

INCORPORATION GENERAL INFORMATION

Marriage and Family Therapy Licensees who wish to form a Professional Corporation or Professional Limited Liability Company must apply to the North Carolina Marriage and Family Therapy and Licensure Board for a Certificate of Registration (COR), pursuant to North Carolina General Statutes.

Please refer to Incorporation FAQs for information regarding PCs or PLLCs.

Step I: Apply for a Certificate of Registration (COR)

- Submit application to the NC MFT Licensure Board (log-in to your licensee portal at www.ncbmt.org), complete the application information and submit the fee of fifty dollars (\$50.00).
- Attention LMFTA Applicants: LMFTAs applying for a PC or PLLC must have approval of their AAMFT Approved Supervisor to engage in private practice. Complete and submit the Private Practice Approval form with your application for a COR.

Step II: Receipt of Certificate of Registration – Submission to the Secretary of State

- A Certificate of Registration (COR) will be returned to the applicant to be used for filing with the Secretary of State's office along with the Articles of Incorporation or Organization.

Step III: Amendments or changes to the Certificate of Registration and Annual Renewal

- An amendment or change to the COR shall be required for the following reasons: a change in name or address of the professional entity; a change in the professional services provided by the entity; changes to the articles of organization or incorporation; or changes in ownership or membership. This will require a new application submission to the Board and a new Certificate of Registration will be issued by the Board. The fee to amend or change a certificate is \$25 per certificate.

Step IV: Annual Renewal of the Certificate of Registration Required

- In accordance with NCGS 55B and NCGS 57D, a Certificate of Registration must be renewed annually with this Board.
- The annual renewal fee is \$25.
- The renewal date is no later than one year from the date the certificate was issued.
- An automatic email reminder will be sent annually.
- A Certificate of Registration will be suspended for failure to renew within thirty (30) days after the expiration date and will be reported to the Office of the Secretary of State.

Step V: Dissolving your Professional Corporation or Professional Limited Liability Company

- Written notice shall be provided to the NC Marriage and Family Therapy Licensure Board within 30 days of dissolving a PC or PLLC.