



North Carolina Irrigation Contractors' Licensing Board

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2017 Instructions for License Renewal

Read the following instructions before attempting to renew your license.

Individual licensees that are qualifiers for a corporation, LLC or partnership will not receive their individual license card until the corporate license is also renewed.

- Renewal forms and the continuing education reporting form are fillable forms that allow you to type into them. If you prefer, you may print and manually complete the forms.
- There is a separate individual renewal form and a corporate renewal form. Multiple forms may be mailed in the same envelope.
- Payment for renewal may be made by check or credit card, Visa and Mastercard only.
- Payments for individual and corporate licenses may be combined on one check made out to the NCICLB.
- Renewals postmarked after December 31 will be subject to a \$50 late fee, PER license. NO EXCEPTIONS.
- When completing the continuing education portion of the renewal, be sure to list the course number, name of course, city where course was taught or if you took the course online, and indicate the proper number of credits earned. All Board approved courses MUST have a course number and can be found on the Board website at www.nciclb.org/continuing-education/continuing-education-course-listing-past-courses/
- Stamp the individual renewal form in the bottom right corner with your embossing or self-inking individual seal. All licensees are required to have an individual seal per General Statute §89 G-7. If you have lost your seal, you are required to submit an additional \$40 in order for the Board to buy a new seal for you. A self-inking seal will be purchased unless you indicate you prefer an embossing seal on the renewal form.

What if you did not earn the proper number of continuing education credits in 2016?

If you did not earn ten continuing education credits during 2016, or did not earn the full ten hours, you will have one more opportunity to renew your individual license. You may earn credit hours between January 1, 2017 and March 1, 2017. Renewals must be postmarked or if paying by credit card emailed to the Board office by March 1, 2016 and MUST include the following items:

- The completed, signed and sealed renewal form
- Proof of Attendance for each course
- \$100 renewal fee
- \$50 late fee
- \$250 reinstatement fee
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**A proof of attendance is required from online courses and must confirm that you completed the course between January 1, 2016 and March 1, 2016.*

Notice of Penalty for Submittal of Bad Check:

Any person, firm or corporation submitting a check to the Board that is subsequently returned because of insufficient funds will be charged a penalty fee of \$25.00 for processing the check. Any license that has been issued based upon the payment of a check that is subsequently returned to the Board for insufficient funds will be suspended and may be subject to a late fee, until such time as the payer has made the check good and paid the prescribed penalty fee.

In order to complete the renewal process, two separate payments must be made. One for the renewal payment and one for the penalty fee, both in the form of a cashier's check or money order made payable to the NCICLB.

Wallet size renewal license cards will be mailed within 30 days of receipt of renewal. Also enclosed will be a 2017 vehicle decal and order form so that you may buy additional decals for each work vehicle. It is suggested by the Board that all work vehicles have a decal indicating they are a licensed irrigation contractor or are being supervised by a licensed irrigation contractor.