

**RECIPROCITY/ENDORSEMENT APPLICATION**  
**PACKAGE CHECKLIST**  
**ITEMS NEEDED FOR COMPLETE APPLICATION**

\*\*\*Make sure that you have each of these items in our office **3 weeks** prior to the Board Meeting.\*\*\*

\_\_\_\_\_ Processing Fee: **\$250.00**

\_\_\_\_\_ Typed application, **Signed, Notarized, Picture**

\_\_\_\_\_ Resume

\_\_\_\_\_ College Transcripts (**MUST BE ORIGINAL**)

\_\_\_\_\_ Reference Forms **MUST BE ON OUR FORMS**

(1) \_\_\_\_\_ Character

(2) \_\_\_\_\_ Character

(3) \_\_\_\_\_ Employer

\_\_\_\_\_ Reciprocity/Endorsement Questionnaire from **EACH** and **EVERY** state you've **ever** held a license in (**including National Exam Scores**)

\_\_\_\_\_ Self-Report from the National Practitioner Data Bank (NPDB)  
(Information under Reciprocity/Endorsement)

**PLEASE NOTE: YOU MUST HAVE A VALID, CURRENT, ACTIVE LICENSE IN THE STATE FROM WHICH YOU ARE APPLYING FROM UNTIL YOU HAVE TOTALLY COMPLETED THE LICENSURE PROCESS IN NORTH CAROLINA.**

**COMPLETED APPLICATION MUST BE RECEIVED**  
**THREE WEEKS PRIOR TO THE BOARD MEETING**