

**15A NCAC 08F .0403 APPLICATION PROCEDURES**

- (a) Upon receipt of the application by the Commission, it will be reviewed for eligibility to take the examination.
- (b) Eligible applicants shall be notified by letter and told the date, time, and place of the examination he or she is registered to take. The notice shall serve as a receipt for the examination fee.
- (c) When the applicant is determined to be ineligible for examination, the applicant shall be notified by letter and advised of the reason for ineligibility. The examination fee shall be refunded in the event that the applicant is determined to be ineligible for the examination. Upon notification of ineligibility, the applicant may request a hearing with the Commission on the ineligibility determination at the next regularly scheduled meeting. The written request shall be postmarked at least 30 days prior to the next regularly scheduled meeting.
- (d) Any applicant who supplies false information on the application for certification for the purpose of gaining eligibility shall be ineligible for the examination and shall forfeit the examination fee. Applicants who have supplied false information and who have been determined to be ineligible who wish to reapply for certification shall follow the procedure set forth in Rule .0407(d) of this Section.

*History Note:* Authority G.S. 90A-47.3; 143B-300;  
Temporary Adoption Eff. January 7, 1997;  
Eff. August 1, 1998;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015;  
Amended Eff. September 1, 2018.