

**21 NCAC 04B .0802 APPLICATION FOR ORIGINAL APPROVAL**

(a) An entity seeking original approval to sponsor a course shall make application on a form prescribed by the Board, which may be obtained from the Board using the information in Rule .0102 of this Subchapter. The application form requires:

- (1) the sponsor's legal name, and any assumed names or trade names;
- (2) the sponsor's physical, postal mail, and email addresses;
- (3) the sponsor's website address (if any);
- (4) the sponsor's telephone number(s);
- (5) the applicant's name, which must be an owner of the sponsor;
- (6) the applicant's physical, postal mail, and email addresses;
- (7) the applicant's telephone number(s);
- (8) the course name;
- (9) the credit hours of the course;
- (10) a description of the content and subject matter of the course;
- (11) the name of the course instructor(s);
- (12) the name of the sponsor's continuing education coordinator; and
- (13) the applicant's signature.

An applying entity that is not based in North Carolina shall also file with the application a consent to service of process and pleadings.

(b) Approval to sponsor a course shall be granted to an applicant upon showing to the Board that:

- (1) The applicant has submitted all information required by the Board in the application;
- (2) The applicant satisfies all of the requirements of Rule .0805 of this Section relating to qualifications or eligibility of course sponsors;
- (3) The continuing education coordinator required by Rule .0805(e) shall exhibit truth, honesty, and integrity as set forth in 21 NCAC 04B .0404(a)(15). The Board shall consider the reputation and character of any owner, officer, or director of any corporation, association, or organization applying for sponsor approval; and
- (4) The applicant has at least one proposed instructor who meets the requirements for Board approval as a course instructor under Rule .0804 of this Section.

*History Note: Authority G.S. 85B-4(e1);  
Eff. July 1, 1999;  
Amended Eff. April 1, 2001; January 1, 2000;  
Temporary Amendment Eff. October 12, 2001;  
Temporary Amendment Expired July 29, 2002;  
Amended Eff. April 1, 2003;  
Readopted Eff. July 1, 2020.*