

**21 NCAC 57B .0609      CHANGES DURING THE APPROVAL PERIOD**

(a) Course sponsors shall obtain advance approval from the Board for any changes to be made in approved courses with regard to the number of hours, course content, or instructors. Requests for approval of such changes shall be in writing, and shall be sent to the Board at least 15 calendar days before the proposed change would take effect.

(b) In the event of an emergency, such as the disability, death, or unforeseen departure of the instructor or school director, where it is not possible to request approval of a change at least 15 days in advance, the school shall request such change immediately but no later than the end of the next business day to the Board office via email to: [ncab@ncab.org](mailto:ncab@ncab.org).

*History Note:*      *Authority G.S. 93E-1-8(c); 93E-1-10;*  
*Eff. July 1, 1994;*  
*Amended Eff. March 1, 2006;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 3,*  
*2017;*  
*Amended Eff. July 1, 2022.*