

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: **\$300.00**
- _____ 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)
- _____ Criminal Background Checks – If you are out of state, please request the **Fingerprint card and forms from the Board Office. Once received please complete and submit with the \$38 Criminal Background Check Fee (Live Scan Criminal Background Check & \$38 CBC Fee and Forms can be completed if you are in North Carolina only).**

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