

## GENERAL INFORMATION WITH REGARD TO FORMING A PROFESSIONAL CORPORATION

If planning to form a Professional Corporation to render psychological services, you will need an Application for Certificate of Registration of Professional Corporation to Engage in Practice of Psychology and the Instructions for Completing the application. Any licensee of the North Carolina Psychology Board (i.e., a Licensed Psychologist, a provisionally Licensed Psychologist, or a Licensed Psychological Associate) may apply for the certification.

Before you can submit Articles of Incorporation to the Secretary of State's office, you are required to obtain a Certification of Application from the Psychology Board's office as directed below. Refer to the **NOTE** on the first page of the instructions if planning a joint formation between other approved professional groups. For more information, refer to the Secretary of State's website at [www.secretary.state.nc.us/Corporations](http://www.secretary.state.nc.us/Corporations) (Corporations Division). You may also call their office at (919) 807-2225 or toll-free at (888) 246-7636.

The Board's application process is as follows:

- 1) An applicant must complete the Application for Certificate of Registration of Professional Corporation and return it to the Board's office along with a \$50 application fee and a copy of the proposed Articles of Incorporation. A Certification of Application will be returned to the applicant to be used for filing with the Secretary of State's office along with the Articles of Incorporation. (NOTE: This form is NOT the final Certificate of Registration.)
- 2) After the Secretary of State's office has approved the Articles of Incorporation, a complete copy (not just the cover page) of such reflecting the Secretary of State's seal **MUST** be sent to the Board's office.
- 3) Upon receipt by the Board of the approved copy of the Articles of Incorporation, a Certificate of Registration will be issued to the applicant. Pursuant to G.S. § 55B-10, "No professional corporation shall open, operate, or maintain an establishment for any of the purposes set forth in this Chapter without first having obtained a certificate of registration from the licensing board or boards."

Please do not hesitate to contact the Board office if you have any questions regarding these procedures. However, the Board cannot offer legal advice or opinions on any particular filing; therefore, you may wish to consult with an attorney and/or accountant during this process.