

NORTH CAROLINA PSYCHOLOGY BOARD
895 State Farm Road, Suite 101
Boone, North Carolina 28607
(828) 262-2258
Email: info@ncpsychologyboard.org

Instructions for Completing
APPLICATION FOR CERTIFICATE OF REGISTRATION
OF PROFESSIONAL LIMITED LIABILITY COMPANY

NOTE: Pursuant to G.S. § 57C-2-01, limited liability companies wishing to render a professional service as defined in N.C.G.S. § 55B-2(6) shall contact the appropriate North Carolina Licensing Board to determine whether compliance with additional licensing requirements may be mandated by law. Such limited liability companies should consult N.C.G.S. § 57C-2-01 for further details.

- Item 1 Enter the complete name of the limited liability company, which must include the word “Professional” or the abbreviation “P.L.L.C.” or “PLLC”, as required by N.C.G.S. § 57C-2-01(c)(v).

- Item 2 Enter the specific services to be rendered by the limited liability company. While rendering professional services, the limited liability company must comply with N.C.G.S. § 57C-2-01(c).

- Item 3 Enter the mailing address of the registered office.

- Item 4 Enter the street address, city, state, and zip code of the registered office where business will be conducted.

- Item 5 Enter the name, address, and license number of each person who executes the articles of organization, whether they are executing them in the capacity of a member or an organizer. (See N.C.G.S. § 57C-3-01)

- Item 6 Enter the name and license number of each member. All members must be licensed professionals as required by N.C.G.S. § 55B-14, and the limited liability may be jointly formed by and among like professions as stipulated in N.C.G.S. § 55B-14(c).

- Item 7 Enter the name and occupation of each manager; at least ONE must be licensed as a psychologist.

- Item 8 Enter the name and license number of PSYCHOLOGISTS to be **EMPLOYED** by the company - other than the members.

Item 9 Enter the name and duties of persons ***OTHER THAN PSYCHOLOGISTS*** employed or to be employed by the company.

Signatures Each organizer (from item 5) must sign and have their signatures notarized 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 ORGANIZATION 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 ORGANIZATION.***

FINALLY, ONCE YOU HAVE RECEIVED THE APPROVED ARTICLES OF ORGANIZATION 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.