

# The North Carolina Interpreter and Transliterators Licensing Board

P.O. Box 20963  
Raleigh, North Carolina 27619  
[www.ncitlb.org](http://www.ncitlb.org)

Phone 919-779-5709  
[ncitlb@caphill.com](mailto:ncitlb@caphill.com)

## RENEWAL PACKET FOR ACTIVE LICENSEES

---

**Must be received at Board office no later than September 30<sup>th</sup> of the renewal year**

This renewal application shall be completed in accordance with requirements set forth in **General Statute 90D**.

### Renewal Procedures

#### Your renewal packet must include:

1. A completed Annual Licensure Renewal Form.
  2. A copy of the verification form for each of the courses you listed  
If you are a member of RID, you may submit your RID transcript as verification.  
If you are **not** a member of RID, you must submit a certificate for each course.  
The certificates must include:
    - a. Your full name
    - b. Verification that the course was approved by RID
    - c. The total number of CEUs or contact hours earned
    - d. Whether the CEUs or contact hours are professional or general studies
    - e. Signature of the sponsor
    - f. Date the course was held
- Your certificates must include these 6 items or they will not be accepted.***
3. A copy of your current certifications or classifications, or a letter verifying their status as current (RID, NCICS, NCSA, etc). ***This is not required for Grandfathered licensees.***
  4. A fee of \$150.00, payable by PayPal, cash, certified check, money order payable to NCITLB. ***Personal checks will not be accepted. If you send a personal check, your renewal packet will be returned. Please no stapled checks. If paying via PayPal you must send in the confirmation of payment page or your renewal will be returned.***
  5. Public Notice Statement form.

It is the applicant's responsibility to ensure that all materials *are received* by the NCITLB office no later than September 30 of the renewal year. **Postmarks are irrelevant and will not be considered.** The Board will review your application for eligibility and you will be notified in writing in a timely manner pertaining to your status with the Board. **Please do not call the office as this information is not available by phone.**

#### Please note:

1. Renewal fees are non-refundable.
2. As required by law, please disclose any convictions or arrests in the past year.
3. 1 Continuing Education Unit (CEU) = 10 Contact Hours
4. To qualify for renewal, you must have earned 2 CEUs (or 20 Contact Hours) between October 1 and September 30 annually.
5. No fewer than 1 CEU (or 10 Contact Hours) must be in Professional Studies.
6. No fewer than 1 CEU (or 10 Contact Hours) must take place in a traditional classroom setting.
7. If you do not renew your license by the September 30<sup>th</sup> deadline, your license will lapse. Once lapsed, your license cannot be reinstated: **you must reapply for Full licensure.** You cannot reapply for a Provisional license. You must show proof of CEUs earned during the year you were licensed in order to reinstate your license.

**Professional Studies** are related to either 1) Linguistic and Cultural Studies which includes the study of any language or linguistic system, and the study of any specific culture, 2) Theoretical and Experiential Studies which includes the process of interpreting and transliterating theory and skill building activities, or 3) Specialization Studies which includes specialized aspects of interpreting used in settings such as the legal, medical, mental health, and substance abuse recovery fields.

**General Studies** include 1) Human Service and Leadership Studies which include topics such as leadership skills, public relations, public speaking, and community resources, and 2) General knowledge studies which include areas less obviously related to the field of interpreting and transliteration, with studies that are educationally beneficial to the participant.

**Traditional Classroom Setting** is defined in the law as “a setting in which three or more persons come together at the same location at the same time as a group to listen to a lecture, to view a demonstration, to participate in group discussions, or to learn through any combination of these or similar activities.”

**Continuing Education Requirements for Licensee’s Initial Licensure Year:**

**In accordance with 21 NCAC 25 .0501 (i) 1-4**

The CEU requirements shall be prorated as follows during a licensee’s initial licensure year:

1. An initial license issued in the months of October, November, or December requires the licensee earn 2.0 CEUs by the September 30<sup>th</sup> deadline. At least 1 CEU must be in professional studies.
2. An initial license issued in the months of January, February, or March requires the licensee earn 1.5 CEUs by the September 30<sup>th</sup> deadline. At least 1 CEU must be in professional studies.
3. An initial license issued in the months of April, May, or June requires the licensee earn 1.0 CEUs by the September 30<sup>th</sup> deadline. At least 0.5 CEUs must be in professional studies.
4. An initial license issued in the months of July, August, or September requires the licensee earn 0.5 CEUs by the September 30<sup>th</sup> deadline. At least 0.5 CEUs must be in professional studies.



***Here follows the law and rules set forth that support the requirements listed above.***

**NC General Statute 90D-11. License renewal.**

Each license issued under this Chapter shall be renewed on or before October 1 of each year. All applications for renewal shall be filed with the Board and shall be accompanied by the renewal fee as required by G.S. 90D-10 and written proof of satisfactory completion of continuing education requirements adopted by the Board. Licenses that are not renewed shall automatically lapse, and the licensee shall be required to reapply for licensure in accordance with rules adopted by the Board. (2002-182, s. 1; 2003-56, s. 3.)

**NCITLB Administrative Rules – 21 NCAC 25**

*NCITLB carries out NC General Statute Chapter 90-D through the enforcement of adopted administrative rules.*

*Authorized by the statute, these rules have the force and effect of law.*

**21 NCAC 25 .0501 CONTINUING EDUCATION REQUIREMENTS**

(a) A licensee shall earn at least two continuing education units ("CEUs") each licensure year. At least 1.0 of those CEUs shall be earned in professional studies and at least 1.0 of those CEUs shall be earned in a setting in which three or more persons come together at the same location at the same time as a group to listen to a lecture, to view a demonstration, to participate in group discussions, or to learn through any combination of these or similar activities.

(b) A licensee may carry over up to two surplus CEUs earned in one licensure year to the next licensure year to meet the requirements of Paragraph (a) of this Rule. The licensee shall demonstrate that he or she earned the CEU credits sought to be carried over in the licensee's license renewal application packet submitted for the carry over year in order to receive credit therefore. Except as specifically provided hereby, surplus CEUs shall only be carried forward from the licensure year in which they were earned to the next subsequent licensure year and not beyond.

(c) A licensee may not earn CEUs while interpreting, whether or not the licensee is compensated for his or her services.

(d) The Board shall waive the continuing education requirements in this Section for any individual who is currently licensed by and in good standing with the Board if the individual is serving in the armed forces of the United States and if G.S. 105-249.2 grants the individual an extension of time to file a tax return. The waiver shall be in effect for any period that is disregarded under Section 7508 of the Internal Revenue Code in determining the taxpayer's liability for a federal tax.

*History Note: Authority G.S. 90D-6; 90D-8; 90D-11; 93B-15;  
Eff. March 21, 2005;  
Amended Eff. May 1, 2011; August 1, 2007;  
Readopted Eff. June 1, 2018.*

**21 NCAC 25 .0502 PRORATION OF CONTINUING EDUCATION REQUIREMENTS**

The CEU requirements specified in Rule 21 NCAC 25 .0501 shall be prorated as follows during a licensee's initial licensure year:

- (1) If the licensee receives his or her initial license in the months of October, November or December, the licensee shall be required to earned at least 2.0 CEUs by the following October 1. At least 1.0 of those CEUs shall be earned in professional studies and at least 1.0 of those CEUs shall be earned in a traditional classroom setting;
- (2) If the licensee receives his or her initial license in the months of January, February, or March, the licensee shall be required to earned at least 1.5 CEUs by the following October 1. At least 1.0 of those CEUs shall be earned in professional studies and at least 1.0 of those CEUs shall be earned in a traditional classroom setting.
- (3) If the licensee receives his or her initial license in the months of April, May, or June, the licensee shall be required to earned at least 1.0 CEUs by the following October 1. At least 0.5 of those CEUs shall be earned in professional studies and at least 0.5 of those CEUs shall be earned in a traditional classroom setting.
- (4) If the licensee receives his or her initial license in the months of July, August, or September, the licensee shall be required to earned at least 0.5 CEUs by the following October 1. At least 0.5 of those CEUs shall be earned in professional studies and at least 0.5 of those CEUs shall be earned in a traditional classroom setting.

*History Note: Authority G.S. 90D-6; 90D-8; 90D-11;  
Eff. August 1, 2007.*

**21 NCAC 25 .0503 FAILURE TO MEET CONTINUING EDUCATION REQUIREMENTS**

(a) A licensee who has not complied with the continuing education requirements in Section .0500 of 21 NCAC 25 shall be ineligible for license renewal. Any person whose license renewal application is denied on these grounds may reapply for licensure as soon as the person is able to demonstrate that:

- (1) the person has earned at least two CEUs within the 12 months next preceding the date of reapplication;
- (2) at least 1.0 of those CEUs was earned in professional studies; and
- (3) at least 1.0 of those CEUs was earned in a traditional classroom setting.

(b) Notwithstanding the provisions of paragraph (a) of this Rule, a licensee who has not complied with the continuing education requirements in Section .0500 of 21 NCAC 25 shall be eligible for license renewal if:

- (1) the licensee makes a timely application for renewal, including the payment of the required license fee; and
- (2) the licensee earns the required CEUs by no later than the 31<sup>st</sup> day of October in the new licensure year.

(c) CEUs earned in the current licensure year and used to cure a deficiency in the prior licensure year may not be used to meet the CEU requirements of the current year.

*History Note: Authority G.S. 90D-6; 90D-8; 90D-11;  
Eff. August 1, 2007.*

**21 NCAC 25 .0504 CEU CREDIT FOR COLLEGE COURSES**

A licensee may earn CEUs by enrolling in and completing a class or course sponsored by a college or university accredited by the Southern Association of Colleges and Schools or by any other accrediting agency recognized by the U.S. Department of Education. In order to receive CEU credit for the class or course, the licensee must authorize and direct the sponsoring college or university to mail to the Board a certified transcript documenting that the licensee completed the class or course and that the licensee earned at least a 2.0 grade point average in the class or course or a grade of "Pass" if the licensee was graded on a "Pass-Fail" basis.

*History Note: Authority G.S. 90D-6; 90D-8; 90D-11;  
Eff. August 1, 2007.*

**21 NCAC 25 .0505 CEU CREDIT FOR WORKSHOPS, CONFERENCES, AND INDEPENDENT STUDY RECOGNIZED BY RID**

(a) A licensee may earn CEUs by attending workshops and conferences recognized by The Registry of Interpreters for the Deaf, Inc. ("RID"). In order to receive CEU credit for attendance at a workshop or conference recognized by RID, the licensee must submit to the Board a copy of the licensee's RID CEU transcript. RID shall be the sole judge of the number of CEUs earned by attendance at the workshop or conference.

(b) A licensee who is either a certified member of RID or an associate member of RID participating in the Associate Continuing Education Tracking ("ACET") Program may earn CEUs by independently studying instructional materials in any format -- including, but not limited to, videotapes, audiotapes, web sites, DVDs, CDs, and books and other printed materials -- so long as the materials have been recognized by RID. In order to receive CEU credit for such independent study, the licensee must submit to the Board a copy of the licensee's RID CEU transcript. RID shall be the sole judge of the number of CEUs earned by the completion of any independent study recognized by RID.

(c) If a licensee does not have an RID CEU transcript because the licensee is neither a certified member of RID nor an associate member of RID participating in the ACET Program, the licensee may receive CEU credit for attendance at the workshop or conference by submitting to the Board:

- (1) a certificate of completion signed by the workshop or conference sponsor, provider, or presenter; and
- (2) a copy of the advertisement or flyer that shows that attendance at the workshop or conference qualifies for RID CEUs.

*History Note: Authority G.S. 90D-6; 90D-8; 90D-11;  
Eff. August 1, 2007.*

**21 NCAC 25 .0506 CEU CREDIT FOR WORKSHOPS, CONFERENCES, AND INDEPENDENT STUDY APPROVED BY OTHER STATUTORY PROFESSIONAL LICENSING BOARDS**

(a) A licensee may earn CEUs by attending workshops and conferences approved by other statutory professional licensing boards of this or any other state. In order to receive CEU credit for attendance at such workshops and conferences, the licensee must submit to the Board written evidence that the workshop or conference was approved by another statutory professional licensing board and that the licensee attended the workshop or conference. The mandatory professional licensing board that approves the workshop or conference shall be the sole judge of the number of CE hours that may be earned by attendance at the workshop or conference.

(b) A licensee may earn CEUs by independently studying instructional materials in any format -- including, but not limited to, videotapes, audiotapes, web sites, DVDs, CDs, and books and other printed materials -- so long as the materials have been approved for CE credit by another statutory professional licensing board. In order to receive CEU credit for such independent study, the licensee must submit to the Board written evidence that the independent study was approved by another statutory professional licensing board and that the licensee satisfactorily completed the independent study. The statutory professional licensing board that approves the independent study shall be the sole judge of the number of CE hours that may be earned by completion of the independent study.

*History Note: Authority G.S. 90D-6; 90D-8; 90D-11;  
Eff. August 1, 2007.*