTATEMENT**

**21 NCAC 28B .0301 LICENSE RENEWAL; WAIVER**

(a) All licensees seeking renewal shall submit annually to the Board a renewal application. The deadline for submission is August 1 in the renewal year. Applications shall be postmarked or received by the Board no later than August 1. If August 1 falls on a Saturday or Sunday, the application shall be postmarked or received no later than the following Monday. The application form is available on the Board website or may be obtained by contacting the Board office.

(b) All renewal applications shall include the following:

- (1) The license renewal fee set forth in Rule .0601 of this Subchapter;
- (2) Documentation showing that the licensee has met the Board's continuing education requirements as set forth in Section .0400 of this Subchapter. However, if the licensee was licensed by examination within the previous 12 months, the licensee is not required to submit evidence of continuing education; and
- (3) Documentation regarding all crimes of which the licensee has been convicted since the previous licensure or renewal.

(c) Incomplete applications shall not be processed. Renewal fees are non-refundable.

(d) An individual who is serving in the Armed Forces of the United States shall receive an extension of time to pay the license renewal fee upon submission of the following to the Board:

- (1) Written request for waiver; and
- (2) Documentation that the licensee is serving in the Armed Forces of the United States and is eligible for an extension of time to file a tax return pursuant to G.S. 105-249.2.

*History Note:* Authority G.S. 89D-15(2); 89D-15(4); 89D-20; 93B-15; 105-249.2;  
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