

FAQ

LICENSE RENEWAL

Please call the NCBATE office at 919-821-4980 with any questions you may have.

1. Q: How often do I need to renew my LAT?

A: All licenses expire on January 31st. The license must be renewed each year. To ensure you receive your renewal notice via email in a timely manner, please notify the NCBATE of any email address changes immediately.

2. Q: Will the NCBATE send me a reminder to renew my license?

A: The NCBATE will email notices the first week in December. Second and Third reminders will also be sent out. Please note: Failure to receive notice does not relieve the licensee of the responsibility of renewing their license in a timely manner.

3. Q: What is the fee to renew my license?

A: The renewal fee is \$75 if postmarked on or before February 1. After this date the fee becomes a late renewal fee of \$100.

4. Q: What other documentation do I need to submit?

A: The renewal form (available on www.ncbate.org) along with verification of your current BOC certification.

5. Q: Will you accept my NATA membership card?

A: No, your card must be the card with “BOC” printed on it.

6. Q: The BOC does not send out cards until February. Do I have to pay the late fee if I don't have my new card?

A: No, as long as the fee is received before February 1, the fee is only \$75. Many choose to send in their form and fee and wait for a BOC card. To expedite this process an online verification of your BOC will be accepted.

7. Q: Where do I find an online verification of my BOC?

A: This can be found at <http://www.bocatc.org/atc/BOCTODAY/> under “verify certification”.

8. Q: Will the NCBATE go online and verify my certification?

A: No, it is the responsibility of the licensee to provide this information to the Board.

9. Q: Can I fax in this online verification?

A: Yes, but ONLY if we have already received your fee and renewal application.

10. Q: Where should I send my renewal application?

A: NCBATE

Post Office Box 10769

Raleigh, NC 27605

11. Q: How long will it be until I can print out a new licensure card?

A: Give the NCBATE 10 business days from when you mail your renewal to process the renewal, and it will be available for you to print out on www.ncbate.org

12. Q: I got a second or third notice to renew my license, but you already cashed my check, what is the problem?

A: Your renewal application was deficient in one area. Your letter should state what is needed to complete the renewal application, or you can call the office at 919-821-4980.