

Use of Third Parties in Licensure Applications

Purpose

This guideline is intended to establish the NCBDN's expectations and requirements regarding the use of third parties in the preparation and submission of licensure applications. It ensures that applicants remain personally responsible for the accuracy and integrity of their applications, in accordance with North Carolina General Statute § 90-363.

- **Personal Responsibility:**

Applicants must personally complete, review, and sign their licensure applications. While applicants may seek assistance from third parties (e.g., employers, professional services, or administrators), the responsibility for the accuracy and completeness of the application rests solely with the applicant.

- **Prohibition on Third-Party Submission:**

The NCBDN does not endorse or recommend that third parties complete, sign or submit applications on behalf of applicants. The applicant's signature affirms that all information provided is true, correct, and has been personally verified as complete.

- **Board Communication:**

- The Board will communicate directly with the applicant regarding all matters related to licensure.
- The Board will only use the applicant's official email address on file for important communications.
- Third parties will not receive direct communication from the Board unless the applicant has explicitly copied them on correspondence.

- **Accountability for Misrepresentation:**

Under NCGS § 90-363, if a third party misrepresents or falsifies information in an application, such misrepresentation will be considered a violation against the applicant.

Applicants will be held personally accountable for any inaccuracies, omissions, or false statements, regardless of whether a third party assisted in the preparation of the application.

Acknowledgment

By submitting an application, applicants attest that they have personally examined and reviewed the information provided on the application and it is true, complete, and accurate. Under N.C. General Statute § 90-363 employment of fraud, deceit or misrepresentation in obtaining or attempting to obtain a license, or the renewal of a license is grounds for denial of an application, revocation of a license, or imposition of other disciplinary action.

The Board reserves the right to reject applications that do not comply with this Guideline, require re-submission of an application, and/or refuse correspondence with third parties should it become necessary.