

**ATTENTION: READ ALL INSTRUCTIONS THOROUGHLY.
APPLICANTS ARE RESPONSIBLE FOR SUBMITTING COMPLETE AND
ACCURATE APPLICATIONS**

Information for Applicants requesting North Carolina Irrigation Contractors' License

A non-refundable application fee of \$100.00 must accompany this application. If an examination is required, the cost of the examination (please contact us for the cost of the examination) plus an examination fee of \$200 must be included. The check or money order is to be made payable to "NCICLB" (North Carolina Irrigation Contractors' Licensing Board).

Examinations for Irrigation Licensing will be held at the dates and times designated by the Board.

All applicants, except those applying for reciprocity or qualifying under grandfather provisions, are required to pass the qualifying examination. The provisions for license by grandfather clause are available until 06/29/2009.

The Board requires that any legal entity other than a sole proprietor must obtain a corporate license. This application is separate from the individual application and can be found on the Board website along with instructions.

North Carolina General Statute. 89G requires that persons engaged in the practice of constructing, installing, expanding, service, or repair of irrigation systems have a license. The North Carolina Irrigation Contractors' Licensing Board will issue licenses to qualified persons after approval by the Board and receipt of required security bond. The Board will review all applications.

Section 1: Fill in all information completely and legibly. Incomplete applications will be rejected. Provide the last four digits of your Social Security number.

Fill out all information required to substantiate your qualifications for a North Carolina Irrigation License. It will be your responsibility to ensure that the Board receives the Confidential Reference Forms, Employer Verification Forms, Client Verification Forms and Transcripts directly from the individual, firm or institution.

Submit your qualifying information: CIC or CID certificate, Registered Landscape Contractor Number, Plumbers License Number, or Ten years experience (see Section 6).

Section 2: If you are qualifying for license by reciprocity from another state or foreign country, that state or foreign country must submit license information directly to the North Carolina Irrigation Contractors' Licensing Board.

Section 3: If you are qualifying by using educational experience, list institution(s) attended, length of time attended, and if graduated, the year of graduation and degree received. An official transcript from each institution listed will be required to substantiate the credits received. Official transcripts must arrive at the Board office directly from the institution or, if from the applicant, with the stamp or seal of the institution across the envelope flap.

Section 4: List all other licenses and certifications held.

Section 5: List professional organizations to which you belong.

Section 6: All applicants must show at least three years experience. Two years of related education can be substituted for one year of experience. The three year or ten year experience requirement might include, but is not limited to: plans and specifications, contracts, qualifying irrigation invoices, tax returns, verifiable irrigation contracting employment experience, list of clients, including at least (5) client verification forms from clients to demonstrate ten years experience; or other documents as the board might deem appropriate.

Section 7: Provide any information regarding criminal history.

Section 8: Pay special attention to the Code of Ethics in this section. By signing the application in Section 9, you are agreeing to adhere to the Code of Ethics and to report any violations of the Code.

Section 9: Have the affidavit notarized acknowledging your understanding of the Code of Ethics and accuracy of the information you are submitting.

It is the applicant's responsibility to ensure that the Board receives verification of information. You will not be reminded or contacted to provide this information. In order for your application to be considered complete, the Board must receive: Application and application fee; Client and/or Employer Verification Forms; and Confidential Reference Forms.

Maintain a copy of this application for your personal records. If your application is rejected because it is incomplete, you will be notified, but it will not be returned to you.