

NORTH CAROLINA PSYCHOLOGY BOARD
895 State Farm Road, Suite 101
Boone, North Carolina 28607
(828) 262-2258
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Instructions for Completing
**APPLICATION FOR CERTIFICATE OF REGISTRATION
OF PROFESSIONAL LIMITED LIABILITY COMPANY (PLLC)**

NOTE: Pursuant to N.C.G.S. § 57D-2-02, 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 may wish *to* consult N.C.G.S. § 57D-2-02 for further information.

- 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. § 57D-2-02(A)(10).

- 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. § 57D-2-02(c) and Chapter 55B of the North Carolina General Statutes.

- 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. § 57D-2-21)

- 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.

Step #1- IN ORDER TO RECEIVE THE **CERTIFICATION OF APPLICATION** FORM THAT YOU ARE REQUIRED TO SUBMIT TO THE SECRETARY OF STATE'S (SOS) CORPORATION DIVISION (ALONG WITH THE ARTICLES OF ORGANIZATION AND THE SOS FEE), **YOU MUST FIRST SUBMIT THE BOARD'S COMPLETED/SIGNED/NOTARIZED APPLICATION FORM, THE \$50 REGISTRATION FEE MADE PAYABLE TO THE NC PSYCHOLOGY BOARD, AND THE COMPLETED/DATED/SIGNED ARTICLES OF ORGANIZATION TO THE BOARD OFFICE FOR VALIDATION WITH THE BOARD'S RAISED SEAL**

Step #2- ONCE YOU HAVE RECEIVED THE FINAL FILED **ARTICLES OF ORGANIZATION** FROM THE SOS'S OFFICE, EITHER ELECTRONICALLY OR BY HARD COPY, REMEMBER TO SEND A FULL (NOT JUST THE COVER PAGE), FILED COPY TO THE BOARD OFFICE, EITHER ELECTRONICALLY OR BY HARD COPY SO THAT THE FINAL CERTIFICATE OF REGISTRATION NUMBER CAN BE ASSIGNED AND A WALL CERTIFICATE CAN BE PREPARED. **PLEASE NOTE: a company organized for the rendition of professional psychological services is NOT validly operating if it has not completed Step 2 by first receiving the Certification of Registration/registration number from the Board.**