



Address all inquires and send completed application to:

North Carolina Irrigation Contractors' Licensing Board
Post Office Box 41421
Raleigh NC 27629-1421
(919) 872-2229 • info@nciclb.org
www.nciclb.org

For Board Use
Check #: _____
Amount: _____

Application for Irrigation Contractor License

Application for license by: Examination Reciprocity Reinstatement
 Preferred mailing address: Office Home
 Type of business: Sole Proprietor Partnership Corporation/LLC

It is unlawful for an applicant to offer or practice irrigation contracting in the state of North Carolina until you are licensed. Should the Board find that you have continued to engage in irrigation contracting or advertising it will have no choice but to refer the matter for appropriate legal action to the NC Department of Justice and/or may assess civil penalties per NC General Statute § 89G 12.

SECTION 1: GENERAL INFORMATION				
Name: (first middle last) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr:				
Company/Organization:				
Present Position:				
Office Address:				
Office City/State/ZIP:			County:	
Home Address:				
Home City/State/ZIP:				
Home Telephone:		Business Telephone:		
Email :		Business Fax:		
State of Residence:		Date of Birth:	Citizenship:	
Last four digits of Social Security Number:		Cell Phone Number:		

REFERENCE INFORMATION

Provide the names and addresses of three references, not relatives, at least one of whom is a Licensed Professional having current knowledge of your character and professional reputation. They must provide their license or certification number. These same individuals should complete the Confidential Reference Form (found on the board website) and return it to the board by fax, email or regular mail. Do not use Board members or more than one employee of any single organization as a reference.

Name/Address	License #
1.	
2.	
3.	

SECTION 2: LICENSE BY RECIPROCITY

List irrigation contractor license or other registration information by state. Indicate for each state the method of licensure: examination; grandfather; or reciprocity. If the license/registration is not current, indicate the reason in the Comments section. If you were not required to take an examination for licensure/registration, please explain in the Comments section. The board will send a license verification form directly to the state where you are currently licensed/registered. You may wish to contact that state agency in case there is a fee required for this service.

State	Lic#	Dates of Licensure	Expires	Comments	Method of Licensure
1.					
2.					
3.					
4.					
5.					

SECTION 3: EDUCATION

State, in order of first attendance, the name and location of each community college, technical school and college or university attended, the time spent at each, and if graduated, the year of graduation and degree received. An **OFFICIAL TRANSCRIPT** showing college credits as well as official documentation of degree (specifying the degree and major) must be provided to the Board office if relevant to your experience.

Name of School	Degree & Major	Dates Attended	Date Graduated

SECTION 4: LICENSES AND CERTIFICATIONS

List all other licenses and/or certifications currently held in connection with green industry applications, water conservation or other employment.

Type of License or Certification	Location/State	Date	License #

SECTION 5: PROFESSIONAL ORGANIZATIONS

Please list professional organizations of which you are member.

Name	Headquarters Location	Grade of Membership or Offices Held	Date of Membership

SECTION 6: PROFESSIONAL EMPLOYMENT AND EXPERIENCE

List information detailing at least three years of experience. Starting and ending dates of employment, location of work, your responsibilities, percent of time devoted to irrigation design or installation and the names and present addresses of employers. If self-employed please list names and present addresses of clients, date and description of work performed. If necessary, additional (8 " x 11") sheets may be attached. Information must demonstrate to the Board that requirements of professional experience have been met. These employers and/or client must complete the employer verification form and/or client verification form found on the board website.

Company name or client name if self-employed*	Start Date End Date mo/day/year	Title or Position	Fully describe the character of work and specific responsibilities	Percent of time spent on Irrigation design or installation

Total Months of Service

SECTION 7: BACKGROUND INFORMATION

Have you ever been convicted of a crime other than a minor traffic violation? _____

What was the violation? _____

What was your sentence for the offense? _____

Have you ever been denied a driver's license? _____

Has your drivers' license ever been revoked or suspended? _____

Have you ever had a professional, trade, or privilege license suspended or revoked? _____

Use an additional (8 " x 11") sheet for further explanation of any of the above.

SECTION 8: CODE OF ETHICS

Pledged to Professional Design, Installation, and Service

This Code of Ethics had been adopted by the North Carolina Irrigation Contractors' Licensing Board to promote and maintain the highest standards of irrigation installation and conduct among its members.

We recognize the need to provide service in a professional manner and to deal with the public and our colleagues with integrity. We, therefore, agree to the following creed in fulfilling our obligations:

- to follow Minimum Standards (MS) in irrigation design, installation, and service and to promote Best Management Practices (BMPs) adopted by the NCICLB
- to be environmentally responsible with design, installation, and service
- to adhere to local, state, and federal laws that apply to the irrigation industry
- to promote water conservation practices on a continual basis
- to support temporary measures for sensible water use during water shortages
- to maintain professional competence through annual continuing education
- to report violations of this Code of Ethics

SECTION 9: AFFIDAVIT

State of _____

County of _____

_____, the Applicant, deposes and says that I have read the contents hereof, and to the best of my knowledge the foregoing statements are true in substance and fact and are made in good faith and I hereby subscribe to and agree to conform with the Code of Ethics set down in Section 8.

Signature of Applicant _____

Sworn and subscribed to before me the _____ day of _____ 20 _____

My commission expires _____

Signature of Notary Public _____

Seal

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

Information for Applicants requesting North Carolina Irrigation Contractors' License

- **LIST OF FEES** (non-refundable)
 - \$100 application fee, must accompany this application
 - \$40 CIC exam workbook/\$40 CLIA workbook (not mandatory)
 - \$290 exam fee, due after applicant has been approved by the board to sit for the exam
 - \$100 license fee, required once applicant has passed exam (due yearly)
 - \$100 corporate application fee (for any legal entity other than a sole proprietor)
 - \$100 corporate license fee (due yearly)
 - \$250 fee if applying through reciprocity
 - \$100 license fee once approved for license through reciprocity (due yearly)
- Make checks payable to "NCICLB" (North Carolina Irrigation Contractors' Licensing Board).
- All applicants, except those applying for reciprocity are required to pass the licensing examination. A passing score is 70%. More details regarding the exam, exam dates and times can be found on the board website.
- **As part of the application process it is your responsibility to ensure that the Board receives a minimum of three (3) Confidential Reference Forms, three (3) Employer Verification Forms and/or Client Verification Forms and Transcripts directly from the individual, firm or institution. You will not be reminded or contacted to provide this information.**
- **Section 1:** Fill in all information completely and legibly. Incomplete applications will be rejected. The last four digits of your Social Security number are required.
- Under reference information provide the names and addresses of three references, not relatives, at least one of whom is a Licensed Irrigation Contractor practicing in North Carolina. These same individuals should complete the Confidential Reference Form (found on the board website). Be sure to provide the license number for the Licensed Irrigation Contractor. Do not use Board members or more than one employee of any single organization as a reference.
- **Section 2:** If you are qualifying for license by reciprocity from another state or foreign country, that state or foreign country must submit license verification 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 direct from the institution or, if from the applicant, with the stamp or seal of the institution across the envelope flap. **Two years of related education can be substituted for one year of experience.**
- **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 (3) years irrigation contracting experience. The three (3) 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, or other documents as the board might deem appropriate. These employers and/or clients must complete the employer verification form and/or client verification form found on the board website.
- **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.

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.

- 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. (It is suggested you wait until you have passed the exam to complete the corporate application.)
- 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 \$10,000 surety bond. The bond form can be found on the board website and should be given to your insurance agency for completion. The original bond and bond form (signed by the licensee) must be returned to the board office.