

# NCLCLB Enewsletter

Your source for North Carolina Landscape Contractor information.



## Focus On: On-Point Planting

Spring is here! Avoid complaints and violations by making sure you and your crews are planting grasses, plants, shrubs, and trees per the N.C. landscape licensing law's [Minimum Standards](#) (listed below). The law was written by landscape professionals for landscape professionals to fulfill customer expectations and set the best example for the industry.

### **21 NCAC 28B .0502 PLANTING**

When planting, the licensed contractor shall:

1. Avoid potential planting conflicts with utilities and sight lines.
2. Protect plant material from physical damage and desiccation during transport.
3. Maintain plants during landscape construction.
4. Consider the cultural requirements of individual plants.
5. Excavate the plant hole sufficiently to ensure plant establishment and to promote long-term health, typically two times the width of the plant ball or container size.
6. Scarify the sidewalls of the planting pit.
7. Set plants in an upright, plumb position, unless design intent dictates otherwise.
8. Set plants on a firm, solid base.
9. Remove all strings, twine, and strapping from around the trunk of trees.
10. Remove the top third to top half of burlap or other wrapping material from the rootball of balled and burlapped trees.
11. Remove top third to top half of wire baskets on balled and burlapped trees or bend basket wire back to be flush with the side of the ball.
12. Set the plant so that the top of rootball is at or slightly above surrounding soil and does not exceed four inches above the surrounding soil.
13. Prior to planting, insure that the trunk flare of a tree is not covered with soil, is at or

above the surrounding finished grade, and that no soil has been placed on top of the rootball.

14. Prior to planting containerized plants, manage the rootball to mitigate problems such as circling roots. Acceptable mitigation methods shall include slicing the rootball, shaving the rootball, or redirecting roots.
15. Utilize backfill soil that is similar to the soil at the planting site or is amended to meet a specific landscaping objective.
16. Not firm backfill to a density that inhibits root growth.
17. Install backfill soil in such a manner that it is settled in layered sections to limit future settling.
18. Not utilize screened soil as the sole material for backfill.
19. When mulching plants, maintain a mulch depth that is beneficial to the health of the plants.
20. When mulch is applied, apply mulch so that it does not touch a tree trunk or root flare.
21. Water plants thoroughly and immediately after planting in accordance with the needs of the plant.
22. Notify client of his or her responsibility to water plants following installation.
23. Stake trees only when required due to high winds, extreme slopes, or soft soils.
24. Provide plants that are true to name and species.
25. Provide plants that are healthy and in good condition.
26. Prune any broken limbs.
27. Prune co-dominant leaders in shade trees that typically have dominant leaders.
28. If a condition is observed while the work is being performed that is detrimental to the long-term health of the plant, the condition shall be reported to the customer or client, a supervisor, the owner, or person responsible for authorizing the work.

**As a licensed landscape contractor, you are bound by all the Board's minimum standards, the law, and other requirements pertaining to your license regardless of the cost of the work being performed.**

In addition to planting, there are **Minimum Standards** on:

- 21 NCAC 28B .0501 GENERAL (i.e., contracts, codes, and worksite safety)
- 21 NCAC 28B .0503 TURF
- 21 NCAC 28B .0504 FINISH GRADE
- 21 NCAC 28B .0505 DESIGN AND CONSULTATION
- 21 NCAC 28B .0506 DRAINAGE SYSTEMS AND CISTERNS
- 21 NCAC 28B .0507 LOW-VOLTAGE LIGHTING; POOLS
- 21 NCAC 28B .0508 WALLS
- 21 NCAC 28B .0509 PAVING
- 21 NCAC 28B .0510 PRUNING
- 21 NCAC 28B .0511 WILDFLOWER, NATIVE GRASS, AND NO-MOW SEED ESTABLISHMENT

[CLICK HERE TO DOWNLOAD ALL MINIMUM STANDARDS](#)

## Did You Know...

**Keeping track of your Continuing Education (CE) credits has never been easier.**

“What if my CE record does not reflect the courses I have taken?”

No need to panic. You do need to take action.

First, you should have received a course completion certificate from the CE provider which you need to keep for 2 years for the record. Secondly, continuing education providers have up to 30 days to report CE attendees to the Board office. However, for courses in July of each year, most providers report on a daily or next day basis and we update CE records just as soon as we receive and confirm the information.

What can you do to ensure you get credit? Make sure you sign in; write you name legibly and use **your individual** Landscape Contractors' License number on the course attendance sheet.

If your course is not listed on your landscape contractors' portal continuing education record, contact the CE provider first and ask if the course attendees have been reported to the Board office. The Board office makes every effort to record all CE records as soon as they arrive from the CE provider. As long as you have signed in legibly AND included your individual NC Landscape Contractors' license number, recording your courses in the portal usually is posted within 24 hours. CE courses reported in January and July take a bit longer due to the volume of CE courses being submitted by CE providers. You do not need to submit your "Proof of Attendance" form unless there is a question about a course, or an individual is reinstating a lapsed license.

Sign in to your Landscape Contractors' portal and verify your CE credits often to ensure the CE provider has reported to the Board office. Waiting to verify your CE credits until just before the renewal deadline is a bit risky, stressful and with access to your records in the portal, not necessary.

## Maintaining Your License



### Continuing Education Available for 2023-2024 Licensing Year

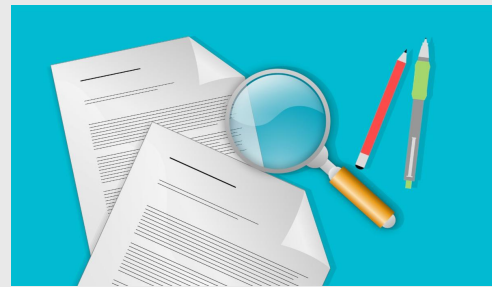
Landscape Contractor Licensees must complete seven (7) continuing education (CE) hours from August 1, 2023 - July 31, 2024.:

- Three (3) CEs must be technical (landscape)
- Two (2) CEs must be business
- The remaining two (2) credits can be technical or business.

**You must personally attend** the approved webinar/course/activity to obtain credit. **Filing false information is a violation of North Carolina law N.C.G.S.89D and can jeopardize your license.**

You can search the easy-to-use list of approved courses by course#, sponsor, date, hours of credit, or location.

[CLICK HERE to Search  
for Approved Education  
Classes](#)



### CE Audits

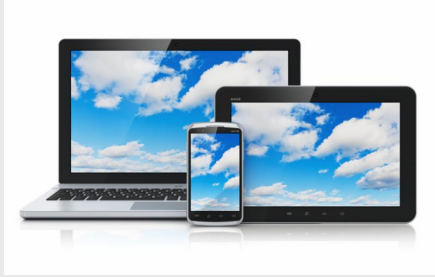
The Board is auditing licensees for continuing education (CE) compliance. License audits are conducted randomly.

To ensure your license is in compliance, make sure you maintain CE attendance records for two years following the processing date of the renewal application to which the CEs were applied.

Licensees selected for an audit shall submit all requested information to the Board within 21 calendar days after the date the licensee is notified.

Failure to maintain compliance with the Board's CE requirements shall result in the licensee's status being changed to inactive per 21 NCAC 28B .0403.

[CLICK HERE for Audit  
Requirements and  
Processes](#)



### NCLCLB Portal

Our portal allows NC Licensed Landscape Contractors to easily keep track of their continuing education credits, renewal status, license history, and personal information 24/7/365.

Your login id and password may be found in your renewal reminder email notifications. Contact the NCLCLB office at [info@nclclb.com](mailto:info@nclclb.com) or (919) 266-8090 if you need assistance with your login ID and password.

**LOG IN to the NCLCLB Portal**



### Reinstatement

If you missed the license renewal deadline, reinstate today!

If you do not reinstate your license by July 31, 2024, as stipulated in N.C.G.S. § 89D-20\*, you will be required to submit a new application, pay all applicable fees and take the 3-part exam to become licensed again.

Need help?:  
[landscape.licensing@nclclb.com](mailto:landscape.licensing@nclclb.com) or (919) 266-8070.

**CLICK HERE to Reinstatement**



**CONTACT NCLCLB**

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