Guidelines for Full Licensing (Professional Practice) Application Submittal

Please review your application thoroughly for completeness. **An original copy is 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.

- 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 in your best interest to have the references provide proof with the reference form submittal. **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.

- Once approved by the Board, you may sign up to take the professional practice exam online at https://www.soils.org/certifications/exam-information/registration-remote