Guidelines for Full Licensing (Professional Practice) Application Submittal

Please review your application thoroughly for completeness. **An original plus eight (8) copies are required for all documents submitted for inclusion in your application.** Incomplete applications may result in delayed processing.

The following checklist should be used to assist you in completion of the application:

- The application must be complete in its entirety. **NOTE: If you are already approved for In-Training status, you do not need to complete the section documenting your education again. Include a copy of the letter from the Board granting In-Training status.**

- Requests petitioning the Board to allow an advanced degree as a substitute for a portion of the required work experience must be in letter form. An official transcript for the advanced degree must be provided.

- The completed application must be notarized.

- Submit the $50 application review fee and $125 exam fee in separate checks. The check for the exam fee will be held until the Board approves the application.

- Four references must be submitted. **NOTE: Two references must be either licensed or eligible to be licensed in North Carolina.** If they are eligible but not licensed, proof may be required and this may delay the application. **It is your responsibility to ensure the Board receives your references by the application deadline.**

- **Official transcripts** are required to support all coursework and verification of degrees. Official transcripts must be sent directly to the Board from the college or university.

- Include a signed code of professional conduct.

- Include a copy of the score sheet for the Fundamentals exam.

- If retaking the exam, only complete and submit the first page and first question on the second page of the application plus the $125 exam fee.