

21 NCAC 17 .0109 ISSUANCE AND RENEWAL OF LICENSE

(a) An applicant shall be issued a license based on compliance with requirements stated in G.S. 90-357.5 and the rules in this Chapter.

(b) A licensee shall notify the Board of any change in the licensee's personal or professional mailing address within 30 days of that change.

(c) Licenses shall expire on March 31 of every year. A license for an LDN or LN shall be issued for a period of one year beginning April 1 and ending March 31. If an LDN or LN license is initially granted, reinstated, or reactivated between January 1 and March 31, the license shall be granted from the time of issuance through March 31 of the following year.

(d) At least 30 days prior to the expiration date of the license, the Board shall send the licensee written notice via USPS or electronic mail of the amount of renewal fee due, and instructions on how the licensee may renew online at www.ncbdn.org. Each applicant for renewal shall file a completed application with the Board.

(e) A licensee's renewal application must be submitted online prior to the expiration date. The licensee's renewal fee must also be received or postmarked prior to the expiration date in order to avoid the late renewal fee. If the fee is mailed, it must be sent to the mailing address provided in 21 NCAC 17 .0104(d). The licensee shall be responsible for filing any change of email or physical address where renewal notices are to be sent. Failure to receive renewal notice due to the licensee's failure to file change of addresses with the Board shall not be justification for late renewal.

(f) Renewal applications shall require licensees attest that the information on the application is true and complete. The applicant shall provide a written explanation and all available court documents evidencing the circumstances of any pending charge or conviction, not previously made known to the Board, if requested by the Board. The Board shall use these documents when determining if a license should be renewed under G.S. 90-363.

(g) Applicants for renewal of licenses shall provide documentation of having met continuing education requirements by submitting:

- (1) Verification of current certification as a Registered Dietitian Nutritionist by the CDR, and verification of compliance with CDR's continuing education requirements. The continuing education standards required to maintain certification are contained in the "Professional Development Portfolio Guide," which is hereby incorporated by reference including subsequent amendments and editions of reference material. Copies of this standard may be obtained at no charge from CDR's website at: <https://www.cdrnet.org/pdp/professional-development-portfolio-guide>;
- (2) A summary of continuing education on the form provided by the Board documenting completion of 75 hours of continuing education for a five year period. The continuing education hours must meet the standards contained in the "Professional Development Portfolio Guide." Documentary evidence for continuing education activities shall include the following for each activity:
 - (A) the name of provider/sponsor;
 - (B) the name of accrediting organization;
 - (C) the title of the activity;
 - (D) the date attended;
 - (E) the continuing education hours earned; and
 - (F) a record of attendance or participation;
- (3) Verification of current certification as a Certified Nutrition Specialist by the BCNS, and verification of compliance with BCNS's continuing education requirements. The continuing education standards required to maintain certification are listed on the Board for Certification of Nutrition Specialists' website, which is hereby incorporated by reference including subsequent amendments or editions of reference material. Copies of this standard may be obtained at no charge from the BCNS's website at: <https://theana.org/certify/currentCNS/recertification>; or
- (4) Verification of current certification as a Diplomate, American Clinical Board of Nutrition by the ACBN, and verification of compliance with ACBN's continuing education requirements. The continuing education standards required to maintain certification are listed on the American Clinical Board of Nutrition's website, which is hereby incorporated by reference including subsequent amendments or editions of reference material. Copies of this standard may be obtained at no charge from the ACBN's website at: <https://www.acbn.org/policiesprocedures.pdf>.

(h) The Board shall furnish a renewal license to each licensee who meets all renewal requirements by the expiration date.

(i) The Board shall renew a license upon the payment of a late fee within 60 days of the expiration date. If the license has been expired for 60 days or less, the license may be renewed by submitting the online license renewal form, the renewal and late fee, and verification of current certification as a Registered Dietitian Nutritionist, Certified Nutrition Specialist, Diplomate, American Clinical Board of Nutrition, or, if following the requirements of Subparagraph (g)(2) of this Rule, continuing education documentation to the Board, postmarked on or before the end of the 60-day grace period.

*History Note: Authority G.S. 90-356; 90-362; 90-363;
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