License Renewal Tutorial
In order to safeguard the public health, safety, and welfare, it is necessary to provide regulatory authority over persons offering speech and language pathology and audiology services to the public.

*The green arrows used in this tutorial will not appear on your devices screen, this is to help locate the item, and they look like this.*
Submission & Payment Options

How do you intend to fill in and pay for this renewal? *

- Download a PDF to print, complete by hand & mail with check or money order
- Complete form online, print & mail with payment
- Complete form online & pay via PayPal
- Complete form & Verification of Active Military Status

Select one of the following options.

*Note PayPal's and Money Order's are processed quicker than checks*
Steps to complete for Completing the form online, printing & mail with payment

- If you decide to fill the form out online, print & mail with payment, your screen will look like this.

- The address to mail it to is beside the green arrow. Also, when addressing the envelope to “who” use “NCBOESLPA”.

**Submission & Payment Options**

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Fill in the form below and select the option to receive a PDF by email of your completed form to print and mail.

You will need to mail this form in to: PO Box 16885
Greensboro, NC 27416

**Please note:** Submitting this form without online payment will not submit it to our office. You are responsible for printing & mailing the form with payment.
• The red asterisk means that the field must be completed, if it is not completed you will not be able to submit your form.

• Type in your first name in the first name box, middle name in the middle name box, and last name into the last name box.

• Type in your mailing address.
  • Note it is the licensee’s responsibility to keep the Board up to date on your current mailing address.

• Type in your home phone number, yes, a cell phone number is alright to use here.

• Type in your work number, be sure to include your extension if you have one.

• Type in your email.
• Type in your employer name.

• Type in your employer address.

• **If you have more than one employer, you can use “/“ to separate them.**

• **For the employer address if you have more than one use “/“ here too.**

*Note the red asterisks here too, these are required fields.*
• Select your license area
  • When you click the box a drop-down menu will appear. Look at the area marked by the green arrow.
• Type in your license number
  • Note if you do not know your license number you can find it on the website under “Lookup Licensee”. YOU DO NOT NEED TO KNOW YOUR LIC. # TO USE THIS FUNCTION!
• If you are bilingual, you can disclose what language you are bilingual in, this is optional.
• Select “yes” or “no” for Disciplinary Action. If you select “yes” you will need to provide an accurate explanation of what happened.
• Select “yes” or “no” for Telepractice
• CEU’s only need to be submitted if you are Audited. You do not have to attach them electronically; they can be mailed in too.
If you select “no” you can proceed to the next slide. If you select “yes” stay here.

Select who has military status.

Under supporting documents you can attach them here.
  • Note we do **NOT** accept Military ID’s, and your license will not be renewed until proper military documentation is provided.
- Read the Employee Classification Act, then select the box beside “I understand”.

- Click “yes” or “no” for Investigation of Employee Misclassification.
  - If you select “yes” you will need to write out an explanation that includes the results of the investigation.

*Note these are required fields. Your form will not be submitted until they have the appropriate option selected.
• These are required fields, if you select “yes” a box will appear under it called “Email (PDF for delivery)”. Type in the email you would like the form to be sent to.

• Sign your name.
If you owe a delinquency fee, select this box.

Select the appropriate payment option, in this section the “complete online, print, and mail with payment” option was selected in the beginning. Therefore, selecting “mail payment with printed form” should be selected.

You will need to print the form off before submitting it, if you did not put in your email to receive the PDF. If you did put in your email for the PDF, you can print this off and mail it in.
Delinquent Fees

- If you are using “Completing the form online, printing & mail with payment”. You do not need to worry about paying your delinquent fee online. When you write your check it will be $85.