



# North Carolina Interpreter & Transliterators Licensing Board

701 Exposition Place, Ste 206 • Raleigh, NC 27615  
919-779-5709 Telephone  
www.ncitlb.org • ncitlb@caphill.com

## CHECKLIST FOR APPLYING FOR A RENEWAL OF A PROVISIONAL LICENSE

### Pursuant to 21 NCAC 25 .0205 (e)

(e) The Board shall renew a provisional license no more than three times upon receipt of timely applications that demonstrate that the applicant continues to qualify for a provisional license. The Board may extend a provisional license on an annual basis after the third renewal if the applicant timely files an application prior to the expiration of the third renewal, and on an annual basis thereafter if further extension is sought by the applicant that demonstrates that the applicant's progress toward full licensure was delayed by:

- (1) a life-altering event, such as the birth or adoption of a child to the applicant or the applicant's spouse or an acute or chronic illness suffered by either the applicant or a member of the applicant's immediate family;
- (2) active military service;
- (3) a catastrophic natural event, such as a pandemic, flood, hurricane, or tornado; or
- (4) the certifying organizations identified in G.S. 90D-7 having imposed a moratorium on testing or certification that has prevented the applicant from sitting for the qualifying examination and obtaining the results thereof prior to the expiration of the provisional license or any annual extension.

### Pursuant to 21 NCAC 25 .0205 (f)

(f) The Board shall not for any reason renew or extend a provisional license for a fifth time, with the exception of servicemembers who qualify for an extension under Paragraph (h) of this Rule.

### Pursuant to 21 NCAC 25. 0205 (h)

(h) The Board shall extend the deadline for filing a license renewal application for any individual who currently holds a provisional license and is 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 extension 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.

### **Deadline for Filing Renewal Applications:**

Licensure years run from October 1<sup>st</sup> through the following September 30<sup>th</sup>. All applications for renewal must be submitted to the Board no later than 5 p.m. on September 30<sup>th</sup> of the licensure year immediately preceding the licensure year for which the renewal is sought. **(Example: A renewal application for the licensure year of October 1, 2025 - September 30, 2026 must be received by the Board by 5 p.m. on September 30, 2026.)** Applications can be emailed, mailed, or an appointment can be made to drop off your application for a renewal in the office. However, all applications must be actually received by the Board before 5 p.m. on September 30<sup>th</sup>. Incomplete requests will not be considered timely submitted.

**Renewals of a Provisional License (1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> renewals):**

In order to renew a provisional license, the applicant must submit to the Board by September 30<sup>th</sup> of the licensure year immediately preceding the licensure year for which the renewal is sought a complete application, which is comprised of **all** of the following:

- The renewal application completed within Certemy.
- All CEU certificates.
- Payment of the renewal fee in certified funds (cashier's checks, money orders, or cash).
- Public Notice Statement Form.

**Discretionary Extensions of a Provisional License (potential 4<sup>th</sup> renewal):**

In order to be considered for a discretionary extension of a provisional license, a licensee **must** submit to the Board by September 30<sup>th</sup> of the licensure year immediately preceding the licensure year for which the renewal is sought a complete application, which is comprised of **all** of the following:

- The renewal application completed within Certemy.
- All CEU certificates.
- Payment of the renewal fee in certified funds. (cashier's checks, money orders, or cash).
- Public Notice Statement Form.
- The Provisional Extension Request Form and all supporting documentation required.