



North Carolina Board of Dietetics/Nutrition

Deadlines

Renewal Open:
January 1 – March 31

Late Renewal:
April 1 – May 31

License Lapse:
June 1

All License Needs:

Licensee Gateway:
gateway.ncbdn.org

Contact:

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Cary, NC 27511

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Renewal Fee Change for 2023

As you may or not be aware, the NCBDN is fully funded by fees collected. Taking seriously its duty to be good stewards of funds and continually striving to operate as efficiently and effectively as possible the Board has not raised fees in almost 20 years. With the rising cost of insurance premiums and increased number of matters requiring legal counsel, as was explained in the published Notice of Text, the Board took the prudent step of increasing fees effective November 1, 2022. As a result, come renewal season, you will see the renewal fee increased to \$95.00 annually. The NCBDN hopes that the renewal fee increase and licensing fee increases will help ensure the Board is able to continue to protect the citizens of North Carolina from unsafe nutrition practice for many years to come.

Renewal Season Opens Online January 1, 2023

[Annual license renewal opens online on January 1, 2023](#). On-time renewal will **close** March 31, 2023. For the past three years, the Board waived the additional \$75 late fee that is applicable from April 1 through May 31; however, the waiver will no longer be in effect in 2023. Thus, please be sure to renew between January 1 and March 31, 2023 to avoid the late fee.

Licensees who do not renew before May 31, 2023 will become LAPSED, and will be required to reinstate their license, subject to all fees and initial licensure processes (including the criminal background check), should they desire to practice as a dietitian or nutritionist in North Carolina.

If you have forgotten your login credentials, you may use the “Forgot Username” or “Forgot Password” buttons on the login page. **Note: the reset instructions will be sent to the email address we have on file. Please be sure to check your junk or spam folders before resending another code.** If you no longer have access to the email address on file with the Board, please email this office at: info@ncbdn.org with an update to your records before proceeding.

Active licensees may go INACTIVE before March 31, 2023 if they are no longer practicing, but believe they may practice in NC again in the future. If you **do not plan** to practice in North Carolina ever again, you may RELINQUISH your license. This informs the Board proactively of your status and assists the Board in not having to continue to reach out by mail and email to find out your intentions.



Please note, **if you have retired**, you may notify [our office by email](#) that you have retired, and we will assist you with properly classifying your license. You may **go inactive** or **relinquish** your license online by logging into the [licensee gateway](#), clicking on your license icon (even if it says “Click here to renew!”), and under the **Options** area, choose the appropriate process.

New Rules Passed

The fee rule was not the only rule that changed in 2022. Effective January 1, 2023 many regulations governing the practice of dietetics and nutrition will be adopted, amended, or repealed. As was addressed in the newsletter sent on August 16, 2022, the NCBDN has been working on these changes for many months. The first set of proposed changes were published in the North Carolina Register and on the [NCBDN's website](#) on July 1, 2022; the second set of proposed changes was published on August 15, 2022. After a public hearing and allowing at least 60 days for public comment, the Board adopted the additional rules that were then reviewed by the North Carolina Rules Review Commission. Many of these rules are effective January 1, 2023, while some are presently delayed pending legislative review. Once updated, you may review all rules currently in effect on our website under “[Laws & Rules](#).”

Although these changes required a significant amount of time and effort to draft and adopt, the NCBDN believes these changes were necessary to ensure the Board is able to govern in line with current practices and to ensure the regulations align with the 2018 amendments to the North Carolina Dietetics/Nutrition Practice Act. The Board is hopeful that all rules approved by the Rules Review Commission will be in effect in the coming months. The Board will continue to update information on its [website](#) regarding actions related to newly amended, adopted, or repealed rules, not yet in effect.

ID Cards & Receipts

As noted in the NCBDN's renewal correspondence, the Board no longer issues plastic ID cards. Thus, please be reminded that your new ID card is available to save as a PDF or print from your Gateway account. After logging into the Gateway, click on your active license. On the following page, under “Options,” you will see a button to “Print ID Card.” Your receipts, dating back through 2010, if applicable, are also available by clicking the blue “View Receipts” button, which is found above the “Options” area.