

## Provisional License Discretionary Extension Request Form

**Instructions for completing this form:** Please complete the entire form. This information will help the Licensure Review Committee (LRC) determine if your provisional license discretionary extension request can be granted. Submit this completed form along with your annual licensure renewal packet. Please note that all items indicating “required information” must be completed, incomplete forms will be returned.

Please be aware a complete renewal packet must be received before the LRC can review your extension request.

**\*\*Handwritten requests will not be accepted. All requests must be typed.\*\***

<b>REQUIRED INFORMATION</b>	
Your Name	Your NCITLB License Number
<b>REQUIRED INFORMATION</b>	
<b>In the space provided please type an explanation as to why you are requesting an extension of your provisional license. If additional space is needed please submit a <u>typed</u> explanation on a separate sheet along with any supporting documentation. (350 words or less requested, but be complete even if it means exceeding that requested limit)</b>	

<b>REQUIRED INFORMATION</b>		
Please list the mentor(s) that you are working with. The LRC <u>must receive</u> a confirmation letter from your mentor(s) with your extension request.		
Mentor's Name	Mentor's Contact Information	
I have included the <u>required</u> letter(s) from my mentor(s) that confirms that we have been working together and detailed what we been working on this year with this provisional extension request.	<b>YES</b>	<b>NO</b>
<b>REQUIRED INFORMATION</b>		
What is your plan of action for the coming cycle (Please list specific workshops, training courses, etc., that will help you to obtain full licensure)?		
Workshop/Course Title	Location	Date of Workshop/Course
<b>REQUIRED INFORMATION</b>		
If you are working on specific interpreting skills please explain in the section below. If additional space is needed please submit a <u>typed</u> explanation on a separate sheet along with any supporting documentation.		
<b>REQUIRED INFORMATION</b>		
Have you registered to take an exam to earn a certification?	<b>*YES</b>	<b>NO</b>

\*If yes, you must submit confirmation of your certifying exam registration.

**BOARD USE ONLY**

**Extension Request Received:** \_\_\_\_\_ **Extension Request Number:** \_\_\_\_\_