



NC Landscape Contractors' Licensing Board

PO Box 20875, Raleigh, NC 27619

Individual License

Renewal Application

August 1, 2024 – July 31, 2025

2024/2025

IR01

Renew on-line easily and instantly using the NCLCLB Licensee Web Portal:

- Go to www.nclclb.com. Select "Licensing", then "Individual Licensing Renewal". Click on "Renew Here".
- Login with your unique user ID and password, which have been mailed and emailed to you.
- The licensee portal allows you to view your CE credits that have been reported by course providers. If the CE requirement has been recorded as met, you'll be able to proceed with your renewal.
- After you have successfully renewed, you can instantly see your updated license renewal status.

If renewing by mail:

- Complete this form and mail with fee to **NCLCLB, PO Box 20875, Raleigh NC 27619**.
- Attach copies of your Proof of Attendance forms. Keep the originals for your records. See CE Reporting below.

➔ **CE reporting:** You can check your CE credits on the NCLCLB web portal and easily renew on-line. If the CE requirement shows incomplete, contact the course provider who is required to report attendance to the Board. If renewing by mail, attach your Proof of CE Attendance forms. If you do not have your CE forms, contact the course provider.

Individual License Number: _____ **Name:** _____
(First Name) (Middle Name) (Last Name) (Suffix)

Note below CHANGES only to your contact information. If your contact information has not changed, leave this section blank.

Preferred Mailing Address	Business Name
Preferred Mailing City, State, Zip	Business Location Address (appears on NCLCLB website)
Preferred Mailing County	Business City, State, Zip
Preferred Phone # ()	Business County
Cell Phone # ()	Business Phone # ()
Preferred Email	Business Email
Is this preferred address (above) also your home address? Yes _____ No _____	

By signing this form, I certify the information provided above is true and accurate, and:

1. My \$10,000 NCLC surety compliance bond or irrevocable letter of credit remains continuously in force. (G.S.89D-16(a)(4))
2. I have personally attended or taken the Continuing Education (CE) credits for my license renewal. (Rule 21 NCAC 28B.0402 (h))
3. I have provided all changes to my current mailing address, phone, email and business information. (Rule 21 NCAC 28B.0204)
4. I have provided documentation regarding criminal convictions, if any, occurring since previous licensure. (Rule 21 NCAC 28B.0301)
- ➔ **5. 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.

➔ **Signature of Licensee** _____ **Today's Date** _____

Pursuant to NCGS 143-765, you are required to certify by signature that you have read and understand the statements above. IF YOU FAIL TO CERTIFY as instructed, the Board CANNOT approve your application.

Payment Amount: \$100.00 (non-refundable)

If postmarked after 8/1/2024: \$225.00 (\$100 Reinstatement, \$100 License Fee, \$25.00 Late Fee)

Check payable to NCLCLB or Credit card (Visa, MasterCard or AMEX)

Name on Card Card Mailing Address

Credit Card Number Expiration Date CVV code Cardholder Signature

Office use:
Postmark _____
Date Rec'd _____
Fee _____
Date Pd _____
Ck # _____

➔ **IMPORTANT: Did you check a box on Question 5 and sign this form? Incomplete forms will not be processed by law.**