

July 2019

NCLCLB News

Your source for NC Licensed Landscape Contractor information.



FOCUS ON: License Renewal

NCLCLB has sent renewal forms and reminders by mail and email. We are sending you this last reminder that **unless you have submitted your individual renewal in the last week, we do not have your renewal application.** Please renew now to avoid any delay in getting your renewed license and to avoid late/reinstatement fees.

Here are the answers to frequently asked questions to help you complete and return your renewal on time.

When does my license expire?

2018-2019 individual and corporate landscape contractor licenses expire August 1, 2019.

When are my renewal forms and payment due?

2019-2020 license renewal applications and payments must be postmarked, or submitted online, **on or before August 1, 2019** to avoid reinstatement and late fees.

[CLICK HERE](#) to renew your individual license online.

[CLICK HERE](#) to renew your corporate license online.

- IMPORTANT! the individual license renewal of the person (licensee) connected to the business must be submitted first.
- Annual Report Needed: To obtain a copy of your annual report, go to <https://www.sosnc.gov/search/index/corp> and use the "Search Business Registration" tool to access your annual report which is found under the "view document filings" icon. Save the annual report on your computer so you can upload it when prompted by the online renewal form.

If renewing by mail, please don't forget to: (Your application will not be processed if either of these are missing.)

- **Sign your renewal application** on both the individual and corporate renewal forms.
- **(Required by law)** On your application, **you must check a box** for the following question. If you do not check either box in the required verification statement, the Board is required by law to deny your application and license.

REQUIRED VERIFICATION (you must check a box): On behalf of the applicant/licensee, I certify that I have read and understand the "public notice statement" maintained by the N.C. Industrial Commission, Employee Classification Section on their website. Further, the applicant/licensee has /has not been investigated for employee misclassification within the past twelve (12) months.

How much continuing education do I need to renew my license?

All licensed landscape contractors must complete seven (7) hours of Board Approved Continuing Education between August 1 and July 31 each year. *At least three (3) of the seven CEUs must be technical (landscape) credits and at least two (2) of the seven CEUs must be business credits. The remainder two hours can be either technical or business credit.*

How do I prove I completed my continuing education?

You will be instructed to submit continuing education verification on your renewal application. Do not submit your proof of attendance forms; keep them on file at your office for two years following the renewal date for which they apply.

What do I do if I don't have enough continuing education?

[CLICK HERE](#) for a list of July education opportunities available.

Search Tips: Search by your county or by the month (enter 07/ for July) to help you find current events close to you, or search 'on-line' to find on-line course that may be taken any time.

Do I still need a surety bond?

Yes. Your \$10,000 NC Landscape Contractor Surety Compliance Bond or Irrevocable Letter of Credit must remain continuously in force. You do not need to submit your bond with the renewal application because the Board has already received your bond with your original license application. However, if any changes are made to your bond or letter of credit, send the original, signed and sealed document to our office within 30 days of the change.

More Questions?: [EMAIL](#) or CALL 919.266.8070.

Maintaining Your License



Continuing Education Landscape Credits (CEL) Still Available

Licensees need to complete 7 hours of CELs in a renewal year (August 1 - July



Is Your Information Current?

According to State Statute 21 NCAC 28B .0204:

31).

3 CELs must be technical
2 CELs must be business
2 remaining credits can be technical or business.

[CLICK HERE](#) to search the easy-to-use list of approved courses by course#, provider, date, hours of credit, or location.

Always Have Good References at Your Fingertips

NCLCLB has created three manuals that every landscaper should have on its shelf. The manuals serve as study guides for license applicants, and comprehensive references for professionals working in the field every day.

1. Guide to Business, Law, and Project Management: [CLICK HERE](#) to order directly from the publisher.

2. Manual of Professional Horticulture Practice: Contact the NCLCLB office or [CLICK HERE](#) to order online.

3. Landscape Construction Manual of Practice: [CLICK HERE](#) to order directly from the publisher.

(a) Every licensee shall keep the Board advised of the licensee's current mailing address, phone number, email address, and the name or names under which the licensee is practicing. If any change occurs, the licensee shall notify the Board in writing of the change within 60 days.

(b) Upon the dissolution of a professional relationship, the member or members thereof shall notify the Board in writing concerning such dissolution and of the succeeding status and addresses of the individuals or firm.

(c) Within 5 days after the lapse of a surety bond or revocation of a letter of credit prescribed in G.S. 89D-16(a)(4), a licensee shall notify the Board in writing. If a licensee fails to renew the surety bond or obtain a new letter of credit within 30 days after the lapse or revocation, the license shall be revoked.

(d) Failure to notify the Board of the changes described in Paragraphs (a), (b), or (c) of this Rule shall constitute a violation of G.S. 89D-22.

Please contact NCLCLB today to update your information if needed.



[CONTACT NCLCLB](#)

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