

NORTH CAROLINA PSYCHOLOGY BOARD

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*** INSTRUCTIONS FOR COMPLETING
APPLICATION FOR CERTIFICATE OF REGISTRATION
OF PROFESSIONAL CORPORATION ***

NOTE: 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.”** If jointly forming with other professionals as allowed by G.S. § 55B-14(c), each appropriate licensing board must provide a Certification of Application before the applicants can submit Articles of Incorporation to the Secretary of State’s office.

- Item 1 Enter the complete corporate name which must include a corporate ending required by G.S. § 55-4-01(a) or 55B-5.
(e.g., Corporation, Incorporated, Corp., Inc., Professional Association, Professional Corporation, P.A., or P.C.)

- Item 2 Enter the specific personal services to be rendered by the corporation. (e.g., “To provide psychological services,” “To provide psychological services and engage in any other activity as authorized by G.S. § 55B-14,” “To provide consulting and assessment services”)

- Item 3 Enter the mailing address of the corporation, including a telephone number and an E-mail address, if applicable.

- Item 4 Enter the street address of the registered office where business will be conducted.

- Item 5 Enter the name, address, and license number (if applicable) of the incorporator(s). Pursuant to G.S. § 55B-4(1), “At least one incorporator shall be a ‘licensee’ as hereinabove defined in G.S. § 55B-2(2).”

- Item 6 Enter the name and license number of all stockholder(s).** Pursuant to G.S. § 55B-4(2), “All of the shares of stock of the corporation shall be owned and held by a licensee, or licensees, as hereinabove defined in G.S. § 55B-2(2), except as otherwise permitted in G.S. § 55B-6.”

** The statute also allows for joint professional formations as follows:

G.S. § 55B-14(c)(1) A licensed psychologist and a physician practicing psychiatry to render psychotherapeutic and related services.

G.S. § 55B-14(c)(4) A physician, a licensed psychologist, a licensed clinical social worker, or each of them, and a certified clinical specialist in psychiatric and mental health nursing, a licensed marriage and family therapist, a licensed professional counselor, or each of them, to render psychotherapeutic and related services that the respective stockholders are licensed, certified, or otherwise approved to provide.

Item 7 Enter the name and occupation of each member of the Board of Directors of the corporation. Pursuant to G.S. § 55B-4(3), “At least one director and one officer shall be a ‘licensee’ as hereinabove defined in G.S. § 55B-2(2).”

Item 8 Enter the name and occupation of each of the officers of the corporation. Pursuant to G.S. § 55B-4(3), “At least one director and one officer shall be a ‘licensee’ as hereinabove defined in G.S. § 55B-2(2).”

Item 9 Enter the name and license number of each psychologist, other than the shareholder(s), to be EMPLOYED by the corporation. Each psychologist employed by the corporation MUST be licensed to practice psychology in North Carolina.

Item 10 Enter the name and duties of persons OTHER THAN PSYCHOLOGISTS who are employed, or to be employed, by the corporation, such as office staff.

Signatures Each incorporator (from item 5) must sign the application in front of a notary before submitting the application to the North Carolina Psychology Board.

*** SUBMIT THE APPLICATION FORM, A \$50 APPLICATION FEE, AND A COPY OF THE PROPOSED ARTICLES OF INCORPORATION TO THE BOARD OFFICE IN ORDER TO RECEIVE THE REQUIRED CERTIFICATION OF APPLICATION FORM THAT YOU ARE TO SUBMIT TO THE SECRETARY OF STATE’S CORPORATION DIVISION ALONG WITH THE ARTICLES OF INCORPORATION.***

FINALLY, ONCE YOU HAVE RECEIVED THE APPROVED ARTICLES OF INCORPORATION BACK FROM THE SECRETARY OF STATE’S OFFICE, REMEMBER TO SEND A FULL, APPROVED COPY (NOT JUST THE COVER PAGE) TO THE BOARD OFFICE SO THAT THE FINAL CERTIFICATE OF REGISTRATION CAN BE ISSUED.