



North Carolina Board for Licensing of Geologists

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Online renewal now open! Renew by July 31, 2022.

Dear NC Licensee,

Online renewal for the 2022-2023 license period is now available! The deadline to renew without penalty has been extended to July 31, 2022. Late renewals will be accepted from August 1 through August 31, with an additional \$50 late fee. (Please note that the annual expiration date of June 30 is built into the renewal system. Your renewal may show as "Past Due" or "Expired," but your license will not be considered lapsed and no late fee will be applied until August 1.)

We will be using a new web-based system to manage license renewals. Please see below for instructions on logging in for the first time and helpful tips for using the new system.

If you have difficulty completing your renewal, please don't hesitate to email or call the Board office.

Sincerely,

NCBLG Staff

Online Renewal Instructions

Logging in:

We will be using a new web-based software called Certemy to manage license renewals. A Certemy account has already been created for you.

Login credentials have been sent to the primary email address on file for your license.

[Click here to check the address on file or request a resend.](#)

You can change your password at any time using the Forgot Password link on the login page. If you would like to set up your account using a different email address, you should first log in using these credentials, and update the primary email address in your profile by clicking on your name in the menu bar.

Your Account:

Your Certemy account has four main sections, accessible from the menu bar:

My License(s): Here you can access and complete license renewals and report CE.

Digital Wallet: View documents related to your license, including digital license cards, payment receipts, and any documents uploaded to Certemy by you or Board staff.

Transcripts: Upon submitting your CE information, a CE log will be created and stored here.

Your Licensee Profile: Accessed by clicking your name in the menu bar. Here you can manage your contact information and edit your Certemy email notification settings.

Individual License Renewals:

Navigate to the **My License(s)** section of your Certemy account and select the renewal on the left-hand side of the page. **Individual license renewals are comprised of five steps:**

- **General Information**
- **Continuing Education ***
- **Affadavit**
- **Public Notice Statement**
- **Payment** (Individual Renewal Fee is \$85, payable by Visa, MasterCard, or check)

Click on each step on the right-hand side and follow the instructions to complete. A green dot will appear on the step to indicate that it has been completed. **Each step must be completed in order to complete the renewal. Upon the completion of your license renewal, a digital 2022-2023 license card will be added to your Digital Wallet.**

Corporate License Renewals:

Navigate to the My License(s) section of your Certemy account and select the renewal on the left-hand side of the page. **Corporate license renewals are comprised of multiple steps:**

- **General Information**
- **Members/Managers or Officers/Directors** (as applicable)
- **Interest-holders or Shareholders** (as applicable)

- **Affidavit**
- **Payment** - \$25 Annual Renewal Fee, payable by Visa, MasterCard, or check

Click on each step on the right side of the page and follow the instructions to complete. A green dot will appear on the step to indicate that it has been completed. **Each step must be submitted to complete the renewal. Upon completion, a digital 2022-2023 license card will be added to your Digital Wallet.**

[To Your Certemy Account](#)

CE UPDATES

The Board has updated its [Continuing Education Guidelines](#). Please make note of the especially important changes noted below.

BEGINNING JULY 1, 2022:

Licensees will no longer be able to earn CE through OSHA, MSHA, or similar safety training required for performing regular job duties.

BEGINNING WITH 2022-2023 License Renewal:

- **Board approval for CE courses and activities will now be optional.** Licensees may choose to self-assess whether the content of an activity meets the requirements of the [CE Guidelines](#).

The Board has created a [CE Self-Assessment Form](#) as an optional tool to help licensees determine whether an activity is suitable CE. It is recommended that licensees make use of this form and save for record keeping purposes. Self-assessed activities will be reviewed more thoroughly in the event of CE Audit.

Licensees and CE providers will still have the option of [submitting activities for Board approval](#) within 90 days before to 180 days after the event occurs. Pre-approval is recommended for activities that may take a significant investment of time and/or money.

- In addition to the entities named by the Board as [pre-approved CE providers](#), all professional geological societies and university geological science departments will be considered pre-approved to offer continuing education. As with all CE completed with a pre-approved CE provider, course content must be geological in nature and adhere with the CE Guidelines established by the Board.

Resources

[Check Your Carryover CE](#)

[Find Approved Activities and Providers](#)

[Read the Updated CE Guidelines](#)

[Assess Your Own CE](#)

[Submit an Activity for Board Approval](#)

2022 Calendar

July 31, 2022	Extended Deadline to Renew without Penalty
August 18, 2022	Board Meeting (Raleigh, NC)
August 31, 2022	Extended Deadline to Renew with Late Fee
October 7, 2022	ASBOG® Examination (Raleigh, NC)
November 3, 2022	Board Meeting (Location TBD)