

## REQUEST FOR TECHNICAL CHANGE

AGENCY: Alarms Systems Licensing Board

RULE CITATION: All Rules Submitted

**DEADLINE FOR RECEIPT: Friday, August 9, 2019**

**PLEASE NOTE:** *This request may extend to several pages. Please be sure you have reached the end of the document.*

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

*Submit a full History Note for each Rule, including a proposed effective date. Here is an example of what the History Note for Rule .0201 may look like:*

*History Note: Authority G.S. 74D-2; 74D-2.1; 74D-3; 74D-5; 74D-7;  
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;  
Amended Eff. December 1, 2017;  
Readopted Eff. June 1, 2018;  
Amended Eff. September 1, 2019.*

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

Amanda J. Reeder  
Commission Counsel  
Date submitted to agency: July 29, 2019

## REQUEST FOR TECHNICAL CHANGE

AGENCY: Alarms Systems Licensing Board

RULE CITATION: 14B NCAC 17 .0201

**DEADLINE FOR RECEIPT: Friday, August 9, 2019**

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

*In (a), line 4, what is the "website provided by the Board"? Does your regulated public know? Why not state the url?*

*In (a)(1) and (2), I note that this language mirrors G.S. 74D-8 but is not listed in the History Note. Instead, you are citing to G.S. 74D-2.1, which addresses criminal background checks by the SBI. Which statute are you relying upon here?*

*On line 9, I take it that "acceptable quality" is to mirror the language in G.S. 74D-8?*

*In (a)(4), what is your authority to charge this \$4 convenience fee? Are you relying upon G.S. 150B-19(5)?*

### **§ 150B-19. Restrictions on what can be adopted as a rule.**

An agency may not adopt a rule that does one or more of the following:

(5) Establishes a fee or other charge for providing a service in fulfillment of a duty unless a law specifically authorizes the agency to do so or the fee or other charge is for one of the following:

- a. A service to a State, federal, or local governmental unit.
- b. A copy of part or all of a State publication or other document, the cost of mailing a document, or both.
- c. A transcript of a public hearing.
- d. A conference, workshop, or course.
- e. Data processing services.

*On line 15, insert a comma after "fee"*

*In (c), line 23, I suggest you replacing "indicating" with "stating"*

Amanda J. Reeder  
Commission Counsel

Date submitted to agency: July 29, 2019

*In (d), line 27, where is this fee set forth? Is it what is in Rule .0203(a)(3)?*

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

Amanda J. Reeder  
Commission Counsel  
Date submitted to agency: July 29, 2019

1 14B NCAC 17 .0201 is amended as published in 33:16 NCR 1667 as follows:

2  
3 **14B NCAC 17 .0201 APPLICATION FOR LICENSE**

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

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

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

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

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

28  
29 *Authority G.S. 74D-2; 74D-2.1; 74D-3; 74D-5; 74D-7*

## REQUEST FOR TECHNICAL CHANGE

AGENCY: Alarms Systems Licensing Board

RULE CITATION: 14B NCAC 17 .0203

**DEADLINE FOR RECEIPT: Friday, August 9, 2019**

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

*You submitted two versions of the same Rule. The versions do not include the changes made to the other. Combine these Rules into a single Rule and form to show what changes you intend to make. You will do this by:*

*On the Submission for Permanent Rule form:*

*In Box 6 that the Notice of Text was published 1/15/19 and 2/15/19, put both links to the agency notice, and include both hearing dates.*

*In Box 7, insert both consultation dates.*

*In Box 9B, combine the explanations.*

*In the Rule:*

*For the Introductory Statement, state "14B NCAC 17 .0203 is amended as published in 33:14 NCR 1492 and 33:16 NCR 1667 as follows:"*

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

Amanda J. Reeder  
Commission Counsel  
Date submitted to agency: July 29, 2019

1 14B NCAC 17 .0203 is amended as published in 33:16 NCR 1667 as follows:

2  
3 **14B NCAC 17 .0203 FEES FOR LICENSE**

4  
5 (a) Application license fees ~~shall be~~ are as ~~follows:~~ follows plus a four dollar (\$4.00) convenience fee and credit card  
6 transaction fee:

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

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

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

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

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

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

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

17  
18 *Authority G.S. 74D-7*

1 14B NCAC 17 .0203 is amended as published in 33:14 NCR 1492 as follows:

2  
3 **14B NCAC 17 .0203 FEES FOR LICENSES**

4 (a) Application license fees shall be as follows:

- 5 (1) one hundred fifty dollars (\$150.00) non-refundable initial application fee;
- 6 (2) ~~three hundred seventy five dollar (\$375.00)~~ five hundred dollar (\$500.00) biennial fee for a new or
- 7 renewal license;
- 8 (3) one hundred fifty dollars (\$150.00) branch office license fee;
- 9 (4) one hundred dollars (\$100.00) late renewal fee to be paid in addition to the renewal fee if the license
- 10 has not been renewed on or before the expiration date.

11 (b) Fees shall be paid as follows:

- 12 (1) if the application is submitted by hand delivery, U.S. Mail, or delivery services, payment shall be by
- 13 check or money order made payable to the Alarm Systems Licensing Board; or
- 14 (2) if the application if submitted online, payment shall be by credit card, e-check or other form of electronic
- 15 funds.

16  
17 *History Note: Authority G.S. 74D-7;*

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

19 *Eff. May 1, 1984;*

20 *Amended Eff. January 1, 1986;*

21 *Temporary Amendment Eff. October 6, 1992 for a period of 180 days or until the permanent rule*

22 *becomes effective, whichever is sooner;*

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

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

25 *Amended eff. January 1, 2018; May 1, 2019*

26 *Readopted Eff. June 1, 2018.*

## REQUEST FOR TECHNICAL CHANGE

AGENCY: Alarms Systems Licensing Board

RULE CITATION: 14B NCAC 17 .0204

**DEADLINE FOR RECEIPT: Friday, August 9, 2019**

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

*In (a), line 5, you have "online" (one word) in Rule .0201. Please be consistent here.*

*On lines 5-6, what is the website provided by the Board? The Board's website? What is the url?*

*In (a)(3), line delete "Sec." Just state "G.S. 74D-9."*

*In (d), is the Director approving or denying, or reviewing and then approving or recommending denial, which is then decided by the Board? It appears the be the latter, based upon what is written. If that is the case, the I suggest clarifying the language.*

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

Amanda J. Reeder  
Commission Counsel  
Date submitted to agency: July 29, 2019



1 14B NCAC 17 .0204 is amended 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 on-line 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. Sec. 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 approve or deny all applications for renewal. All denials shall be submitted to the Board for a  
22 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 *Authority G.S. G.S. 74D-2(a); 74D-5; 74D-7; 93B-15*

## REQUEST FOR TECHNICAL CHANGE

AGENCY: Alarms Systems Licensing Board

RULE CITATION: 14B NCAC 17 .0209

**DEADLINE FOR RECEIPT: Friday, August 9, 2019**

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

*Please insert page numbers, as this is a multi-page rule. (See 26 NCAC 02C .0108(1)(h))*

*In (a), line 6, what is "a website provided by the Board"?*

*On line 10, please insert a comma after "suspension"*

*Line 12, insert a comma after "corporations"*

*In (d), line 29, what is "satisfactory completion"?*

*On line 31, "State of North Carolina" is redundant. I suggest either stating "State" or "North Carolina" instead of both.*

*In (g), Page 2, line 4, do you need "immediately"?*

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

Amanda J. Reeder  
Commission Counsel  
Date submitted to agency: July 29, 2019

1 14B NCAC 17 .0209 is amended as published in 33:16 NCR 1667 as follows:

2  
3 **14B NCAC 17 .0209 COMPANY BUSINESS LICENSE**  
4

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

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

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

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

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

34 (f) The issuance of the company business license is issued to the firm, association, or corporation in addition to the  
35 license issued to the qualifying agent. The qualifying agent for the firm, association, or corporation that has been  
36 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.

*Authority G.S. 74D-2(a); 74D-5*

## REQUEST FOR TECHNICAL CHANGE

AGENCY: Alarms Systems Licensing Board

RULE CITATION: 14B NCAC 17 .0301

**DEADLINE FOR RECEIPT: Friday, August 9, 2019**

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

*In (a)(1), line 8, why is "fingerprint" hyphenated? You don't hyphenate the term in Rule .0201.*

*In (a)(5), line 18, insert a comma after "Section"*

*In (a)(6), and (b), line 24, what is this "affidavit form and public notice statement form" you are referring to? What are the contents? Where are these obtained?*

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

Amanda J. Reeder  
Commission Counsel  
Date submitted to agency: July 29, 2019

1 14B NCAC 17 .0301 is amended 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~~ finger-print 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 and credit card transaction fee; and  
20 (6) a completed affidavit form and public notice statement form.

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

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

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

30  
31 *Authority G.S. 74D-2.1; 74D-5; 74D-8*

## REQUEST FOR TECHNICAL CHANGE

AGENCY: Alarms Systems Licensing Board

RULE CITATION: 14B NCAC 17 .0302

**DEADLINE FOR RECEIPT: Friday, August 9, 2019**

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

*In (a), line 5, insert a comma after "follows"*

*What authority are you relying upon to charge the fee in (a)(3)?*

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

Amanda J. Reeder  
Commission Counsel  
Date submitted to agency: July 29, 2019

1 14B NCAC 17 .0302 is amended 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 and credit card transaction fee.

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

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

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

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

12 (5) (4) Twenty dollar (\$20.00) late renewal fee to be paid for an application submitted no more than 30  
13 days from the date the registration expires and to be paid in addition to the renewal fee.

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

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

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

19  
20 *Authority G.S. 74D-7*



## REQUEST FOR TECHNICAL CHANGE

AGENCY: Alarms Systems Licensing Board

RULE CITATION: 14B NCAC 17 .0306

**DEADLINE FOR RECEIPT: Friday, August 9, 2019**

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

*In (a), line 5, please either state "his or her" or replace "his" with "the"*

*On line 6, what is this website?*

*In (a)(2), line 15, I note that the change to 48 months is not in the other rules. I take it this is an intentional difference in this Rule?*

*In (a)(3), line 16, and (b)(2), line 23, insert a comma after "fee"*

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

Amanda J. Reeder  
Commission Counsel  
Date submitted to agency: July 29, 2019

1 14B NCAC 17 .0306 is 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 employer shall complete ~~a~~ an online form on  
6 the website provided by the Board. This online form shall be submitted not less than ~~30~~ 90 days prior to expiration of  
7 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 ~~preceeding 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 preceeding 48 months; and  
16 (3) the applicant's renewal ~~fee.~~ fee along with the four dollar (\$4.00) convenience fee and credit card  
17 transaction fee.

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

- 20 (1) ~~two one digital~~ head and shoulders color ~~photographs~~ photograph of the applicant of acceptable  
21 quality for identification and made within 90 days of the application uploaded online with the  
22 application submission; and  
23 (2) the applicant's registration ~~fee.~~ fee along with the four dollar (\$4.00) convenience fee and credit card  
24 transaction fee.

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

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

33  
34 *Authority G.S. 74D-7; 74D-8; 93B-15*

## REQUEST FOR TECHNICAL CHANGE

AGENCY: Alarms Systems Licensing Board

RULE CITATION: 14B NCAC 17 .0502

**DEADLINE FOR RECEIPT: Friday, August 9, 2019**

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

*I suggest making this a multiple paragraph rule, separating requirements for licensees from registrants.*

*On lines 5 and 6, typically the use of "at least" is not favored in rules, since rules set the floor. I take it you need to retain this language here?*

*On line 5, I believe that "two-year" should be hyphenated.*

*On line 8, how is this "pre-approval" done by the Board? Is the process set forth in rule?*

*On line 11, "Board-approved" should be hyphenated.*

*What are the contents of this form? Where can it be obtained?*

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

Amanda J. Reeder  
Commission Counsel  
Date submitted to agency: July 29, 2019

1 14B NCAC 17 .0502 is 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 six credit hours of continuing education training during each two year renewal  
6 period. Each registrant shall complete at least three credit hours of continuing education training during each renewal  
7 period. Only registrants who engage in installation, service, sales, or monitoring of alarm systems shall be required to  
8 complete the continuing education requirements. Credit shall be given only for classes that have been pre-approved  
9 by the Board. A licensee or registrant who attends a complete meeting of a regularly-scheduled meeting of the Alarm  
10 Systems Licensing Board shall receive three credit hours for each meeting that the licensee or registrant attends. The  
11 Board approved continuing education form(s) showing the credit hours earned must be uploaded online and submitted  
12 with each licensee or registrant's online application submission.

13  
14 *Authority G.S. 74D-2; 74D-5*

## REQUEST FOR TECHNICAL CHANGE

AGENCY: Alarms Systems Licensing Board

RULE CITATION: 14B NCAC 17 .0505

**DEADLINE FOR RECEIPT: Friday, August 9, 2019**

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

*The name on the Submission for Permanent Rule form does not match the name on the Rule. Please make sure they conform by either updating the Rule or the form.*

*Please be sure that this Rule's font size complies with Rule 26 NCAC 02C .0108(1)(d)*

*In (a), line 7, insert a comma after "taken"*

*On lines 8 and 9, I suggest replacing "indicates" with "states" Alternatively, you could simplify the language and state "... instructor that states: the name of the licensee or registrant who completed the course; the date of course completion; and the number of hours..."*

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

Amanda J. Reeder  
Commission Counsel  
Date submitted to agency: July 29, 2019

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

2  
3 **14B NCAC 17 .0505 RECORDING AND REPORTING CONTINUING EDUCATION**  
4 **CREDITS**  
5

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

14 (b) All online applications for renewal of a license or registration permit shall have CE Certificates ~~attached~~ uploaded,  
15 verifying completion of the required number of credit hours. If an applicant is filing an application designated as  
16 "new" and the applicant has been licensed or registered for any period of time within the previous two years, the  
17 applicant shall ~~attach~~ upload CE Certificates verifying completion of the required number of credit hours. An applicant  
18 shall not be required to submit a CE Certificate if the applicant is filing an application designated as a "transfer" or  
19 "duplicate" and if the applicant has a current registration card issued by the Board.  
20

21 *Authority G.S. 74D-2; 74D-5*