



# North Carolina Board of Dietetics/Nutrition

## Deadlines

Renewal Open:  
January 1 – March 31

Late Renewal (Additional  
Late fee):  
April 1 – May 31

License Lapse:  
June 1

## All License Needs:

Licensee Gateway:  
[gateway.ncbdn.org](http://gateway.ncbdn.org)



## Contact:

NCBDN  
140 Preston Executive Dr.,  
Suite 205-C  
Cary, NC 27513

Email: [info@ncbdn.org](mailto:info@ncbdn.org)

Phone: 919-388-1931

Web: [www.ncbdn.org](http://www.ncbdn.org)

Fax: 919-882-1776

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## Late Renewal Available Until May 31<sup>st</sup>

Although the on-time renewal period is now closed, licensees whose licenses expired on March 31, 2019 and have not renewed, may still complete the renewal process with an additional \$75 late fee, for a total of \$150. Licensees who do not renew before May 31, 2019 will be **Lapsed**.

If you have forgotten the login credentials you set up last year, 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. If you no longer have access to that email, please contact this office at: [info@ncbdn.org](mailto:info@ncbdn.org) with an update to your records before proceeding.

If you do not plan to renew your North Carolina license you must still **Relinquish** your license. Please note, if you have **retired**, and allowed your license to expire or lapse, you may notify our office in writing that you have retired, and we will assist you with properly classifying your license. You may relinquish your license online, by logging in, **clicking on your “Expired” license**, and under the **Options** area, choosing and *completing* the **Relinquish** process.

## 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 within 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, are also available by clicking the blue “View Receipts” button, which is found above the “Options” area.



## Name Change Process

Licensees should be reminded that if a legal change of name has occurred, a licensee must complete the name change process directly with the NCBDN. The name change process can be done entirely online, through your Gateway account. The Name Change option is located under “My Profile” in the green main menu bar. To submit a name change request online, you will need to have a digital copy of a legal document reflecting the change, available to upload, email, or fax. Alternately, you can submit the form online, and mail a photocopy of the legal document to our office.

## Proposed Readoption of Rules with Substantive Changes

Pursuant to G.S. 150B-21.3A(d)(2), the North Carolina Board of Dietetics/Nutrition (the NCBDN) must readopt rules 21 NCAC 17 .0101, .0104, .0105, .0107, .0109, and .0303 as all of these rules were determined to be necessary with substantive public interest. These rules involve definitions, the application process, the examinations the Board recognizes, provisional licensure for those who have not yet passed the qualifying examination, issuance and renewal of a license, and supervision of those working on their supervised practice requirements in order to qualify for licensure. In 2016, the NCBDN classified these rules as rules that would require readoption because it was aware of (and supported) proposed legislation that would significantly change the NC Dietetics/Nutrition Practice Act (the Act), and consequently impact the rules drafted pursuant to this Act. Such legislation was passed in 2018 as [SL 2018-91](#). In addition to the other changes, SL 2018-91 provided for a new pathway to licensure for qualified nutrition professionals. The NCBDN recognized each of these rules noted here as rules that either involved a piece of that licensure process or maintenance of a license once obtained. With the creation of the new licensure pathway provided under NC Gen. Stat. 90-357.5(c), which went into effect July 1, 2018, the current versions of these rules no longer align with the provisions of Article 25 of Chapter 90.

You can view the proposed rules at: <http://www.ncbdn.org/proposed-rule-changes>. Information on how and where to submit comments, should you so choose, and information on the scheduled public hearing, may also be found at this address.