

NORTH CAROLINA PSYCHOLOGY BOARD
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www.ncpsychologyboard.org

PROFESSIONAL ENTITY RENEWAL INSTRUCTIONS

January 1, 2019 – December 31, 2019

Pursuant to § 55B-11, renewal is due by **February 1, 2019** for your Certificate of Registration of the Professional Entity (i.e. Professional Corporation **OR** Professional Limited Liability Company [PLLC]). You may renew the 2019 certificate of registration *either* ONLINE or by MAIL upon receipt of the 2019 Renewal Application for Professional Corporation or PLLC, and the required \$25 renewal fee (if postmarked by 2/1/19).

To renew the Certificate of Registration 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 the \$25 renewal fee by credit/debit card (plus a \$5 convenience fee) **by February 1, 2019**.

You *may* renew your Certificate of Registration **by mail** by returning to the Board office the completed 2019 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, 2019**. (a postmark, but *not a metered date or tape*, will be considered sufficient in meeting a deadline)

If you do NOT renew online **by February 1, 2019** OR submit the completed 2019 Renewal Application for Professional Corporation or PLLC form and \$25 fee postmarked **by February 1, 2019**, 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 completed Renewal Application form along with the required payment of \$35, which includes an additional \$10 penalty (plus an additional \$5 convenience fee if renewing 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 2/1/19 OR \$25.00 if renewed by mail IF postmarked by 2/1/19</p> <p>-----</p> <p>\$35.00 PLUS \$5 CONVENIENCE FEE if renewed online after 2/1/19 OR \$35.00 if renewed by mail IF postmarked AFTER 2/1/19</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>

<p style="text-align: center;">SUSPENDED CERTIFICATION OF REGISTRATION</p>	<p>If your completed renewal application (including \$25 renewal fee payment) is not postmarked or made online by 2/1/19, 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 within the calendar year by submitting the required Renewal Application form and the required <u>\$35 fee</u>, which includes a late renewal fee of \$10.</p>
<p style="text-align: center;">CHANGES OF INFORMATION</p> <hr/> <p style="text-align: center;">RELINQUISH CERTIFICATES OF REGISTRATION</p>	<p>If you renew online and <i>any</i> contact information for your Professional Entity has changed, please email the new information to the Board at info@ncpsychologyboard.org. The email MUST contain the name of your Professional Entity in order to be processed. Otherwise, the changed information cannot be processed. <i>NOTE: IF CHANGES NEED TO BE MADE TO YOUR INDIVIDUAL LICENSE FILE, PLEASE COMPLETE AND SUBIT TO THE BOARD OFFICE A <u>CHANGE OF ADDRESS FORM</u>, WHICH IS FOUND ON THE BOARD WEBSITE AT:</i></p> <p>http://www.ncpsychologyboard.org/change-address-name/</p> <hr/> <p>You may request to voluntarily relinquish the Certificate of Registration by checking the appropriate box in the top right area of the 2019 Renewal Application form. Then, return the form to the Board office.</p>
<p style="text-align: center;">RENEWAL CARDS</p>	<p>Renewal cards will begin to be sent out after the renewal deadline.</p>