



## North Carolina Licensing Board For General Contractors

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# Continuing Education Provider Application Packet

## Application Process for Provider

1. The applicant completes the **Continuing Education Provider Application** and submits the application to the Board. Completed applications should be emailed to [education@nclbqc.org](mailto:education@nclbqc.org).
2. The Board's Education Committee will review applications for completeness and compliance with continuing education requirements and will recommend approvals to the Board.
3. 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.
4. Once the Board gives final approval, the application is approved, and the applicant is assigned a provider number.
5. Approved providers will be added to the Approved Providers list on the Board's website.

## **Provider Responsibilities & Guidelines**

*This document has been prepared to help course providers better understand their responsibilities. It is not a substitute for Board rules regarding continuing education (CE).*

### **Approved Providers must:**

- **Develop and maintain adequate Recordkeeping Procedures:**
  - Track course registrations and class schedules (including dates, times, locations, or any cancellations or changes in advertised course details)
  - Verify and track qualifier attendance
    - Course check-in procedures will include:
      - A method to check qualifier's proof of identity
      - A method to collect qualifier name and qualifier ID# assigned by the Board
    - Ensure instruction begins and ends on time.
    - Award continuing education credit(s) to only those qualifiers who were present for the duration of entire the course.
  - Issue certificates of completion to those qualifiers who successfully complete the course within 10 calendar days.
  - Retain on file for four years records of qualifier student registration and attendance for each session of a CE course and making those records available to the Board upon request.
- **Develop and maintain adequate Reporting Procedures:**
  - Timely submitting the **CE Roster Report** to the Board which, verifying each qualifier's successful completion of the course. **The CE Roster Report** must include:
    - Provider's Name
    - Provider's ID# assigned by the Board
    - Course Instructor's name, and Instructor ID# assigned by the Board
    - Course Title, and ID# assigned by the Board
    - Course completion date
    - Name and Qualifier ID# of each student who completed the course

- Submit any applicable course review fees or qualifier completion fees directly to the Board in a timely manner. Providers shall submit a roster to the board within seven calendar days following the end of any course. Rosters shall be submitted to using the Board's online education tracking program.
- Select a **CE Coordinator** to handle the administrative functions of the CE program requirements for providers, as well as oversee and supervise the **CE Coordinator** to ensure the CE Coordinator is meeting all requirements of laws, rules and Board procedures. Notify the Board within 10 days should there be any change in selected CE Coordinator.
- Select, and submit applications on behalf of, prospective **Instructor(s)** for approval by the Board to teach Board-approved course(s).
  - In addition to submitting to the Board a completed **Application for Instructor** for each instructor, the provider must also complete and submit a **Provider Acknowledgement of Instructor Approval** form for each instructor submitted.
    - ***Please note**, an instructor may teach for multiple providers; however, each provider must provide a separate **Provider Acknowledgement of Instructor Approval** form for that instructor, as the granting of student CE credit will be tied to the instructor's approval number that must be linked with the provider's approval number.*
  - Any instructor who will be teaching the Board's annual Mandatory Course must also successfully complete the Board's Mandatory Course Certification Class before that instructor can be approved as an instructor to teach the Board's Mandatory Course.
  - Oversee and supervise approved Instructor(s) to ensure instructor(s) is meeting requirements set forth by the Board.
- Handouts/materials for Board-approved course(s) must be provided to all students.
- Provider approval expires annually on December 1<sup>st</sup>.
- Notify the Board in writing within 10 days of any change in business name, address, telephone number or email address, or changes in ownership interest. **Please Note** –Per Rule 21 NCAC 12B .0203(c), *When ownership of an approved continuing education provider is transferred to a separate legal entity, the provider's approval is not transferable and shall terminate on the effective date of the transfer. All courses shall be completed by the effective date of the transfer. The transferring owner shall report course completion(s) to the Board. The new entity shall obtain an original continuing education provider approval as required by Rule .0202 of this Chapter prior to advertising courses, registering students, accepting tuition, conducting courses, or otherwise engaging in any provider operations.*

- Seek approval from the Board before making substantive changes in the course content of a previously approved elective course. Substantive changes may require that a new course approval application with applicable fees be submitted to the Board for review and approval.



## North Carolina Licensing Board for General Contractors

### Continuing Education Provider Application

*Before completing this application, the applicant should read the Continuing Education Rules found in 21 NCAC 12B, as well as **Provider Responsibilities and Instructor Guidelines** documents.*

**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.

**Assumed Business Name (if different):** \_\_\_\_\_  
\*(attach a copy of a recorded certificate of assumed name)

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

**Website Address** \_\_\_\_\_

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

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

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

**Type of Entity** (Indicate the applicant's legal form of business. Check all that apply)

- Sole Owner
- Association
- Limited partnership
- Community College
- General Partnership
- College/University
- Corporation
- Other
- Limited Liability Company (LLC)

**NC Secretary of State's Identification Number** (if applicable) \_\_\_\_\_

**If approved as a provider, please list the NC counties for which you plan to host NCLBGC Board-approved courses** (if you plan to host outside of NC, list the state(s))

_____	_____	_____
_____	_____	_____

**Signature and Certification**

*This application must be signed by the owner (if sole proprietorship), a managing partner (if a partnership), or an 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

**\*All information contained in this application is subject to rules and Board approval and can change without notice.**