

PROFESSIONAL ENTITY RENEWAL INSTRUCTIONS
 January 1, 2018 – December 31, 2018

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 2018 certificate of registration *either* ONLINE (credit card payment is required) *or* by MAIL upon receipt of the 2018 Renewal Application for Professional Corporation or PLLC, and the required \$25 renewal fee (**IF postmarked on or by 2/1/18**).

To renew the Certificate of Registration license ONLINE, please go to the Board website (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 WHICH REQUIRES AN ADDITIONAL \$5 CONVENIENCE FEE (Master Card, Visa OR Discover Card) ***by midnight February 1, 2018***.

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 completed generic 2018 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 1, 2018***. 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 1, 2018*** OR submit the ENTIRE 2018 Renewal Application for Professional Corporation or PLLC form and \$25 fee ***postmarked by February 1, 2018***, 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 Application form along with the ***required*** payment of \$35, which includes an additional \$10 penalty (PLUS AN ADDITIONAL \$5 CONVENIENCE FEE IF PAYING ONLINE).

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.

<p>RENEWAL FEE AND OTHER FEES</p> <p>NOTE: A \$20.00 fee will be charged for any returned bank item.</p>	<p>\$25.00 PLUS \$5 CONVENIENCE FEE if renewed online by midnight 2/1/18 OR \$25.00 if renewed by mail IF postmarked by 2/1/18</p> <p>-----</p> <p>\$35.00 PLUS \$5 CONVENIENCE FEE if renewed online after midnight 2/1/18 OR \$35.00 if renewed by mail IF postmarked AFTER 2/1/18</p> <p>-----</p> <p>If renewing by MAIL, make check or money order payable to: NC Psychology Board. Do not send cash.</p> <p>-----</p> <p>Credit or debit cards are NOT accepted if renewing by mail.</p> <p>-----</p>
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<p style="text-align: center;">SUSPENDED CERTIFICATION OF REGISTRATION</p>	<p>If your renewal is not postmarked or made online by midnight on 2/1/18, the entity's Certification of Registration 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 required Renewal Application form and the required <i>\$35 fee</i>, which includes a penalty of ten dollars (\$10).</p>
<p style="text-align: center;">CHANGES OF INFORMATION</p>	<p><i>If you renew online and <u>any</u> information on the <u>2018 Renewal Application</u> 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;</i></p> <ul style="list-style-type: none"> (i) MAIL the Renewal Application form with noted changes to the Board office at 895 State Farm Road, Suite 101, Boone, NC, 28607, (ii) FAX the Renewal Application form to (828) 265-8611 (no cover sheet is required), or (iii) SCAN and email the Renewal Application form with noted changes to info@ncpsychologyboard.org. <p><i>NOTE: IF CHANGES NEED TO BE MADE TO YOUR INDIVIDUAL LICENSE FILE, PLEASE FORWARD A <u>CHANGE OF ADDRESS FORM</u>, WHICH IS FOUND ON THE BOARD WEBSITE AT:</i> http://www.ncpsychologyboard.org/change-address-name/</p>
<p style="text-align: center;">RELINQUISH/REINSTATE CERTIFICATES</p> <p style="text-align: center;"><i>Note Process</i> →</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 Application 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>