



## North Carolina Licensing Board For General Contractors

- Application Process
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- Course Approval Application Form with Attachments

# Course Approval Application Packet

## Application Process for Course Approval

1. The applicant completes the **Application for Course Approval** and submits the application to the Board. If the applicant does not own the course content, the applicant must also submit a properly completed **Content Use Authorization Form**. Failure to do so will result in a denial. Completed applications and forms should be emailed to [education@nclbgc.org](mailto:education@nclbgc.org). \*Please do not drop off or mail hard copies of course materials to the NCLBGC office - all materials must be submitted electronically.
2. Applicant submits course review fee to the Board by either calling the Education Department and providing credit card information over the phone, or by mailing a check to The North Carolina Licensing Board for General Contractors at 5400 Creedmoor Rd, Raleigh, NC 27612. Checks should be made payable to **NCLBGC**. The fee is non-refundable. Course review will not begin until payment has been successfully submitted. Initial course review fees are \$25 per credit hour requested.
3. The Board's Education Committee will review applications and forms for completeness and compliance with continuing education requirements and will recommend approvals to the Board.
4. If corrections are needed or more information is required, the Board's education staff will contact the applicant using the contact information provided in the application. Email is the preferred method for communication and for submission of corrections.
5. Once the Board gives final approval, the application is approved, and the applicant is assigned a course number.

# Course Development Guidelines

*This document contains specific recommendations for elective course development and approval; however, it does not contain all rules, requirements, and information affecting course providers and instructors. It is not, nor is it intended to be, a replacement or substitute for reading the Board's continuing education rules. It is essential that all prospective providers, instructors, and elective course developers thoroughly read the complete rules for continuing education before attempting to use the information in this document. This material is provided to supplement the Board's rules concerning elective course subject matter and criteria for elective course approval. The subject matter guidelines are intended to assist prospective course providers in determining whether the content of a particular course (or proposed course) is likely to be found acceptable by the Board. The course development guidelines contain suggestions on developing acceptable courses.*

## **Basic Elements for Elective Course Subject Matter:**

1. A proposed elective course shall cover subject matter that is deemed relevant statewide, and provides information that will increase a qualifier's knowledge, professionalism, and competency in the practice of general contracting as determined by the Board.
2. As a general rule, it is best to select a fairly specific topic and address that topic in depth, or to select the most important points relating to a topic and focus on those points.

## **Minimum Requirements for Approval:**

1. Course should include substantive information relevant to the practice of general contracting which shall consist of **two hours or four hours of instruction**, offering **two or four CE credit hours**, respectively (one credit hour is equal to 50 minutes of instructional time);
2. The application should include a copy of the **Course Guide**, which shall include:
  - a. **Course Objective** – What will the student know or be able to do upon completion of this course? What is the intended outcome? Do students only need awareness or recognition of the information presented? Or will they need to be able to apply the information and/solve problems? The objective statement should be brief, clear, and address what the course should accomplish

and should define the standard of acceptable performance of the students upon completion. Course objectives are the keystones for the design and development of the course. The design should be based on principles of adult learning, and the presentation should reflect the goals of the learning objectives. Objectives should be attainable in the allotted time session.

- b. **A narrative of the substantive information** – Key points to be made/discussed must be provided in sufficient detail to demonstrate the information is *current, complete, and otherwise appropriate*. Information should follow a systematic approach, ensuring all elements interconnected. Topics should each build upon the other, moving from simple to complex.
  - c. **A timed outline, including any breaks or meals** – total instructional time should be equivalent to the number of CE credit hours requested. (One credit hour is equal to 50 minutes of instructional time). A brief, topic outline is not sufficient – be as detailed as possible, clearly stated, using full sentences to describe each topic, as well as its relevance to the course objectives.
  - d. **Instructional methods/aids to be employed** – (lecture, question/answer, case studies, demonstrations, group discussions, role plays, games, etc.)
  - e. **Teaching tools to be used for delivery** – (PowerPoint slides, props, hands-on equipment, videos, flipcharts, whiteboards, computer, etc.)
3. If the provider seeking course approval does not own the course content, the provider must also submit a completed **Content Use Authorization Form**, along with the **Application for Course Approval**. This form, found on the Board’s website, must be properly completed and signed by the course content owner, and acknowledges that the content owner gives the provider seeking course approval permission to use the content for the purpose of offering the course for continuing education credits through the North Carolina Licensing Board for General Contractors.
  4. Courses should not be designed to promote specific products, services or markets.
  5. Course reviews include reviews of both course content and delivery method.



## North Carolina Licensing Board for General Contractors

### Application For Course Approval

Before completing this application, the applicant should read the Continuing Education Rules found in **21 NCAC 12B**, as well as the **Course Development Guidelines** document.

- Each course approval request must be submitted on a separate application.
- The Application For Course Review must be submitted with payment of required fees – course review will not begin until the review fee has been submitted.
- **Fees are non-refundable.**
- **Information on this application must be typewritten or completed in dark ink.**

#### Legal Name of Applicant

\_\_\_\_\_

The applicant is the entity or person applying as provider of continuing education courses. If applicant is a corporation, partnership, or LLC, list the company as the applicant.

**Applicant's Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

**County** \_\_\_\_\_ **Telephone Number ( \_\_\_\_\_ )** \_\_\_\_\_

**Provider Number (if known):** \_\_\_\_\_

**CE Coordinator Name** \_\_\_\_\_

**CE Coordinator Email** \_\_\_\_\_

**CE Coordinator Phone (Office)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Proposed Title of Course:**

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**Number of CE Credit Hours Requested** \_\_\_\_\_

**Do you own the course content?**

- Yes** (if yes, please respond to the next statement if applicable; then proceed to the question titled "Brief Background/Overall Purpose of the Course")

**If you have given permission for any other Board-approved provider(s) to use the content of this course, please list the name of the provider(s) below:**

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- No** (if no, the **Content Use Authorization Form** must be submitted with this application. This form, found on the Board's website, acknowledges the content owner gives you permission to use the content for the purpose of offering as a course for continuing education credits through the North Carolina Licensing Board for General Contractors. Failure to include this properly completed and signed form will result in a denial of this application)

**Is the content owner a Board-approved provider for this course?**

- Yes** (if yes, answer the following)

Content Owner's Provider Name \_\_\_\_\_

Content Owner's Board-approved Provider # (if known) \_\_\_\_\_

Board-approved Course ID# \_\_\_\_\_

- No** (if no, continue to the next question)

**Brief Background/Overall Purpose of the Course**

**Course Objectives/Learning Outcomes** *(What will the student be able to do after completion of the course?)*

**Teaching Techniques Planned for the Course** *(lecture; question & answer; case studies; demonstrations; group discussions; role plays; games; etc)*

**Teaching Tools to be Used for the Course** (*whiteboards; PowerPoint slides; Props; Hands-on Equipment; Videos; flipcharts; computers; etc*)

**List of Instructor(s) to Teach the Course** (if currently known) *\*Please note - Provider must submit an "Application For Instructor of Continuing Education" as well as a "Provider Acknowledgement of Instructor Approval Form" for each instructor.*

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**Checklist of additional items that must be included with this application:**

Electronic copy (pdf format, etc) of powerpoint slides, course manuals, notebook of content material, etc that clearly demonstrates the entirety of course content

A timed agenda of the course outline or syllabus, including breaks and mealtimes. Should reflect 100 minutes of instructional time for a 2-hour course or 200 minutes for a 4-hour course.

Electronic copies of any student materials (optional as inclusion to this application; however, all students must receive either a hardcopy or electronic copy of the material presented and must be available upon request to the Board)

A fully completed and properly signed Content Use Authorization Form, if current applicant is not the course content owner.



## Signature and Certification

*This application must be signed by the owner (if sole proprietorship), a managing partner (if a partnership), or a major officer authorized to submit such application (for other types of business entities). If applicant is a community college or college/university, the application must be signed by the vice-president or dean responsible for the institution's continuing education program (or by the institution's president).*

**I hereby certify that all information submitted in connection with this application is true and accurate to the best of my knowledge and belief. I understand that omission or inaccuracy may be grounds for denial of approval, and that the applicant and all persons in its employ will comply with the the requirements of the North Carolina Licensing Board for General Contractors regarding the conduct of continuing education courses.**

Printed Name and Title of Applicant or Legal Designee: \_\_\_\_\_

Signature of the Applicant or Legal Designee: \_\_\_\_\_

\_\_\_\_\_  
Date



## North Carolina Licensing Board for General Contractors

### Content Use Authorization Form

The undersigned, \_\_\_\_\_,  
(Content owner)  
as content owner of:

**Course Title:** \_\_\_\_\_,

hereby authorizes \_\_\_\_\_  
(Provider requesting authority to use course content)

permission to use the approved course for the purpose of offering the course for general contractor continuing education credits through the North Carolina Licensing Board for General Contractors.

*This form may not be altered in any way, nor any additional addendums added.*

*This form must be signed by the content owner (if sole proprietorship), a managing partner (if a partnership), or a major officer authorized to grant such permission. If content owner is a community college or college/university, the form must be signed by an authorized representative for the institution's continuing education program (or by the institution's president).*

**I hereby certify that that no other individual or parties hold ownership interest in the course described above, that I hold all rights to the course listed, and the permission granted herein does not violate any third-party rights or applicable laws. I hereby certify that I am authorized to sign on behalf of the entity listed below.**

Content Owner Name: (Please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_