



North Carolina Irrigation Contractors'
Licensing Board
Post Office Box 41421
Raleigh, NC 27629-1421
Telephone (919) 872-2229
Email Info@nciclb.org Website: www.nciclb.org

CONTINUING EDUCATION NOTICE

I. Requirements for Contact Hours of Continuing Education:

10 contact hours of continuing education per renewal period.

II. Deadline:

The deadline for submission is one week prior to the scheduled Continuing Education Approval Committee meeting. Activity forms submitted after November 15 cannot be guaranteed of approval within the license renewal year. In order for a licensee to qualify for the annual registration renewal, the licensee must have completed 10 hour of approved continuing education within the renewal period January 1 – December 31. All continuing education activities a licensee wishes to apply toward meeting the continuing education requirements for any given license year **MUST BE APPROVED BEFORE THE January 1 DEADLINE FOR LICENSING RENEWAL !**

Licensees who submit *Continuing Education Activity Forms* that are received by the Board after the November 15th deadline cannot be assured that the activity will be evaluated before the January 1 deadline for License Renewal. If the *Continuing Education Activity Approval Form* is received by the Board on or before November 15, it will be evaluated in time to avoid delay in the renewal of your license. The six week window between the deadline for receipt of the Continuing Education Activity Form and the Renewal of License Deadline will provide the licensee with the opportunity to:

- a. be notified that his/her Continuing Education activity has been approved or denied;
- b. resubmit an application which has been given a deferred status (due to incompleteness or other reasons)
- c. submit other activities if any of the applicant's initial submittals have not been approved. Any Renewal of License Application which does not include the required signed statement of continuing education will not be accepted by the Board. The application will be returned to the applicant along with the renewal payment.

Failure of a Licensee to complete the continuing education requirements, or failure to file a report of completed continuing education are grounds for denial of license renewal and possible suspension of license, or denial of consideration for future license reinstatement, at the discretion of the Board.

• Individuals passing the Board Exam or CIC exam, continuing education is not required until your second renewal •



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CONTINUING EDUCATION GUIDELINES AND DEFINITIONS

001. EFFECTIVE DATE

A North Carolina Irrigation Contractor's License is required by GS 87G effective January 1, 2009. In the year 2009, licensees who qualified for a license but did not have to take the CIC or the NCICLB test will be required to complete 5 CEU's. Licensees who took the CIC test prior to June 29, 2009 or the NCICLB test will not have to complete any CEU's during their first year as a licensee. In successive years the licensee shall be required to successfully complete ten (10) contact hours of continuing education within the previous renewal period (Example: January 1, 2010 through December 31, 2010 for 2010 - 2011 renewal).

002. HOURS REQUIRED

In order for a licensee to qualify for license renewal as an Irrigation Contractor in North Carolina, the licensee must have completed ten (10) hours of approved continuing education within the previous renewal period. The North Carolina Irrigation Contractors' Licensing Board shall approve all continuing education activities. Individuals who have passed the Board Exam or CIC exam are not required to obtain additional CEU credit in the year the exam was taken but must submit a CEU form to the board indicating passage of the exam. CEU credit shall be as noted by each approved activity. 10 hours may be carried over from year to year.

003. REPORTING

Each year licensee shall be responsible for filing with the board, a report of continuing education activity completed. Documentation of compliance shall be by affidavit form provided by the Board. The report(s) shall be filed with each renewal application. The Board may also seek verification of information submitted by the licensee. Erroneous or false information attested to by the licensee shall be deemed as grounds for denial of license renewal. Failure to submit CEU report with license renewal will result in suspension of license.

004. QUALIFIED CREDIT

The Board encourages each licensee to vary the means by which they satisfy the continuing education requirements. Such requirements shall be fulfilled through active participation in courses, seminars, sessions, programs, self-directed activities and/or educationally related activities as approved by the Board. Each course, seminar, session or program to be recommended for approval by the Board shall have a direct relationship to the practice of Irrigation Contracting as defined in Chapter 89G of the General Statutes of North Carolina and contain elements which will enhance the health, safety and welfare of the citizens of North Carolina. A full description of qualified credit can be obtained by reference to "CEU Categories" found on the NCICLB.org website.

005. EDUCATION ACTIVITIES

CEU hours must include business related courses, irrigation technical courses and water conservation courses.

006. SPECIAL REQUEST

The Board will consider any reasonable special request from individual licensees for continuing education credits and procedures. The Board may in individual cases involving physical disability, illness, or extenuating circumstances, grant a hardship or extension. An extension of the continuing education requirements shall be for a period of time not to exceed year except in the case of military obligations in which case the Board will grant exceptions as necessary. No extension of time shall be granted unless the licensee submits a written request to the Board.

007. SELF DIRECTED ACTIVITIES

The Board will allow self-directed activities to fulfill the continuing education requirements of the licensee, however, these activities must result in a book draft, published article, delivered paper, workshop, symposium, or public address. When submitted for review, the licensee must be aware that self-directed activities must be followed by a documented public presentation of the self-directed activity (or the results of the activity) by the licensee within the current year reporting period. Self-directed activities may include literature reviews, research, field studies or tours as they relate to the profession of Landscape Architecture. Full-time academics may not include studies customarily associated with their usual university or college instructional teaching loads. Full-time academics may include studies required for innovative university or college courses, or for studies required for courses beyond the usual university or college audience. Full-time academics may submit academic research to satisfy continuing education requirements as long as the licensee can provide documentation that the academic research follows all of the norms of the relevant academic institution and the relevant academic peer community.

008. FAILURE TO COMPLY

Failure of a licensee to complete the continuing education requirements as set forth, or failure to file a report of completed continuing education, or failure to submit a written request for an extension shall be grounds for denial of license renewal and possible suspension of license or denial of consideration for future license reinstatement, at the discretion of the Board.

009. BOARD DENIAL

If the Board disapproves the submitted continuing education report in whole or part, the licensee will be so notified and will be granted 60 days by the Board to correct the deficiencies noted unless further time is granted by the board.

010. APPEAL

In the event of denial, in whole or part, of any application for approval of credit for continuing education activity, the licensee shall have the right within 30 days after the date of notification of the denial by mail, to submit a written appeal to the board. The appeal will be considered and the decision of the Board will be final.