



NORTH CAROLINA BOARD OF LICENSED PROFESSIONAL COUNSELORS

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INSTRUCTIONS: CERTIFICATE OF REGISTRATION

General Information to form one of the following: Professional Corporation (PC) or
Professional Limited Liability Company (PLLC) or
Professional Association (PA)

Any unrestricted licensee of the North Carolina Board of Licensed Professional Counselors (NCBLPC) may apply for a Certificate of Registration of Professional Corporation (PC), Professional Limited Liability Company (PLLC), or Professional Association (PA). Before submitting Articles of Incorporation or Organization to the Secretary of State's office, you must obtain a Certification of Application from the NCBLPC as explained below. Additional information is available on the Secretary of State's website at www.secretary.state.nc.us/ (Corporations Division), or you may call their office at (919) 807-2225.

The NCBLPC application process is as follows:

- 1) Applicants must complete a Certificate of Registration Application and return to the NCBLPC Board Office along with the \$50 application fee. Applicants must check the appropriate box to indicate which type of company they are applying for PC, PLLC, or PA. Once the application and fee have been processed, a Certification of Application will be returned to the applicant. This document is to be used for filing with the Secretary of State's office along with the Articles of Incorporation or Organization. **(NOTE: This form is NOT the Certificate of Registration, nor is it the final step with this office regarding the application.)**
- 2) Certificates of Application expire within six (6) months of issuance if approved Articles of Incorporation or approved Articles of Organization are not received, processed, and a Certificate of Registration issued. If this occurs, applicants will be required to submit a new application along with application fees to begin the process again.
- 3) After the Secretary of State's office has approved the Articles of Incorporation or Articles of Organization, a copy, showing the Secretary of State's ID #, must be sent to the NCBLPC Board Office. Upon receipt of the approved Articles of Incorporation or approved Articles of Organization, a Certificate of Registration will be issued to the applicant. A corporation or company organized for the rendering of counseling services is not validly operating if it has not first received this Certificate of Registration from the North Carolina Board of Licensed Professional Counselors.
- 4) This certificate is renewable on an annual basis for a fee of \$25. A notification of renewal is sent a minimum of 60 days prior to the expiration date, which in all cases is December 31st. Certificates expire on December 31st of each subsequent year following initial issuance of certification. Failure to renew by the due date on the renewal notice will result in notification to the Secretary of State to request suspension of Articles.
- 5) Please allow up to 30 days from the date of mailing for receipt and processing of all applications and related materials.

Contact the Board office if you have any questions regarding these procedures. The Board cannot offer legal advice or opinions on any particular filing. Therefore, you may wish to consult with an attorney and/or accountant during this process.