

**NORTH CAROLINA PSYCHOLOGY BOARD**  
**895 State Farm Road, Suite 101**  
**Boone, North Carolina 28607**  
**(828) 262-2258**  
**Email: npsybd@charter.net**

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

- 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.

**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.

\* BE SURE TO SEND AN APPROVED COPY OF THE ARTICLES OF ORGANIZATION TO THE PSYCHOLOGY BOARD OFFICE ONCE IT HAS BEEN RECEIVED FROM THE SECRETARY OF STATE'S OFFICE SO THAT THE PSYCHOLOGY BOARD CAN ISSUE A CERTIFICATE OF REGISTRATION.