

Burgos, Alexander N

Subject: FW: [External] REVISED - 21 NCAC 25 .0202

From: Wiggs, Travis C <travis.wiggs@oah.nc.gov>
Sent: Monday, January 26, 2026 11:35 AM
To: ncitlb@caphill.com; Rules, Oah <oah.rules@oah.nc.gov>
Cc: Burgos, Alexander N <alexander.burgos@oah.nc.gov>
Subject: RE: [External] REVISED - 21 NCAC 25 .0202

Thank you, Caitlin.

This revised Rule is final for review at January's RRC meeting.

Alex,

Please replace the version on the agenda with this final revised version.

Thanks,

Travis C. Wiggs
Rules Review Commission Counsel
Office of Administrative Hearings
Telephone: 984-236-1929
Email: travis.wiggs@oah.nc.gov

From: NCITLB <ncitlb@caphill.com>
Sent: Monday, January 26, 2026 10:28 AM
To: Wiggs, Travis C <travis.wiggs@oah.nc.gov>; Rules, Oah <oah.rules@oah.nc.gov>
Cc: Burgos, Alexander N <alexander.burgos@oah.nc.gov>
Subject: RE: [External] REVISED - 21 NCAC 25 .0202

CAUTION: External email. Do not click links or open attachments unless verified. Report suspicious emails with the Report Message button located on your Outlook menu bar on the Home tab.

Hello Travis,

I have made the requested revision, as I understood it being requested. Please see attached and let me know if any further edits are needed.

Thank you,
Caitlin

Caitlin Schwab
Board Administrator
North Carolina Interpreters & Translators Licensing Board
701 Exposition Place, Ste 206
Raleigh, NC 27615

Phone: 919-779-5709

NCITLB@caphill.com

NCITLB.org

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law N.C.G.S. CHAPTER 132 and may be disclosed to third parties

1 21 NCAC 25 .0202 is adopted as published in 40:04 NCR 439-441 with changes as follows

2

3 **21 NCAC 25 .0202 THE APPLICATION PACKAGE AND REQUIREMENTS FOR LICENSURE**

4 (a) An applicant for licensure shall submit the following materials to the Board:

5 (1) A completed, signed, and dated application;

6 (2) A clear, two-inch by two-inch, passport-style photograph of the head and shoulders of the applicant,
7 made within two years of the date of application;

8 (3) A legible, fully-completed finger print card obtained from a local law enforcement agency;

9 (4) The applicant's signed, written consent to a criminal record check;

10 (5) One or more cashier's checks, certified checks or money orders made payable to the North Carolina
11 Interpreter and Transliterator Licensing Board in the amounts charged by the Department of Public
12 Safety for all necessary local, State and federal criminal record checks; and

13 (6) A cashier's check, certified check or money order made payable to the North Carolina Interpreter
14 and Transliterator Licensing Board in the amount specified by Rule .0203 of this Section.

15 (b) Upon application to the Board and payment of the required fees under Rule .0203(a) of this Section, the Board
16 shall grant an Applicant a full license as an interpreter or transliterator if the applicant meets all of the following
17 qualifications:

18 (1) Is 18 years of age or older.

19 (2) Is of good moral character presumptively established by the applicant's eligibility under Rule .0302
20 of this Chapter. Good moral character includes possessing the characteristics of honesty, sincerity,
21 candor, integrity, maturity, and forthrightness. A finding of lack of good moral character is typically
22 supported by a pattern or series of behaviors, but a single incident may be sufficient to support a
23 finding of a lack of good moral character if it is particularly severe.

24 (3) Meets one of the following criteria:

25 (A) Is nationally certified by the Registry of Interpreters for the Deaf, Inc., (RID).

26 (B) Holds a valid Testing, Evaluation and Certification Unit, Inc. (TECUnit) national
27 certification in cued language transliteration.

28 (C) Holds a current Cued Language Transliterator State Level Assessment (CLTSLA) level 3
29 or above classification.

30 (D) Holds a Board for Evaluation of Interpreters (BEI) assessment of Advanced or above.

31 (E) A Deaf Interpreter who holds a Board for Evaluation of Interpreters (BEI) intermediary
32 certificate level IV or above.

33 (F) Holds a Utah Certified Interpreter certification of professional.

34 (G) Holds a Utah Certified Deaf Interpreter certification.

35 (c) Upon application to the Board and payment of the required fees under Rule .0203(a) of this Section, the Board
36 shall grant an Applicant a one-time provisional license as an interpreter or transliterator if the applicant meets all of
37 the following qualifications:

(1) Is 18 years of age or older.

(2) Is of good moral character presumptively established by the applicant's eligibility under Rule .0302 of this Chapter. Good moral character includes possessing the characteristics of honesty, sincerity, candor, integrity, maturity, and forthrightness. A finding of lack of good moral character is typically supported by a pattern or series of behaviors, but a single incident may be sufficient to support a finding of a lack of good moral character if it is particularly severe.

(3) Completes two continuing education units approved by the Board. These units ~~must~~ shall be completed for each renewable year.

(4) Holds at least a two-year associate degree in interpreting from a post-secondary institution and satisfies one the following:

- (A) Holds a quality assurance North Carolina Interpreter Classification System (NCICS) level C classification.
- (B) Holds a valid National Association of the Deaf (NAD) level 2 or 3 certification.
- (C) Holds a current Educational Interpreter Performance Assessment (EIPA) level 3.5 or above classification.
- (D) Holds a Board for Evaluation of Interpreters (BEI) assessment of Basic.
- (E) A Deaf Interpreter who holds a Board for Evaluation of Interpreters (BEI) intermediary certificate level III.
- (F) Holds a Utah Certified Interpreter certification of novice.

In application to the Board, payment of the required fees under Rule .0203(a) of this Section, and meeting the requirements for a provisional license under Subparagraphs (c)(1) and (2) of this Rule, the Board shall ~~also~~ issue a final license to any of the following categories of persons seeking a one-time provisional license:

- (1) A deaf interpreter who completes 16 hours of training in interpreting coursework or workshops provided by the North Carolina Division of Services for the Deaf and Hard of Hearing, including role and function or ethics, and 20 hours in the 12 months immediately preceding the date of application in the provision of interpreting services.
- (2) An oral interpreter who completes a total of 40 hours of training in interpreting coursework or workshops related to oral interpreting.
- (3) A cued language transliterator who holds a current TECUnit Cued language Transliterator State Level Assessment (CLTSLA) level 2 or above classification.
- (4) A person providing interpreting or transliterating services who has a recognized credential from another state's licensing body in the field of interpreting or transliterating.
- (5) An interpreter or transliterator who has accumulated at least 200 hours per year in the provision of interpreting or transliterating services, in this State or another state, totaling at least 400 hours for the two years immediately preceding the date of the application. An applicant ~~must~~ shall provide documentation of hours when applying for a provisional license under this category, subject to verification by the Board.

1
2 *History Note: Authority G.S. 90D-6; 90D-7; **90D-9**, 90D-10; S.L. 2002-182, s. 7, as amended by S.L. 2003-56;*
3 *Eff. March 21, 2005;*
4 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22,*
5 *2017;*
6 *Temporary Amendment Eff. July 5, 2024;*
7 *Amended Eff. February 1, 2025.*
8 *{Eff. December 1, 2025} Eff. February 1, 2026*
9

Burgos, Alexander N

Subject: FW: [External] REVISED - 21 NCAC 25 .0202

From: Wiggs, Travis C <travis.wiggs@oah.nc.gov>
Sent: Monday, January 26, 2026 10:11 AM
To: ncitlb@caphill.com; Rules, Oah <oah.rules@oah.nc.gov>
Cc: Burgos, Alexander N <alexander.burgos@oah.nc.gov>
Subject: RE: [External] REVISED - 21 NCAC 25 .0202

Good morning,

I've received some feedback from the RRC regarding the language in (b)(2) describing "good moral character". On line 22, I'm requesting that you replace the comma after "character" with a period and start the next sentence to say:

"Good moral character includes possessing the characteristics of honesty, sincerity, candor, integrity, maturity, and forthrightness. A finding of lack of good moral character is typically supported by a pattern or series of behaviors, but a single incident may be sufficient to support a finding of a lack of good moral character if it is particularly severe."

Please delete all the court case citations.

Please reply to this email at your earliest convenience.

Thanks,

Travis C. Wiggs
Rules Review Commission Counsel
Office of Administrative Hearings
Telephone: 984-236-1929
Email: travis.wiggs@oah.nc.gov

Burgos, Alexander N

Subject: FW: [External] RE: January RRC Meeting
Attachments: 01_2026-Interpreter and Transliterator Licensing Board-Requests for Technical Changes.docx; 21 NCAC 25 .0202.docx

From: NCITLB <ncitlb@caphill.com>
Sent: Tuesday, January 13, 2026 2:07 PM
To: Wiggs, Travis C <travis.wiggs@oah.nc.gov>
Cc: Burgos, Alexander N <alexander.burgos@oah.nc.gov>
Subject: RE: [External] RE: January RRC Meeting

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Hello Travis,

I submitted the revised rule to the OAH email and I wanted to send the response to some inquires and the corrected rule directly to this email thread as well.

Caitlin

Caitlin Schwab
Board Administrator
North Carolina Interpreters & Translators Licensing Board
701 Exposition Place, Ste 206
Raleigh, NC 27615
Phone: 919-779-5709
NCITLB@caphill.com
NCITLB.org

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1 21 NCAC 25 .0202 is adopted as published in 40:04 NCR 439-441 with changes as follows

2

3 **21 NCAC 25 .0202 THE APPLICATION PACKAGE AND REQUIREMENTS FOR LICENSURE**

4 (a) An applicant for licensure shall submit the following materials to the Board:

5 (1) A completed, signed, and dated application;

6 (2) A clear, two-inch by two-inch, passport-style photograph of the head and shoulders of the applicant,
7 made within two years of the date of application;

8 (3) A legible, fully-completed finger print card obtained from a local law enforcement agency;

9 (4) The applicant's signed, written consent to a criminal record check;

10 (5) One or more cashier's checks, certified checks or money orders made payable to the North Carolina
11 Interpreter and Transliterator Licensing Board in the amounts charged by the Department of Public
12 Safety for all necessary local, State and federal criminal record checks; and

13 (6) A cashier's check, certified check or money order made payable to the North Carolina Interpreter
14 and Transliterator Licensing Board in the amount specified by Rule .0203 of this Section.

15 (b) Upon application to the Board and payment of the required fees under Rule .0203(a) of this Section, the Board
16 shall grant an Applicant a full license as an interpreter or transliterator if the applicant meets all of the following
17 qualifications:

18 (1) Is 18 years of age or older.

19 (2) Is of good moral character presumptively established by the applicant's eligibility under Rule .0302
20 of this Chapter. If the Board determines there is probable cause to question an applicant's moral
21 character, and after notice to the applicant and a hearing, the Board shall deny a license if there is
22 clear and convincing evidence the applicant lacks good moral character, including ~~possessing~~
23 lacking the characteristics of honesty, maturity, discipline, attention to detail, and respect for the
24 rights of others, as more fully discussed and interpreted in: In re Willis, 288 N.C. 1, 215 S.E. 2d
25 771, appeal dismissed, 423 U.S. 976 (1975); State v. Harris, 216 N.C. 746, 6 S.E. 2d 854 (1940); In
26 re Legg, 325 N.C. 658, 386 S.E. 2d 174 (1989); In re Applicants for License, 143 N.C. 1, 55 S.E.
27 635 (1906); In re Scott Dillingham's Application, 188 N.C. 162, 124 S.E. 130 (1924); State v.
28 Benbow, 309 N.C. 538, 308 S.E. 2d 647 (1983); and ~~later court decisions~~.

29 (3) Meets one of the following criteria:

30 (A) Is nationally certified by the Registry of Interpreters for the Deaf, Inc., (RID).

31 (B) Holds a valid Testing, Evaluation and Certification Unit, Inc. (TECUnit) national
32 certification in cued language transliteration.

33 (C) Holds a current Cued Language Transliterator State Level Assessment (CLTSLA) level 3
34 or above classification.

35 (D) Holds a Board for Evaluation of Interpreters (BEI) assessment of Advanced or above.

36 (E) A Deaf Interpreter who holds a Board for Evaluation of Interpreters (BEI) intermediary
37 certificate level IV or above.

(F) Holds a Utah Certified Interpreter certification of professional.

(G) Holds a Utah Certified Deaf Interpreter certification.

(c) Upon application to the Board and payment of the required fees under Rule .0203(a) of this Section, the Board shall grant an Applicant a one-time provisional license as an interpreter or transliterator if the applicant meets all of the following qualifications:

- (1) Is 18 years of age or older.
- (2) Is of good moral character presumptively established by the applicant's eligibility under 21 NCAC 25 .0302. If the Board determines there is probable cause to question an applicant's moral character, and after notice to the applicant and a hearing, the Board shall deny a license if there is clear and convincing evidence the applicant lacks good moral character, including ~~possessing~~ lacking the characteristics of honesty, maturity, discipline, attention to detail, and respect for the rights of others, as more fully discussed and interpreted in: In re Willis, 288 N.C. 1, 215 S.E. 2d 771, appeal dismissed, 423 U.S. 976 (1975); State v. Harris, 216 N.C. 746, 6 S.E. 2d 854 (1940); In re Legg, 325 N.C. 658, 386 S.E. 2d 174 (1989); In re Applicants for License, 143 N.C. 1, 55 S.E. 635 (1906); In re Scott Dillingham's Application, 188 N.C. 162, 124 S.E. 130 (1924); State v. Benbow, 309 N.C. 538, 308 S.E. 2d 647 (1983); ~~and later court decisions~~.
- (3) Completes two continuing education units approved by the Board. These units ~~must~~ shall be completed for each renewable year.
- (4) Holds at least a two-year associate degree in interpreting from a post-secondary institution and satisfies one the following:
 - (A) Holds a quality assurance North Carolina Interpreter Classification System (NCICS) level C classification.
 - (B) Holds a valid National Association of the Deaf (NAD) level 2 or 3 certification.
 - (C) Holds a current Educational Interpreter Performance Assessment (EIPA) level 3.5 or above classification.
 - (D) Holds a Board for Evaluation of Interpreters (BEI) assessment of Basic.
 - (E) A Deaf Interpreter who holds a Board for Evaluation of Interpreters (BEI) intermediary certificate level III.

(F) Holds a Utah Certified Interpreter certification of novice.

(d) Upon application to the Board, payment of the required fees under Rule .0203(a) of this Section, and meeting the requirements for a provisional license under Subparagraphs (c)(1) and (2) of this Rule, the Board shall ~~also~~ issue a provisional license to any of the following categories of persons seeking a one-time provisional license:

(1) A deaf interpreter who completes 16 hours of training in interpreting coursework or workshops provided by the North Carolina Division of Services for the Deaf and Hard of Hearing, including role and function or ethics, and 20 hours in the 12 months immediately preceding the date of application in the provision of interpreting services.

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- (4) A person providing interpreting or transliterating services who has a recognized credential from another state's licensing body in the field of interpreting or transliterating.
- (5) An interpreter or transliterator who has accumulated at least 200 hours per year in the provision of interpreting or transliterating services, in this State or another state, totaling at least 400 hours for the two years immediately preceding the date of the application. An applicant ~~must~~ shall provide documentation of hours when applying for a provisional license under this category, subject to verification by the Board.

History Note: Authority G.S. 90D-6; 90D-7; **90D-9**, 90D-10; S.L. 2002-182, s. 7, as amended by S.L. 2003-56;

Eff. March 21, 2005;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;

Temporary Amendment Eff. July 5, 2024;

Amended Eff. February 1, 2025.

~~Eff. December 1, 2025~~ **Eff. February 1, 2026**

Request for Changes Pursuant to
N.C. Gen. Stat. § 150B-21.10

Staff reviewed these Rules to ensure that each Rule is within the agency's statutory authority, reasonably necessary, clear and unambiguous, and adopted in accordance with Part 2 of the North Carolina Administrative Procedure Act. Following review, staff has issued this document that may request changes pursuant to G.S. 150B-21.10 from your agency or ask clarifying questions.

Questions contained herein suggest that the rule as written is unclear or there is some ambiguity. If this document includes questions and you do not understand the question, please contact the reviewing attorney to discuss. Failure to respond may result in a staff opinion recommending objection.

Staff may suggest the agency "consider" an idea or language in this document. This is in no way a formal request that the agency adopt the idea or language but rather is offered merely for the agency's consideration which the agency may find preferable and clarifying.

To properly submit rewritten rules, please refer to the following Rules in the NC Administrative Code:

- Rule 26 NCAC 02C .0108 – The Rule addresses general formatting.
- Rule 26 NCAC 02C .0404 – The Rule addresses changing the introductory statement.
- Rule 26 NCAC 02C .0405 – The Rule addresses properly formatting changes made after publication in the NC Register.

Note the following general instructions:

1. You must submit the revised rule via email to oah.rules@oah.nc.gov and copy RRC Counsel. The electronic copy must be saved as the official rule name (XX NCAC XXXX).
2. For rules longer than one page, insert a page number.
3. Use line numbers; if the rule spans more than one page, have the line numbers reset at one for each page.
4. Do not use track changes. Make all changes using manual strikethroughs, underlines and highlighting.
5. You cannot change just one part of a word. For example:
 - Wrong: "aAssociation"
 - Right: "association Association"
6. Treat punctuation as part of a word. For example:
 - Wrong: "day;; and"
 - Right: "day, day; and"
7. Formatting instructions and examples may be found at:
www.ncoah.com/rules/examples.html

If you have any questions regarding proper formatting of edits after reviewing the rules and examples, please contact the reviewing attorney.

Travis C. Wiggs
Commission Counsel
Submitted to agency: January 5, 2026

REQUEST FOR CHANGES PURSUANT TO G.S. 150B-21.10

AGENCY: N.C. Interpreter and Transliterator Licensing Board

RULE CITATION: 21 NCAC 25 .0202

DEADLINE FOR RECEIPT: January 20, 2026

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 email the reviewing attorney to inquire concerning the staff recommendation.

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

The Rule is not formatted correctly. Each line should be numbered.

Please insert 1.5 line spacing (see Rule 26 NCAC 02C .0108(1)(g))

On line 1, change the Introductory Sentence to read, “21 NCAC 25 .0202 is adopted as published in 40:04 NCR 439-441 with changes as follows:” This should be in lowercase.

Is the only “change” from publication the “Eff.” date in the History Note? Please highlight all changes made from publication to submission to the Commission.

Delete “THE” in the Rule name.

Subparagraph (b)(2): Is the standard for “good moral character” satisfied if the applicant is eligible 21 NCAC 25 .0301? If so, why is “presumptively established” necessary?

In all but an exceptional case, compliance with 21 NCAC 25 .0301 will likely satisfy the good moral character statutory requirement. However, the Board can imagine a scenario of technical qualification under 21 NCAC 25 .0301 but nevertheless cause exists to believe good moral character is lacking. For instance, non-criminal fraud cases. Serious criminal charges that are sealed as to a juvenile or otherwise settled by plea bargain. Psychiatric commitments or other indicia of mental incompetence; or even dishonesty in the application process such as intentional misrepresentations. The Board's intention is process-oriented to efficiently process applications but preserve the Board's options for edge cases where an applicant's moral character may bear on whether applicant is a danger to a vulnerable population. Counsel is not aware of an example where the Board has denied an application for lacking good moral character.

Travis C. Wiggs
Commission Counsel
Submitted to agency: January 5, 2026

Subparagraph (b)(2): What type of information, that's required to be submitted as part of the application, will be considered by the Board to determine if "there is probable cause to question an applicant's moral character"?

As part of the normal application, a criminal background check is procured. Board counsel and administrator review each line item from the report as well as the representations in the Application

Subparagraph (b)(2): Replace "possessing" with "lacking" for clarity.

End of Subparagraph (b)(2): Delete "later court decision" because it's unnecessary. Relevant "later court decisions" will always apply to the legal definition of "good moral character".

In (3)(F) and (G), what legal authority is being relied upon to enforce this language? Why is Utah the only state being added to this Rule?

N.C. Gen. Stat. § 90D-7, § 90D-8 both provide the authority to the same effect recognizing "another nationally recognized body that issues certificates or assessments for interpreting approved by the Board by rule." Unfortunately, there are very limited programs available that would satisfy North Carolina's heightened statutory requirements. Although the Board is constantly investigating programs to broaden available options for applicants, the Utah program does currently satisfy the requirements and it is added. The Board will continue to add programs by rule as such programs become available.

Subparagraph (c)(2): Is the standard for "good moral character" satisfied if the applicant is eligible 21 NCAC 25 .0301? If so, why is "presumptively established" necessary?

Subparagraph (c)(2): What type of information, that's required to be submitted as part of the application, will be considered by the Board to determine if "there is probable cause to question an applicant's moral character"?

Subparagraph (c)(2): Replace "possessing" with "lacking" for clarity.

End of Subparagraph (c)(2): Delete "later court decision" because it's unnecessary. Relevant "later court decisions" will always apply to the legal definition of "good moral character".

Subparagraph (c)(3): Replace "must" with "shall" for clarity and consistency.

Page 2, Subparagraph (c)(4)(f): What legal authority is being relied upon to enforce this language? Why is Utah the only state being added to this Rule?

N.C. Gen. Stat. § 90D-7, § 90D-8 both provide the authority to the same effect recognizing "another nationally recognized body that issues

Travis C. Wiggs

Commission Counsel

Submitted to agency: January 5, 2026

certificates or assessments for interpreting approved by the Board by rule." Unfortunately, there are very limited programs available that would satisfy North Carolina's heightened statutory requirements. Although the Board is constantly investigating programs to broaden available options for applicants, the Utah program does currently satisfy the requirements and it is added. The Board will continue to add programs by rule as such programs become available.

Paragraph (d): Delete "also" before "issue" as it's unnecessary.

Subparagraph (d)(4): How is the credential "recognized"? By what procedure? Is there a rule on this?

Currently, only about half of the states have a state board regulating the profession. If such applicant is credentialed by another state board, the NC board require the same documentation to establish reciprocity.

Subparagraph (d)(5): Replace "must" with "shall" for clarity and consistency.

History Note: S.L. 2002-182, s. 7, as amended by S.L. 2003-56 says registration with the Board shall be "on or before December 31, 2004". What is your agency's authority to make the provisions of this Rule retroactively effective?

History Note: Why doesn't G.S. 90D-9 (Reciprocity) apply as legal authority for this Rule?

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

Travis C. Wiggs
Commission Counsel
Submitted to agency: January 5, 2026

Burgos, Alexander N

Subject: FW: [External] RE: January RRC Meeting

From: NCITLB <ncitlb@caphill.com>
Sent: Monday, January 5, 2026 3:51 PM
To: Wiggs, Travis C <travis.wiggs@oah.nc.gov>
Cc: Burgos, Alexander N <alexander.burgos@oah.nc.gov>
Subject: RE: [External] RE: January RRC Meeting

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Hello Travis,

These requested changes have been received.

Thank you,
Caitlin
Caitlin Schwab
Board Administrator
North Carolina Interpreters & Transliterations Licensing Board
701 Exposition Place, Ste 206
Raleigh, NC 27615
Phone: 919-779-5709
NCITLB@caphill.com
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From: Wiggs, Travis C <travis.wiggs@oah.nc.gov>
Sent: Monday, January 5, 2026 3:15 PM
To: NCITLB <ncitlb@caphill.com>
Cc: Burgos, Alexander N <alexander.burgos@oah.nc.gov>
Subject: RE: [External] RE: January RRC Meeting

Good afternoon,

I'm the attorney who reviewed the rules submitted by the Interpreter and Transliterator Licensing Board for the January 2026 RRC meeting. The RRC will formally review these rules at its meeting on Thursday, January 29, 2026, at 10:00 a.m. The meeting will be a hybrid of in-person and WebEx attendance, and an evite should be sent to you as we get close to the meeting. If there are any other representatives from your agency who want to attend virtually, please let me know prior to the meeting, and we will get evites out to them as well.

Attached is the Request for Changes Pursuant to G.S. 150B-21.10. Please submit the revised rules to me via email, no later than 5 p.m. on January 20, 2026. Let me know if you have any questions.

Thanks,

Travis C. Wiggs
Rules Review Commission Counsel
Office of Administrative Hearings
Telephone: 984-236-1929
Email: travis.wiggs@oah.nc.gov

Burgos, Alexander N

Subject: FW: [External] RE: January RRC Meeting
Attachments: Form 0400 Submission for Permanent Rule ((21 NCAC 25 0202).pdf

From: NCITLB <ncitlb@caphill.com>
Sent: Monday, January 5, 2026 2:07 PM
To: Wiggs, Travis C <travis.wiggs@oah.nc.gov>
Cc: Burgos, Alexander N <alexander.burgos@oah.nc.gov>
Subject: RE: [External] RE: January RRC Meeting

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Travis,

Thank you for pointing that out.

Please see the attached updated form.

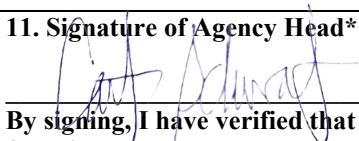
Caitlin
Caitlin Schwab
Board Administrator
North Carolina Interpreters & Translators Licensing Board
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SUBMISSION FOR PERMANENT RULE

1. Rule-Making Agency: North Carolina Interpreter and Transliterator Licensing Board	
2. Rule citation & name (name not required for repeal): 21 NCAC 25 .0202 THE APPLICATION PACKAGE AND REQUIREMENTS FOR LICENSURE	
3. Action: <input type="checkbox"/> ADOPTION <input checked="" type="checkbox"/> AMENDMENT <input type="checkbox"/> REPEAL <input type="checkbox"/> READOPTION <input type="checkbox"/> REPEAL through READOPTION	
4. Rule exempt from RRC review? <input type="checkbox"/> Yes. Cite authority: <input checked="" type="checkbox"/> No	5. Rule automatically subject to legislative review? <input type="checkbox"/> Yes. Cite authority: <input checked="" type="checkbox"/> No
6. Notice for Proposed Rule: <p><input checked="" type="checkbox"/> Notice Required Notice of Text published on: 8/15/2025 Link to Agency notice: https://ncitlb.org/proposed-rule-change/ Hearing on: 9/10/2025</p> <p><input checked="" type="checkbox"/> The requirements listed in G.S. 150B-19.1(c)(1)-(5) were posted on the agency's Web site no later than the publication date of the notice of text in the N.C. Register.</p> <p>Adoption by Agency on: 12/5/2025</p> <p><input type="checkbox"/> Notice not required under G.S.: Adoption by Agency on:</p>	
7. Rule establishes or increases a fee? (See G.S. 12-3.1) <input type="checkbox"/> Yes Agency submitted request for consultation on: Consultation not required. Cite authority: <input checked="" type="checkbox"/> No	8. Fiscal impact. Check all that apply. <input type="checkbox"/> This Rule was part of a combined analysis. <input type="checkbox"/> State funds affected <input type="checkbox"/> Local funds affected <input type="checkbox"/> Substantial economic impact ($\geq \$1,000,000$) <input type="checkbox"/> Approved by OSBM <input checked="" type="checkbox"/> No fiscal note required
9. REASON FOR ACTION	
9A. What prompted this action? Check all that apply: <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Court order / cite: <input type="checkbox"/> Federal statute / cite: <input type="checkbox"/> Federal regulation / cite:	<input type="checkbox"/> Legislation enacted by the General Assembly Cite Session Law: <input type="checkbox"/> Petition for rule-making <input type="checkbox"/> Other:
9B. Explain: This proposed rule would add another pathway to licensure, the Utah assessment would be accepted for provisional and full licensure.	
10. Rulemaking Coordinator: Caitlin Schwab Phone: 919-779-5709 E-Mail: ncitlb@caphill.com Additional agency contact, if any: Phone: E-Mail:	11. Signature of Agency Head* or Rule-making Coordinator:  By signing, I have verified that the information contained on this form is true and accurate to the best of my knowledge. <p style="text-align: center;">*If this function has been delegated (reassigned) pursuant to G.S. 143B-10(a), submit a copy of the delegation with this form.</p> <p style="text-align: center;">Typed Name: Caitlin Schwab Title: Board Administrator</p>
RRC AND OAH USE ONLY	
Action taken: <input type="checkbox"/> RRC extended period of review: <input type="checkbox"/> RRC determined substantial changes: <input type="checkbox"/> Withdrawn by agency <input type="checkbox"/> Subject to Legislative Review <input type="checkbox"/> Other:	

Burgos, Alexander N

Subject: FW: [External] RE: January RRC Meeting

From: Wiggs, Travis C <travis.wiggs@oah.nc.gov>
Sent: Monday, January 5, 2026 1:41 PM
To: ncitlb@caphill.com
Cc: Burgos, Alexander N <alexander.burgos@oah.nc.gov>
Subject: RE: [External] RE: January RRC Meeting

The second box is not checked and the date for “Adoption by Agency” is not provided.

Please reply as soon as possible with the required information.

Thanks,

Travis C. Wiggs
Rules Review Commission Counsel
Office of Administrative Hearings
Telephone: 984-236-1929
Email: travis.wiggs@oah.nc.gov

From: NCITLB <ncitlb@caphill.com>
Sent: Monday, January 5, 2026 12:59 PM
To: Wiggs, Travis C <travis.wiggs@oah.nc.gov>
Cc: Burgos, Alexander N <alexander.burgos@oah.nc.gov>
Subject: [External] RE: January RRC Meeting

CAUTION: External email. Do not click links or open attachments unless verified. Report suspicious emails with the Report Message button located on your Outlook menu bar on the Home tab.

Hello Travis,

I am showing the blanks for question 6 are completed on my end when I open the form on my end. I am not sure what information I am missing. Below is a screenshot of what I see on my end.

- Notice Required**
Notice of Text published on: 8/15/2025
Link to Agency notice: <https://ncitlb.org/proposed-rule-change/>
- Hearing on: 9/10/2025
- The requirements listed in G.S. 150B-19.1(c)(1)-(5) were posted on the agency's Web site no later than the publication date of the notice of text in the N.C. Register.
- Adoption by Agency on:
- Notice not required under G.S.:
Adoption by Agency on:

Caitlin

Caitlin Schwab
Board Administrator
North Carolina Interpreters & Transliterator Licensing Board
701 Exposition Place, Ste 206
Raleigh, NC 27615
Phone: 919-779-5709

NCITLB@caphill.com

NCITLB.org

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law N.C.G.S. CHAPTER 132 and may be disclosed to third parties

Burgos, Alexander N

From: Wiggs, Travis C
Sent: Tuesday, December 30, 2025 10:24 AM
To: ncitlb@caphill.com
Cc: Burgos, Alexander N
Subject: January RRC Meeting
Attachments: Forms - Interpreters.pdf

Good morning,

I've been assigned to review 21 NCAC 25 .0202 for the January Rules Review Commission meeting. Permanent Rule Form 0400 accompanying this Rule is incomplete. Please complete the blanks in question 6. (Notice for Proposed Rule) on the attached form.

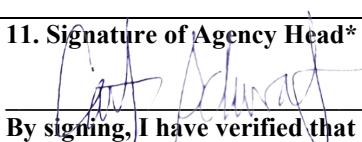
Please reply with the completed form at your earliest convenience.

Thanks,

Travis C. Wiggs
Rules Review Commission Counsel
Office of Administrative Hearings
Telephone: 984-236-1929
Email: travis.wiggs@oah.nc.gov

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

SUBMISSION FOR PERMANENT RULE

1. Rule-Making Agency: North Carolina Interpreter and Transliterator Licensing Board	
2. Rule citation & name (name not required for repeal): 21 NCAC 25 .0202 THE APPLICATION PACKAGE AND REQUIREMENTS FOR LICENSURE	
3. Action: <input type="checkbox"/> ADOPTION <input checked="" type="checkbox"/> AMENDMENT <input type="checkbox"/> REPEAL <input type="checkbox"/> READOPTION <input type="checkbox"/> REPEAL through READOPTION	
4. Rule exempt from RRC review? <input type="checkbox"/> Yes. Cite authority: <input checked="" type="checkbox"/> No	5. Rule automatically subject to legislative review? <input type="checkbox"/> Yes. Cite authority: <input checked="" type="checkbox"/> No
6. Notice for Proposed Rule: <p><input checked="" type="checkbox"/> Notice Required Notice of Text published on: 8/15/2025 Link to Agency notice: https://ncitlb.org/proposed-rule-change/ Hearing on: 9/10/2025</p> <p><input type="checkbox"/> The requirements listed in G.S. 150B-19.1(c)(1)-(5) were posted on the agency's Web site no later than the publication date of the notice of text in the N.C. Register.</p> <p>Adoption by Agency on: <input type="checkbox"/> Notice not required under G.S.: Adoption by Agency on:</p>	
7. Rule establishes or increases a fee? (See G.S. 12-3.1) <input type="checkbox"/> Yes Agency submitted request for consultation on: Consultation not required. Cite authority: <input checked="" type="checkbox"/> No	8. Fiscal impact. Check all that apply. <input type="checkbox"/> This Rule was part of a combined analysis. <input type="checkbox"/> State funds affected <input type="checkbox"/> Local funds affected <input type="checkbox"/> Substantial economic impact ($\geq \$1,000,000$) <input type="checkbox"/> Approved by OSBM <input checked="" type="checkbox"/> No fiscal note required
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9B. Explain: This proposed rule would add another pathway to licensure, the Utah assessment would be accepted for provisional and full licensure.	
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RRC AND OAH USE ONLY	
Action taken: <input type="checkbox"/> RRC extended period of review: <input type="checkbox"/> RRC determined substantial changes: <input type="checkbox"/> Withdrawn by agency <input type="checkbox"/> Subject to Legislative Review <input type="checkbox"/> Other:	