



# North Carolina Board of Dietetics/Nutrition

## In this issue...

1. [Renewal Season Closed](#)
2. [Have You Retired or Are You Planning to Retire?](#)
3. [NCBDN's Partnership with Sheps Health Workforce NC](#)
4. [Update Your Contact Information](#)

## 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](http://gateway.ncbdn.org)



## Contact:

NCBDN

1135 Kildaire Farm Rd.

Suite 200

Cary, NC 27511

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

Phone: 919-388-1931

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

Fax: 919-882-1776

## Renewal Season Closed

The annual license renewal and late period closed as of May 31, 2025. If a licensee has not renewed, gone inactive, or relinquished their license, it has Lapsed. Lapsed licensees will be required to reinstate their license if they wish to be licensed in NC again.

Currently, the NCBDN has 4,641 Active licensees. We presently have 116 licensees from our 2025 renewal season who are lapsed and who have not informed the Board of their status. As it does annually, the Board reaches out to these individuals by postal mail and email to ensure that they are aware of their lapsed licensed status.

If you are aware of someone who allowed their license to lapse, we ask that you advise them that they should take action to relinquish their license if they are no longer practicing in NC. To relinquish a license and remain in good standing, individuals should log into the licensee gateway system, click on their lapsed license, and under the area called "Options" select Relinquish. If an individual has Lapsed because they have retired, following these instructions to relinquish one's license is also the appropriate choice. Persons unable to use the online system to relinquish their license may write the Board via email ([info@ncbdn.org](mailto:info@ncbdn.org)) or USPS to inform the NCBDN that they wish to move to Relinquished status.

## Have You Retired or Are You Planning to Retire?

If you have retired or are planning to retire, please note that the NCBDN does not have a status called "Retired." The available options are "Inactive" or "Relinquished." Both processes can be accessed by logging into your gateway account, clicking on your license icon, and on the following page under "Options" select the process that fits your needs.

- **Inactive** is the appropriate status for you if you will not be practicing dietetics and/or nutrition for a period of time, but plan to return to the profession, in NC, at some point in the future. While on Inactive Status, you will not be subject to the yearly renewal fees. When you want to reactivate, you will only pay the current renewal fee. You will be required, however, to maintain your continuing education requirements as provided in 21 NCAC 17.0111(b), while you are inactive. For example, you plan to maintain your RD or CNS status even if you may not be practicing in North Carolina.

*Note: Inactive status is only available to those who are currently in active status.*



- **Relinquishing** your license is the appropriate action to take if you are fully retired or are planning to fully retire, and you are sure that you will no longer be working as a Licensed Dietitian/Nutritionist or Licensed Nutritionist in North Carolina, and/or you plan to no longer maintain your RD or CNS status. Relinquished status is effective upon receipt of the request. It cannot be pre or post-dated. If you choose to take this action, please complete the [Relinquish Process](#) within your Licensee Gateway Account.

*Note: Once a license is relinquished, to return to practice in North Carolina, you will need to reapply and will be subject to the full application, issuance, and criminal background check fees.*

Proactively going **inactive** or **relinquishing** your license properly informs the Board of your status. By doing so, it will also ensure that you will not receive annual renewal notices unless you take an action to go back to Active status.

If you do not inform the Board of your status, and you do not renew your license, your license will be considered *Lapsed*. As a lapsed licensee you may be subject to additional procedures, should you decide to reinstate your license.

## **NCBDN's Partnership with Sheps Health Workforce NC**

In January 2025, the NCBDN began working with the Sheps Center Workforce NC initiative to ensure North Carolina's licensed dietitians and nutritionists will be included in their data and research efforts. Sheps Health Workforce NC provides timely, objective data and analysis to inform health workforce policy in North Carolina and across the United States, addressing important questions, such as:

- *Are there enough providers to care for rural populations?*
- *How do we get more providers to rural settings?*
- *Will we have enough of X professionals in the right specialties, employment settings and locations to meet future demand?*

Sheps Center Workforce NC is based at the Cecil G. Sheps Center for Health Services at UNC-Chapel Hill, but their mission is statewide, a collaboration between the Sheps Center, the North Carolina Area Health Education Centers Program (AHEC), and the health professions licensing boards. Their system is also independent of government and health care professionals, bringing rigor and objectivity to state health workforce policy discussions. To learn more about Sheps Center Workforce NC, visit their website: [NC Health Workforce - Home](https://nchealthworkforce.unc.edu/) (https://nchealthworkforce.unc.edu/).

Other health profession licensing boards that currently partner with Sheps Center Workforce NC include: physicians (MDs & DOs), dentists, dental hygienists, pharmacists, registered nurses, licensed practical nurses, nurse practitioners, certified nurse midwives, clinical nurse specialists and psychologists.

## **Updating Contact info with the Board**

Per 21 NCAC 17 .0109(b) “A licensee shall notify the Board of any change in the licensee's personal or professional mailing address within 30 days of that change.” The Board often encounters issues with non-current mailing addresses or email addresses. Please be aware it is your legal duty to keep your information up to date within 30 days of a change. All licensees have access to do this “self-serve” in their licensee Gateway account. After logging in, click on “My Profile” and “Edit Profile.”

We strongly encourage licensees to use a personal email address as a point of contact, and not a work email. Your license to practice is not tied to a workplace but is your personal license no matter where you provide licensed services. In addition, please ensure [info@ncbdn.org](mailto:info@ncbdn.org) and [gateway@ncbdn.org](mailto:gateway@ncbdn.org) are on your safe senders list and are not going to spam. We see this happening a lot with Gmail addresses despite our efforts to whitelist with Google.