

**PROFESSIONAL ENTITY RENEWAL INSTRUCTIONS**

January 1, 2017 – December 31, 2017

Pursuant to § 55B-11, renewal is due for the Certificate of Registration of the Professional Entity, (i.e. Professional Corporation **OR** Professional Limited Liability Company [PLLC]). The Board shall renew the 2017 certificate of registration *either* ONLINE *or* by MAIL upon receipt of the **2017 Renewal Application** for Professional Corporation or PLLC, and the required \$25 renewal fee.

To renew the Certificate of Registration license **ONLINE**, please go to the Board website ([www.ncpsychologyboard.org](http://www.ncpsychologyboard.org)), click on the “**Renew A Professional Entity**” tab, and then click on the **Renew Online link**. In order to renew **online**, you MUST pay by credit/debit card (Master Card, Visa OR Discover Card) **by midnight February 10, 2017**.

You **may** renew your Certificate of Registration **by mail** by returning the ENTIRE **required** pre-populated renewal form (which was mailed to you from the Board office) **OR** a generic **2017 Renewal Application** for Professional Corporation or PLLC (which can be found on the Board’s website) AND the **required** \$25 fee (check or money order) if **postmarked by February 10, 2017** (this date has been extended from February 1, 2017). A postmark, but **not** a metered date or tape, will be considered sufficient in meeting a deadline.

If you do NOT renew online **by midnight February 10, 2017** OR submit the ENTIRE **2017 Renewal Application** for Professional Corporation or PLLC form and \$25 fee **postmarked by February 10, 2017**, the Certificate of Registration will automatically be suspended, and the North Carolina Secretary of State Corporation Division will be notified. However, the entity may be reinstated **within the calendar year** by sending a **required** renewal form along with the **required** payment of \$35, which includes an additional \$10 penalty.

The Board may take disciplinary action if a licensee engages in fraud or deceit in securing or attempting to secure or renew a Certification of Registration. Failure to complete the renewal process by the established deadline and in the required format may result in a delay in certificate of registration renewal, the assessing of a penalty fee, or suspension of the Certification of Registration.

<b>RENEWAL FEE AND OTHER FEES</b>	<p><b>\$25.00</b> if renewed <b><u>online</u></b> by <b><u>midnight 2/10/17</u></b> <b><u>OR</u></b> <b>\$25.00</b> if renewed <b><u>by mail</u></b> <b><u>IF</u></b> postmarked by <b><u>2/10/17</u></b> (deadline has been extended from 2/1/17)</p> <p>-----</p> <p><b>\$35.00</b> if renewed <b><u>online</u></b> <b><u>after</u></b> <b><u>midnight 2/10/17</u></b> <b><u>OR</u></b> <b>\$35.00</b> if renewed <b><u>by mail</u></b> <b><u>IF</u></b> postmarked by <b><u>2/10/17</u></b></p> <p>-----</p> <p>If renewing by <b><u>MAIL</u></b>, make check or money order payable to: <b><u>NC Psychology Board</u></b>. Do not send cash.</p> <p>-----</p> <p>Credit or debit cards are <b><u>NOT</u></b> accepted if renewing <b><u>by mail</u></b>.</p> <p>-----</p> <p>A \$5.00 convenience fee will be charged for online renewals.</p> <p>-----</p> <p>A \$20.00 fee will be charged for any returned bank item.</p>
---	--

<p style="text-align: center;"><b>SUSPENDED CERTIFICATION OF REGISTRATION</b></p>	<p>If you do not renew the Certification of Registration by 2/10/17, it will be automatically suspended pursuant to § 55B-11, and the North Carolina Secretary of State, Corporation Division, will be notified. However, the entity may be reinstated <i>within the calendar year</i> by submitting the <b>required</b> renewal application form and the <b>required</b> fee of <b>\$35</b>, which includes a penalty of ten dollars (\$10).</p>
<p style="text-align: center;"><b>CHANGES OF INFORMATION</b></p>	<p><i>If</i> you renew online and <i>any</i> information on the 2017 <b><i>Renewal Application</i></b> for Professional Corporation or PLLC form has changed, please note the changes on the form, and forward it to the Board office in ONE of the following ways;</p> <ul style="list-style-type: none"> <li>(i) MAIL the form with noted changes to the Board office at 895 State Farm Road, Suite 101, Boone, NC, 28607,</li> <li>(ii) FAX to (828) 265-8611 (no cover sheet is required), or</li> <li>(iii) SCAN and email the form with noted changes to <a href="mailto:info@ncpsychologyboard.org">info@ncpsychologyboard.org</a>.</li> </ul> <p><b><i>NOTE: IF CHANGES NEED TO BE MADE TO YOUR INDIVIDUAL LICENSE FILE, PLEASE FORWARD A CHANGE OF ADDRESS FORM, WHICH IS FOUND ON THE BOARD WEBSITE AT:</i></b>  <a href="http://www.ncpsychologyboard.org/change-address-name/">http://www.ncpsychologyboard.org/change-address-name/</a></p>
<p style="text-align: center;"><b>RELINQUISH/REINSTATE CERTIFICATES</b></p> <p style="text-align: center;"><b><i>Note Process</i></b> →</p>	<p>You may request to voluntarily relinquish the Certificate of Registration by checking the appropriate box in the top right area of the pre-populated renewal form, and ALSO, provide an explanation on the renewal form. Then, return the form to the Board office ONE of the three ways given above.</p>