

14B NCAC 17 .0201 is amended **with changes** as published in 33:16 NCR 1667 as follows:

14B NCAC 17 .0201 APPLICATION FOR LICENSE

(a) Each applicant for a license shall ~~complete submit~~ an online application form on the website provided by the Board. ~~This form and one additional copy shall be submitted~~ When this online application is submitted, to the administrator it and shall be accompanied by:

- (1) one set of classifiable fingerprints on an ~~applicant card~~ F.B.I. fingerprint card provided by the ~~Board;~~ Board and mailed separately to the Board's office;
- (2) one head and shoulders digital photograph of the applicant in JPG format of **acceptable sufficient** quality for identification, taken within six months prior to the online submission, and ~~submitted by e-mail to PPSASL Photos@ncdps.gov or by compact disc;~~ uploaded with the application submission;
- (3) statements of the results of a statewide criminal history records search by the reporting service designated by the Board pursuant to G.S. 74D-2.1(a) for any state where the applicant has resided within the preceeding 60 months; and
- (4) the applicant's application ~~fee; and fee,~~ along with a four dollar (\$4.00) convenience fee **charged by the third-party vendor** and credit card transaction fee **charged by the applicant's credit card provider and collected online.**
- ~~(5) an Equifax credit check run within 30 days of the license application submission date.~~

(b) Each applicant shall ~~provide~~ upload evidence of high school graduation either by diploma, G.E.D. certificate, or other equivalent documentation.

(c) Each applicant for a license shall meet personally with either a Board investigator, the Screening Committee, the Director, or a Board representative designated by the Director prior to being issued a license. The applicant shall discuss the provisions of G.S. 74D and the administrative rules in this Chapter during the personal meeting. The applicant shall sign a form provided by the Board **indicating stating** that the applicant has reviewed the information with the Board's representative and that the applicant understands G.S. 74D and the administrative rules in this Chapter.

(d) Each applicant for a branch office license shall ~~complete submit~~ an online application form on the website provided by the Board. ~~This form online application shall be submitted to the Director and~~ shall be accompanied by the branch office application fee.

History Note: Authority G.S. 74D-2; 74D-2.1; 74D-3; 74D-5; 74D-7; **74D-8**

Temporary Rule Eff. January 9, 1984, for a period of 120 days to expire on May 7, 1984;

Eff. May 1, 1984;

Amended Eff. December 1, 2012; February 1, 2012; January 1, 2007; September 1, 2006; March 1, 1993; July 1, 1987; January 1, 1986;

Transferred and Recodified from 12 NCAC 11 .0201 Eff. July 1, 2015;

1 *Amended Eff. December 1, 2017;*
2 *Readopted Eff. June 1, 2018;*
3 *Amended Eff. September 1, 2019.*

1 14B NCAC 17 .0203 is amended **with changes** as published in 33:14 NCR 1492 and 33:16 NCR 1667 as
2 follows:

3
4 **14B NCAC 17 .0203 FEES FOR LICENSE**

5
6 (a) Application license fees ~~shall be~~ are as follows: ~~follows~~ plus a four dollar (\$4.00) convenience fee **charged by the**
7 **third-party vendor** and credit card transaction fee **charged by the applicants credit card provider and collected online:**

8 (1) one hundred fifty dollars (\$150.00) non-refundable initial application ~~fee;~~ fee.

9 (2) ~~three hundred seventy five dollar (\$375.00)~~ five hundred dollar (\$500.00) biennial fee for a new or
10 renewal ~~license;~~ license.

11 (3) one hundred fifty dollars (\$150.00) branch office license ~~fee;~~ fee.

12 (4) one hundred dollars (\$100.00) late renewal fee to be paid in addition to the renewal fee if the license
13 has not been renewed on or before the expiration date.

14 (b) Fees shall be paid ~~as follows:~~

15 (1) ~~if the application is submitted by hand delivery, U.S. Mail, or delivery services, payment shall be~~
16 ~~by check or money order made payable to the Alarm Systems Licensing Board; or~~

17 (2) ~~if the application if is submitted online, payment shall be by credit card, e-check or other form of electronic~~
18 ~~funds or electronic funds transfer.~~

19
20 *History Note: Authority G.S. 74D-7;*

21 *Temporary Rule Eff. January 9, 1984, for a period of 120 days to expire on May 7, 1984;*

22 *Eff. May 1, 1984;*

23 *Amended Eff. January 1, 1986;*

24 *Temporary Amendment Eff. October 6, 1992 for a period of 180 days or until the permanent rule*
25 *becomes effective, whichever is sooner;*

26 *Amended Eff. February 1, 2010; March 1, 1993;*

27 *Transferred and Recodified from 12 NCAC 11 .0203 Eff. July 1, 2015;*

28 *Amended Eff. January 1, 2018;*

29 *Readopted Eff. June 1, 2018;*

30 **Amended Eff. September 1, 2019.**

1 14B NCAC 17 .0204 is amended **with changes** as published in 33:16 NCR 1667 as follows:

2
3 **14B NCAC 17 .0204 RENEWAL OF LICENSE**
4

5 (a) Each applicant for a license renewal shall ~~complete a renewal form~~ submit an **online** renewal application on the
6 website provided by the Board. This ~~form~~ online application shall be submitted to the Director not less than 30 days
7 prior to expiration of the applicant's current license and shall be accompanied by:

8 (1) ~~two head and shoulders color photographs of the applicant of acceptable quality for identification~~
9 ~~and made within 90 days of the application one inch by one inch in size;~~

10 (2) (1) statements of the result of a ~~local~~ statewide criminal history records search by the reporting ~~services~~
11 service designated by the Board pursuant to G.S. 74D-2.1 for any state where the applicant has
12 resided within the preceeding 24 months;

13 (3) (2) the applicant's renewal fee as set forth in .0203(a)(2); and

14 (4) (3) proof of liability insurance pursuant to G.S. ~~See~~ **74D-9.**

15 (b) Applications for renewal shall be submitted not less than 30 days before the expiration date of the license. No
16 renewal shall be granted more than 90 days after the date of expiration of a license. ~~Renewals shall be dated on the~~
17 ~~next day following expiration of the prior license.~~

18 (c) Applications for renewal submitted after the expiration date of the license shall be accompanied by the late renewal
19 fee established by Rule .0203 of this Section and shall be submitted not later than 90 days after the expiration date of
20 the license.

21 (d) The Director shall **review and** approve or ~~deny all applications~~ **recommend denial of an application** for renewal.
22 All denials shall be submitted to the Board for a final Board decision.

23 (e) Members of the armed forces whose licenses are in good standing and to whom G.S. 105-249.2 grants an extension
24 of time to file a tax return shall be granted the same extension of time to pay the license renewal fee and to complete
25 the continuing education requirements prescribed in Section .0500 of this Chapter. A copy of the military order or the
26 extension approval by the Internal Revenue Service or by the North Carolina Department of Revenue shall be
27 furnished to the Board.
28

29 *History Note: Authority G.S. 74D-2(a); 74D-5; 74D-7; 93B-15;*

30 *Eff. January 1, 1995;*

31 *Temporary Adoption Eff. May 18, 1995;*

32 *Amended Eff. February 1, 2012; July 1, 2010; May 1, 1999; October 1, 1995;*

33 *Transferred and Recodified from 12 NCAC 11 .0204 Eff. July 1, 2015;*

34 *Amended Eff. April 1, 2018;*

35 *Readopted Eff. June 1, 2018;*

36 ***Amended Eff. September 1, 2019.***
37

14B NCAC 17 .0209 is amended **with changes** as published in 33:16 NCR 1667 as follows:

14B NCAC 17 .0209 COMPANY BUSINESS LICENSE

(a) Any firm, association, or corporation required to be licensed pursuant to G.S. 74D-2(a) shall ~~submit~~upload an application for a company business license on a form on the website provided by the Board. A sole proprietorship that is owned and operated by an individual holding a current alarm systems business license shall be exempt from this Rule. This application form shall include such information as the firm, association, or corporation name; the address of its principal office within the State; all past convictions for criminal offenses of any company director or officer; information concerning the past revocation, suspension, or denial of a business or professional license to any director or officer; a list of all directors and officers of the firm, association, or corporation; a list of all persons, firms, associations, corporations, or other entities owning 10 percent or more of the outstanding shares of any class of stock; and the name and address of the qualifying agent.

(b) In addition to the items required in Paragraph (a) of this Rule, an out-of-state company shall file with its license application form a copy of its certificate of authority to transact business in this state issued by the North Carolina Secretary of State, in accordance with G.S. 55-15-01, and a consent to service of process and pleadings that is authenticated by its company seal and accompanied by a duly-certified copy of the resolution of the board of directors authorizing the proper officer or officers to execute this consent.

(c) After filing a completed ~~written~~ online application with the Board, the Board shall conduct a background investigation to ascertain if the qualifying agent is in a management position. The Board shall also determine if the directors or officers have the requisite good moral character as defined in G.S. 74D-6(3). It shall be prima facie evidence of good moral character if a director or officer has not been convicted by any local, State, federal, or military court of any crime involving the use, carrying, or possession of a firearm; conviction of any crime involving the use, possession, sale, manufacture, distribution, or transportation of a controlled substance, drug, narcotic, or alcoholic beverage; conviction of a crime involving assault or an act of violence; conviction of a crime involving breaking or entering, burglary, larceny, or any offense involving moral turpitude; or does not have a history of addiction to alcohol or a narcotic drug. For the purposes of this Section, "conviction" means and includes the entry of a plea of guilty, no contest, or a verdict rendered in open court by a judge or jury.

(d) Upon **satisfactory** completion of the background investigation, a company business license shall be issued if all requirements of this Rule are met. A company business license issued by the Board shall be displayed at the principal place of business within **the State of** North Carolina.

(e) The company business license shall be issued only to a corporation and shall not be construed to extend to a licensing of its directors, officers, or employees.

(f) The issuance of the company business license is issued to the firm, association, or corporation in addition to the license issued to the qualifying agent. The qualifying agent for the firm, association, or corporation that has been issued the company business license shall be responsible for assuring compliance with G.S. 74D.

(g) Within 90 days of the death of a licensee, the existing qualifying agent or a newly designated replacement qualifying agent for the company may submit a written request to the Board, asking that the deceased licensee's license number remain on company advertisements. The Board shall permit the use of the deceased licensee's license number only if the current qualifying agent's license number is printed immediately adjacent to and in the same size print as the deceased licensee's license number.

History Note: Authority G.S. 74D-2(a); 74D-5;
Eff. November 1, 1993;
Amended Eff. July 1, 2005; March 1, 1995;
Transferred and Recodified from 12 NCAC 11 .0209 Eff. July 1, 2015;
Readopted Eff. June 1, 2018;
Amended Eff. September 1, 2019.

1 14B NCAC 17 .0301 is amended **with changes** as published in 33:16 NCR 1667 as follows:

2
3 **14B NCAC 17 .0301 APPLICATION FOR REGISTRATION**
4

5 (a) Each licensee or qualifying agent shall submit ~~and sign an application form~~ an online application for the
6 registration of his or her employee on ~~a form~~ the website provided by the Board. ~~This form, when~~ When this online
7 application is submitted sent to the Board, it shall be accompanied by:

- 8 (1) one set of classifiable fingerprints on a standard F.B.I. ~~applicant~~ **fingerprint** card mailed separately
9 to the Board's office;
10 (2) one original signed S.B.I. release of information form uploaded online and the original mailed
11 separately to the Board's office;
12 ~~(2) (3)~~ (3) one head and shoulders digital photograph of the applicant ~~in JPG format~~ of acceptable quality for
13 identification, taken within six months prior to online submission, and ~~submitted~~ uploaded with the
14 application submission; submission, e-mail to PPSASL-Photos@ncdps.gov or by compact disc;
15 ~~(3) (4)~~ (4) statements of the results of a statewide criminal history records search by the reporting service
16 designated by the Board pursuant to G.S. 74D-2.1(a) for any state where the applicant has resided
17 within the preceeding 60 months; ~~and~~
18 ~~(4) (5)~~ (5) the registration fee required by Rule .0302 of this ~~Section~~ Section, along with a four dollar (\$4.00)
19 convenience fee **charged by the third-party provider** and credit card transaction fee **charged by the**
20 **applicant's credit card provider and collected online;** and
21 (6) a completed affidavit form and public notice statement form.

22 (b) The employer of an applicant who is currently registered with another alarm business shall complete an online
23 application form provided by the Board. This form shall be accompanied by the applicant's multiple registration fee-
24 fee along with a four dollar (\$4.00) convenience fee charged by the third-party provider and credit card transaction
25 fee charged by the applicant's credit card provider and collected online. This online application shall be accompanied
26 by a completed affidavit form and public notice statement form.

27 (c) The employer of each applicant for registration shall print and retain a copy of the applicant's online application
28 in the individual applicant's personnel file in the employer's office.

29 ~~(d) The employer of an applicant for registration shall complete and submit to the Board a certification of the~~
30 ~~background and criminal record check of each applicant signed by the licensee or qualifying agent. A copy of this~~
31 ~~certification shall be retained in the individual applicant's personnel file in the employer's office.~~
32

33 *History Note: Authority G.S. 74D-2.1; 74D-5; 74D-8;*

34 *Temporary Rule Eff. January 9, 1984 for a Period of 120 Days to Expire on May 7, 1984;*

35 *Eff. May 1, 1984;*

36 *Amended Eff. December 1, 2012; January 1, 2007; July 1, 1993; March 1, 1993; September 1, 1990;*

37 *November 1, 1988;*

1 *Transferred and Recodified from 12 NCAC 11 .0301 Eff. July 1, 2015;*
2 *Amended Eff. December 1, 2017;*
3 *Readopted Eff. June 1, 2018;*
4 *Amended Eff. September 1, 2019.*

1 14B NCAC 17 .0302 is amended **with changes** as published in 33:16 NCR 1667 as follows:

2
3 **14B NCAC 17 .0302 FEES FOR REGISTRATION**

4
5 (a) Registration fees are as ~~follows:~~ **follows**, plus a four dollar (\$4.00) convenience fee **charged by the third-party**
6 **vendor** and credit card transaction fee **charged by the applicant's credit card provider and collected online.**

7 (1) ~~Forty-five dollar (\$45.00)~~ **Fifty dollar (\$50.00)** non-refundable biennial registration fee; ~~fee.~~

8 (2) Ten dollar (\$10.00) non-refundable fee for registration of an employee who changes employment
9 to another ~~licensee;~~ **licensee.**

10 (3) Ten dollar (\$10.00) non-refundable annual multiple registration fee; ~~fee.~~

11 ~~(4) Ten dollar (\$10.00) fee for each reconsideration of a registration permit that has been previously~~
12 ~~filed with the Board but returned to the licensee or applicant for correctable errors;~~

13 ~~(5) (4)~~ Twenty dollar (\$20.00) late renewal fee to be paid for an application submitted no more than 30
14 days from the date the registration expires and to be paid in addition to the renewal fee.

15 (b) Fees shall be paid ~~as follows:~~

16 ~~(1) if the application is submitted by hand delivery, U.S. Mail, or delivery service, payment shall be by~~
17 ~~check or money order made payable to the Alarm Systems Licensing Board; or~~

18 ~~(2) if the application is submitted online, payment shall be by credit card, e-check or other form of or~~ electronic
19 funds transfer.

20
21 *History Note: Authority G.S. 74D-7;*

22 *Temporary Rule Eff. January 9, 1984, for a period of 120 days to expire on May 7, 1984;*

23 *Eff. May 1, 1984;*

24 *Amended Eff. January 1, 1986;*

25 *Temporary Amendment Eff. October 6, 1992 for a period of 180 days or until the permanent rule*
26 *becomes effective, whichever is sooner;*

27 *Amended Eff. May 1, 2010; February 1, 2010; April 1, 2005; March 1, 1993;*

28 *Transferred and Recodified from 12 NCAC 11 .0302 Eff. July 1, 2015;*

29 *Amended Eff. January 1, 2018;*

30 ***Readopted Eff. June 1, 2018;***

31 ***Amended Eff. September 1, 2019.***

1 14B NCAC 17 .0306 is with changes amended as published in 33:16 NCR 1667 as follows:

2
3 **14B NCAC 17 .0306 RENEWAL OR REREGISTRATION OF REGISTRATION**

4
5 (a) Each applicant for renewal of a registration identification card or his or her employer shall complete ~~a~~ an online
6 form on the website provided by the Board. This online form shall be submitted not less than ~~30~~ 90 days prior to
7 expiration of the applicant's current card and shall be accompanied by:

- 8 (1) ~~two one digital~~ head and shoulders color ~~photographs~~ photograph of the applicant of acceptable
9 quality for identification and made within 90 days of the application ~~one inch by one inch in size;~~
10 uploaded online with application submission;
11 (2) ~~statements of the result of a local criminal history records search by the City or County Bureau or~~
12 ~~Clerk of Superior Court in each county where the applicant has resided within the immediately~~
13 ~~preceding 24 months; and~~ of a statewide criminal history records search by the reporting service
14 designated by the Board pursuant to G.S. 74D-2.1(a) for any state where the applicant has resided
15 within the preceding ~~[48]~~ 24 months; and
16 (3) the applicant's renewal fee: ~~[fee]~~ fee, along with the four dollar (\$4.00) convenience fee charged by
17 the third-party vendor and credit card transaction fee charged by the applicant's credit card provider
18 and collected online.

19 (b) Each licensee shall provide each applicant for registration or re-registration ~~an a~~ a copy of the online submitted
20 application form provided by the Board. This form shall be submitted to the Board online and accompanied by:

- 21 (1) ~~two one digital~~ head and shoulders color ~~photographs~~ photograph of the applicant of acceptable
22 quality for identification and made within 90 days of the application uploaded online with the
23 application submission; and
24 (2) the applicant's registration fee: ~~[fee]~~ fee, along with the four dollar (\$4.00) convenience fee charged
25 by the third-party vendor and credit card transaction fee charged by the applicant's credit card
26 provider and collected online..

27 (c) The employer of each applicant for a registration renewal or reregistration shall give the applicant a copy of the
28 online application which will serve as a record of application for renewal and shall retain a copy of the applicant's
29 online renewal application in the individual's personnel file in the employer's office.

30 (d) Members of the armed forces whose registrations are in good standing and to whom G.S. 105-249.2 grants an
31 extension of time to file a tax return are granted that same extension of time to pay the registration renewal fee and to
32 complete the continuing education requirements prescribed by Section .0500 of this Chapter. A copy of the military
33 order or the extension approval by the Internal Revenue Service or by the North Carolina Department of Revenue
34 must be furnished to the Board.

35
36 *History Note:* Authority G.S. 74D-7; 74D-8; 93B-15;

37 *Temporary Rule Eff. January 9, 1984, for a Period of 120 Days to Expire on May 7, 1984;*

1 *Eff. May 1, 1984;*
2 *Amended Eff. February 1, 2012; July 1, 2010; March 1, 1993; December 1, 1988; July 1, 1987;*
3 *Transferred and Recodified from 12 NCAC 11 .0306 Eff. July 1, 2015;*
4 *Readopted Eff. June 1, 2018;*
5 *Amended Eff. September 1, 2019.*

1 14B NCAC 17 .0502 is **with changes** amended as published in 33:16 NCR 1667 as follows:

2
3 **14B NCAC 17 .0502 REQUIRED CONTINUING EDUCATION HOURS**

4
5 Each licensee shall complete **at least a minimum of** six credit hours of continuing education training during each two-
6 year renewal period. Each registrant shall complete **at least a minimum of** three credit hours of continuing education
7 training during each renewal period. Only registrants who engage in installation, service, sales, or monitoring of alarm
8 systems shall be required to complete the continuing education requirements. Credit shall be given only for classes
9 that have been pre-approved by the Board. A licensee or registrant who attends a complete meeting of a regularly-
10 scheduled meeting of the Alarm Systems Licensing Board shall receive three credit hours for each meeting that the
11 licensee or registrant attends. The Board-approved continuing education form(s) showing the credit hours earned must
12 be uploaded online and submitted with each licensee or registrant's online application submission.

13
14 *History Note: Authority G.S. 74D-2; 74D-5;*
15 *Eff. May 1, 1999;*
16 *Amended Eff. July 18, 2002;*
17 *Transferred and Recodified from 12 NCAC 11 .0502 Eff. July 1, 2015;*
18 *Readopted Eff. June 1, 2018;*
19 ***Amended Eff. September 1, 2019.***
20

1 14B NCAC 17 .0505 is amended **with changes** as published in 33:16 NCR 1667 as follows:

2
3 **14B NCAC 17 .0505 RECORDING AND REPORTING CONTINUING EDUCATION CREDITS**
4

5 (a) Each licensee shall be responsible for recording and reporting continuing education credits to the Board at the
6 time of license or registration renewal. For each course taken, **indicates states** the report shall include a certificate of course completion
7 that is signed by at least one course instructor, **indicates states** the name of the licensee or registrant who completed
8 the course, **indicates states** the date of course completion, and **indicates states** the number of hours taken by the licensee
9 or registrant. Credit shall not be given if a certificate of course completion is dated more than two years from the
10 license or registration permit renewal date. Each course instructor shall maintain a course roster and shall verify the
11 identity of each participant by a government issued photo identification, such as a driver's license. This roster shall be
12 delivered to the Board's office within two weeks of the completion date of the course.

13 (b) All online applications for renewal of a license or registration permit shall have CE Certificates ~~attached~~ uploaded,
14 verifying completion of the required number of credit hours. If an applicant is filing an application designated as
15 "new" and the applicant has been licensed or registered for any period of time within the previous two years, the
16 applicant shall ~~attach~~ upload CE Certificates verifying completion of the required number of credit hours. An applicant
17 shall not be required to submit a CE Certificate if the applicant is filing an application designated as a "transfer" or
18 "duplicate" and if the applicant has a current registration card issued by the Board.

19
20 *History Note: Authority G.S. 74D-2; 74D-5;*

21 *Eff. May 1, 1999;*

22 *Amended Eff. March 1, 2006; March 1, 2004; July 18, 2002;*

23 *Transferred and Recodified from 12 NCAC 11 .0505 Eff. July 1, 2015;*

24 *Readopted Eff. June 1, 2018;*

25 ***Amended Eff. September 1, 2019.***