

# North Carolina Interpreter and Transliterater Licensing Board

PO Box 20963 • Raleigh, NC 27619

Phone:919-779-5709 Fax:919-779-5642

[NCITLB@caphill.com](mailto:NCITLB@caphill.com) [www.NCITLB.org](http://www.NCITLB.org)

---

## Checklist for applying for a renewal of a provisional license

### PURSUANT TO:

#### 21 NCAC 25 .0205 21 NCAC 25 .0205 RENEWAL OF A PROVISIONAL LICENSE

- (a) An application for the renewal of a provisional license shall be received by the Board on or before the expiration date of the license being renewed.
- (b) If a licensee does not timely file an application for the renewal of a provisional license, the licensee shall not practice or offer to practice as an interpreter or transliterator for a fee or other consideration, represent himself or herself as a licensed interpreter or transliterator, or use the title "Licensed Interpreter for the Deaf," "Licensed Transliterator for the Deaf," or any other title or abbreviation to indicate that the person is a licensed interpreter or transliterator until he or she receives either a renewed provisional license, as described in Paragraph (c) of this Rule, or an initial full license.
- (c) An application to renew an expired provisional license shall be approved by the Board if it is received by the Board within one year after the provisional license expired and if the application demonstrates that the applicant continues to qualify for a provisional license. A provisional license shall not be renewed after it has expired a second time.
- (d) If the license being renewed has been suspended by the Board, any renewal license issued to the applicant shall also be suspended until the term of the suspension has expired.
- (e) The Board shall renew a provisional license no more than three times upon receipt of timely applications that demonstrate that the applicant continues to qualify for a provisional license. The Board may extend a provisional license on an annual basis after the third renewal if the applicant timely files an application prior to the expiration of the third renewal, and on an annual basis thereafter if further extension is sought by the applicant, that demonstrates that the applicant's progress toward full licensure was delayed by:
- (1) a life-altering event, such as the birth or adoption of a child to the applicant or the applicant's spouse or an acute or chronic illness suffered by either the applicant or a member of the applicant's immediate family;
  - (2) active military service;
  - (3) a catastrophic natural event, such as a flood, hurricane, or tornado; or
  - (4) the certifying organization identified in G.S. 90D-7 having imposed a moratorium on testing or certification that has prevented the applicant from sitting for the qualifying examination and obtaining the results thereof prior to the expiration of the provisional license or any annual extension thereof; provided, however, that a provisional license that has been extended because of a moratorium may be extended one additional time following the end of the moratorium to allow sufficient time for the applicant to take the qualifying examination and to receive the results thereof, but it shall not be extended thereafter on the basis of the moratorium.
- (f) The Board shall not issue an initial provisional license to anyone who has previously held a provisional license.
- (g) The Board shall extend the deadline for filing a license renewal application for any individual who currently holds a provisional license and is in good standing with the Board, if the individual is serving in the armed forces of the United States and if G.S. 105-249.2 grants the individual an extension of time to file a tax return. The extension shall be in effect for any period that is disregarded under Section 7508 of the Internal Revenue Code in determining the taxpayer's liability for a federal tax.

**Deadline for Filing Applications:** Licensure years run from October 1<sup>st</sup> through the following September 30<sup>th</sup>. All applications for renewal must be submitted to the Board no later than 5 p.m. on September 30<sup>th</sup> of the licensure year immediately preceding the licensure year for which the renewal is sought. (Example: A renewal application for the licensure year of October 1, 2017 - September 30, 2018 must be received by the Board by 5 p.m. on September 30, 2018.) Applications can be emailed, mailed, faxed, or an appointment can be made to drop off your application for a renewal in the office. However, all applications must be received by the Board before 5 p.m. on September 30<sup>th</sup>. Incomplete requests will not be considered timely submitted.

---

**Renewals of a Provisional License (1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> renewals):** In order to renew a provisional license, the applicant must submit to the Board by September 30<sup>th</sup> of the licensure year immediately preceding the licensure year for which the renewal is sought a complete application, which is comprised of all of the following:

- The first page of your renewal filled out and signed.
  - CEU certificates.
  - Payment of the renewal fee in certified funds (cashier's checks, money orders, PayPal or cash).
- 

**Discretionary Extension of a Provisional License:** In order to be considered for a discretionary renewal of a provisional license, a licensee must submit to the Board by September 30<sup>th</sup> of the licensure year immediately preceding the licensure year for which the renewal is sought a complete application, which is comprised of all of the following:

- The first page of your renewal filled out and signed.
- CEU certificates.
- Payment of the renewal fee in certified funds.(cashiers check, money orders, PayPal, or cash)
- The Provisional License Discretionary Extension Request Form (Available on the Board's website under "License Application & Renewal Information)