

1 **21 NCAC 22A .0503 is amended with changes as published in 29: 04 NCR 419 as follows:**

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3 **21 NCAC 22A .0503 SUBMISSION OF APPLICATIONS AND FEES**

4 (a) The Board shall accept a digital image of a signed affidavit or other document required as part of an application  
5 as the original when submitted electronically in conjunction with the electronic application.

6 (b) If an applicant submits an incomplete application, the application shall be classified as "abandoned by the  
7 applicant" ~~on the 10th business day if after 14 days following of the~~ electronic transmission of the application to the  
8 Board ~~if~~ the application is not a duly made application, as defined in 21 NCAC 22A .0401. The Board shall not  
9 apply any fee paid or document submitted for the abandoned application to any other application. It is the  
10 responsibility of the applicant and the sponsor, if any, to ensure that all supplemental documents requested in the  
11 application are submitted within ~~10 business~~ 14 days if all documents are not electronically submitted with the  
12 application. This Rule ~~does~~ shall not extend an application deadline set forth in any other rule of this Chapter.

13 (c) The exam registration deadline ~~is shall be~~ 45 days prior to the examination date. ~~An applicant may be denied~~  
14 ~~admission to an exam if an application is submitted after the registration deadline. Late registration is grounds for~~  
15 ~~denying an applicant admission to an examination,~~ based on proximity to examination date, availability of space in  
16 the examination, and the applicant or the applicant's sponsor's past history of compliance with the Board's rules. An  
17 applicant denied admission to an examination due to late registration shall be registered for the next scheduled  
18 examination, if otherwise eligible.

19 (d) No later than ~~10 business~~ 14 days after an apprentice has held a valid apprentice registration certificate for 365  
20 days, the apprentice shall make application to take the next scheduled licensing examination. All apprentices shall  
21 reapply for a license by examination within the time prescribed in Paragraph (c) of this Rule each time they take and  
22 fail to pass the licensing examination.

23 (e) No later than 20 days after the date printed on the Official Notice of Examination Results, a registered  
24 apprentice who failed to pass the qualifying examination shall make application to renew the apprentice certificate  
25 or the sponsor shall submit written notice to the Board that the apprenticeship is being terminated by the current  
26 expiration date of the certificate.

27 (f) The Board shall deny a late duly made application, except as set forth in Paragraph (c) of this Rule.

28 (g) In computing ~~[any period of time prescribed or allowed by these Rules, or by any applicable statute,] the time~~  
29 ~~stated in the rules of this Chapter,~~ the day of the act or event ~~[after which the designated period of time begins to run~~  
30 ~~is] shall~~ not to be included. The last day of the period ~~[so computed is to] shall~~ be included, unless it is a Saturday,  
31 ~~[Sunday] Sunday,~~ or a legal holiday, in which event the period runs until the end of the next day ~~[which] that~~ is not a  
32 Saturday, Sunday, or a legal holiday.

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34 *History Note:* Authority G.S. 25-3-506; 93D-3(c); 93D-5; 93D-9;

35 *Eff. April 23, 1976;*

36 *Amended Eff. August 1, 2012; February 1, 1996; January 1, 1992; May 1, 1988;*

37 *Recodified from 21 NCAC 22F .0103 Eff. May 1, 2013;*



1 **21 NCAC 22F .0107 is amended with changes as published in 29: 04 NCR 420 as follows:**

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3 **21 NCAC 22F .0107 COMMUNICATION OF RESULTS OF EXAMINATIONS**

4 (a) The office of the Board shall issue written notification concerning the applicant's performance on the qualifying  
5 examination to each registered applicant by mailing exam results to the mailing address provided by the applicant  
6 applicant. concerning the applicant's performance on the qualifying examination no later than 30 working days after  
7 the date of the examination.

8 (b) A copy of the applicant's exam results shall be mailed to the applicant's Registered Sponsor at the mailing  
9 address on file with the Board at the same time the results are mailed to the applicant.

10 (c) The deadline for the Board to mail exam results shall be 30 days after the examination.

11 (d) The written notification shall be titled "Official Notice of Examination Results" with the date of the notice  
12 printed below the title.

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14 *History Note: Authority G.S. 93B-8; 93D-3(c);*

15 *Eff. April 23, 1976;*

16 *Amended Eff. December 1, 2014; September 1, 2013; June 1, 2012; February 1, 1996; May 1,*  
17 *1988.*

1 21 NCAC 22F .0108 is amended with changes as published in 29: 04 NCR 420 as follows:

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3 21 NCAC 22F .0108 REVIEW OF EXAMINATION

4 (a) As set forth in G.S. 93B-8 (e), 93B-8(c) each registered applicant who takes and does not pass the  
5 qualifying examination shall be granted an opportunity to review ~~that~~ the failed portion of the examination that  
6 is in the custody and control of the Board in the presence of a representative of the Board, upon written request  
7 from the applicant.

8 (b) An applicant shall make a written request by completing the electronic form available on the Board  
9 website. The written request shall include the applicant's name and Exam ID number, contact phone number,  
10 e-mail address, and dates available for a review appointment.

11 (c) ~~The deadline to request a exam review shall be 20 days request shall be submitted by the registered~~  
12 ~~applicant no later than 30 days after the date~~ of printed on the Official Notice of Examination Results.

13 (d) The Board shall conduct exam reviews at the Board's office by appointment.

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15 *History Note: Authority G.S. 93B-8; 93D-3(c);*

16 *Eff. April 23, 1976;*

17 *Amended Eff. December 1, 2014; October 1, 2013; February 1, 1996; January 1, 1992; May 1,*  
18 *1988.*

1 **21 NCAC 22F .0206 is amended with changes as published in 29: 04 NCR 420 as follows:**

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3 **21 NCAC 22F .0206 APPEALS AND CE PROGRAM MODIFICATION**

4 (a) Only the initial applicant shall possess the right to appeal the decision of the Board. The applicant's appeal shall  
5 include a written statement and any supplemental documentation ~~the applicant determines will support the request for~~  
6 ~~Board reconsideration, to support the appeal.~~ The appeal shall be submitted prior to the end of the CEU Accrual Period  
7 for the program. The Board shall review the appeal using Rule 21 NCAC 22F .0205 to determine program approval.  
8 ~~compliance with the rules in this Section.~~ The Board shall respond in writing to the applicant within 30 days. An  
9 applicant who is not satisfied with the Board decision after the appeal may request an administrative hearing in  
10 accordance with 21 NCAC 22L .0103.

11 (b) The program sponsor shall submit documentation to the Board within 30 days after the CE completion date regarding  
12 any modifications to a program approved by the Board, regarding any modifications to an approved program to the Board  
13 within 30 calendar days after the CE Program completion date and shall notify program participants that approved CEU  
14 credit is subject to change due to modifications in the agenda.

15 (c) The program sponsor shall write all program modifications in the appropriate section on the Report of Attendance  
16 and sign the form in the area designated for CE Program modifications if any session of an approved CE program is  
17 modified after publication of the program announcement or after submission of the program application to the Board.

18 (d) The Board may modify its approval of sessions and the CEU credit allowed when a program is changed after  
19 receiving Board approval. The Board shall update the program status on the website to reflect CEU credit changes.

20 (e) The program applicant shall submit a new program application if:

- 21 (1) the Board approved a CE Program for multiple dates and the content or duration of the CE Program  
22 changes after one or more of the approved program dates have occurred. The remaining program  
23 dates shall constitute a new CE Program; or  
24 (2) the program sponsor offers a pre-approved CE Program on additional dates. The additional date(s)  
25 shall constitute a new CE Program, unless the program sponsor notifies the Board within 20 days of  
26 the canceled CE Program's date that a different date has been substituted.

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28 *History Note: Authority G.S. 93D-3(c); 93D-11;*  
29 *Eff. September 1, 2013-2013;*  
30 *Amended Eff. December 1, 2014.*

1 **21 NCAC 22I .0114 is amended as published in 29: 04 NCR 420-21 as follows:**

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3 **21 NCAC 22I .0114 CHANGE OF ADDRESS**

4 ~~It is the duty of all licensees, registered applicants, and registered apprentices to~~ All individuals regulated by the Board  
5 shall provide the Board with current address information by completing the online address change form available on the  
6 Board's website ([www.nchalb.org](http://www.nchalb.org)) within 14 days of any change in mailing address or **name and street address of any**  
7 **business** notify the Board, within ten working days, of any change **in the business name(s) or the street address(es)**, within  
8 the State of North **Carolina, of their place(s) of business or proposed place(s) of business. Carolina.** Failure to do so may  
9 result in disciplinary action after proper notice and hearing.

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11 *History Note: Authority G.S. 93D-3(c); 93D-10; **93D-13***  
12 *Eff. April 23, 1976;*  
13 *Amended Eff. February 1, 1996; May 1, 1988;*  
14 *Recodified from 21 NCAC 22F .0118 Eff. May 1, 2013.*  
15 *Amended Eff. December 1, 2014.*