

**MINUTES OF THE  
NORTH CAROLINA ALARM SYSTEMS LICENSING BOARD**

**DATE:** January 20, 2022  
**TIME:** 1:00 P.M.  
**PLACE:** Virtual  
**SUBMITTED BY:** Paul Sherwin, Director

**MEMBERS PRESENT:**

Stephen Wheeler  
Mack Donaldson  
Jim Crabtree  
Caroline Brown

**MEMBERS ABSENT**

Larry Proctor  
Robert Graham

**STAFF PRESENT:**

Director Paul Sherwin  
Attorney Jeff Gray  
Field Services Supervisor Kim Odom  
PPSB Board Secretary Syconda Marrow  
Deputy Secretary Caroline Valand

**VISITORS:**

Eric Meyers  
David Coleman III  
Jose Rivera  
Mary Wood

The January 20, 2022, meeting of the North Carolina Alarm Systems Licensing Board was called to order by Chairman Stephen Wheeler at 1:01 P.M.

Attorney Gray read the following statement:

"In accordance with the State Ethics Law, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict. If any member has any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today, please identify the conflict or appearance and refrain from the deliberation and vote in that matter."

Chairman Stephen Wheeler recognized virtual guests and welcomed all.

**JIM CRABTREE MADE A MOTION TO ACCEPT THE NOVEMBER 18, 2021, BOARD MEETING MINUTES. SECONDED BY CAROLINE BROWN. MOTION CARRIED. NONE OPPOSED.**

Mack Donaldson presented the Grievance Committee report. Mack Donaldson and Caroline Brown met as the Grievance Committee on January 20, 2022, from 9:00 A.M. to 10:08 A.M. and heard a total of four cases.

**JIM CRABTREE MADE A MOTION TO APPROVE THE GRIEVANCE COMMITTEE REPORT. SECONDED BY BROWN. MOTION CARRIED. NONE OPPOSED.**

See Attachment 2 for the full Grievance Committee Report

Jim Crabtree presented the Screening Committee report. Jim Crabtree served as chair of the Screening Committee. The Committee met on January 20, 2022, from 10:30 A.M. to 11:08 A.M. to review a total of six applications.

**MACK DONALDSON MADE A MOTION TO APPROVE THE SCREENING COMMITTEE REPORT AS PRESENTED. SECONDED BY CAROLINE BROWB. MOTION CARRIED. NONE OPPOSED.**

See Attachment 3 for the full Screening Committee Report

#### **SPECIAL REPORTS AND PRESENTATIONS**

Caroline Brown presented the continuing education report. Mrs. Brown noted that there were 5 submissions which included 3 course renewals and 2 new courses. All were approved.

**JIM CRABTREE MADE A MOTION TO APPROVE THE CONTINUING EDUCATION REPORT AS PRESENTED. SECONDED BY MACK DONALDSON. MOTION CARRIED. NONE OPPOSED**

See Attachment 4 for the full Continuing Education Committee Report

#### **OLD BUSINESS**

NONE

#### **NEW BUSINESS**

Jeff Gray briefed the Board about an amendment to the reinstatement rule 14B NCAC 17 .0204 (a).

**JIM CRABTREE MADE A MOTION TO ACCEPT THE RULES AS WRITTEN AND PROCEED WITH THE RULE AMENDMENT PROCESS. SECONDED BY CAROLINE BROWN. MOTION CARRIED. NONE OPPOSED**

**DIRECTOR'S REPORT**

Director Sherwin delivered to the Board his Director's Report. The report included information about personnel changes, the status of the Board's active licensees and registrants, and a Board finances update.

**JIM CRABTREE MADE A MOTION TO ACCEPT THE DIRECTOR'S REPORT AS PRESENTED. SECONDED BY MACK DONALDSON. MOTION CARRIED. NONE OPPOSED.**

SEE ATTACHMENT 4 FOR THE FULL REPORT ATTORNEY'S REPORT

Attorney Jeff Gray delivered his Attorney's Report, which included updates about the status of consent agreements, pending administrative rules changes, and legislative updates.

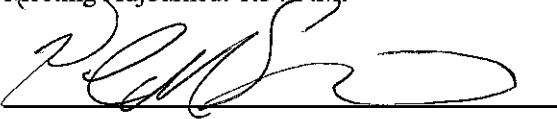
**JIM CRABTREE MADE A MOTION TO ACCEPT THE ATTORNEY'S REPORT AS PRESENTED. SECONDED BY CAROLINE BROWN. MOTION CARRIED. NONE OPPOSED.**

SEE ATTACHMENT 5 FOR THE FULL REPORT

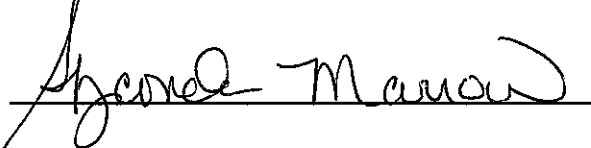
**GOOD OF THE ORDER.**

**JIM CRABTREE MADE A MOTION TO ADJOURN. SECONDED BY CAROLINE BROWN. MOTION CARRIED. NONE OPPOSED.**

Meeting Adjourned: 1:54 P.M.



Paul Sherwin  
Director



Syconda Marrow  
Board Secretary

## ASLB Grievance After Report for January 20, 2022 9:00 am

<b>Case Number</b>	<b>Complaint Against</b>	<b>Allegation(s)</b>	<b>Grievance Committee Recommendation</b>	<b>Board Action</b>
1. 2021-ASLB-019	Tommy Whisnant CPI Security Systems, Inc. 4300 Sandy Porter Rd Charlotte, NC 28273	NCGS 74D-10(a)(19)	Case dismissed, no violation of NCGS 74D-10(a)(19).	Accepted
2. 2021-ASLB-024	Mazen Z. Abuisba ScopeEvision, Inc. P.O. Box 788 Morrisville,	NCGS 74D-2	Continue the cease and desist that was issued to Mazen Z. Abuisba and ScopeEvision, Inc. for violation of NCGS 74D-2. Should Mr. Abuisba apply for a license, this matter will be referred to the Screening Committee.	Accepted
3. 2021-ASLB-026	Daniel Richard Soares SecureNC 1625 Pointing Griffon Place Wilmington, NC 28411	NCGS 74D-2	Continue the cease and desist that was issued to Daniel Richard Soares and SecureNC for violation of NCGS 74D-2. Should Mr. Soares apply for a license, this matter will be referred to the Screening Committee.	Accepted
4. 2021-ASLB-028	Matthew Pierce Mountain Access Control, LLC 355 Spring Cove Road Waynesville, NC 28786	NCGS 74D-2	Continue the cease and desist that was issued to Matthew Pierce and Mountain Access Control, LLC for violation of NCGS 74D-2. Should Mr. Pierce apply for a license, this matter will be referred to the Screening Committee.	Accepted

# Board Meeting Report

Board Date 01/20/2022

	<b>Name Company Address</b>	<b>License</b>	<b>Committee Recommendation</b>	<b>Board Action</b>
1.	Allen Joseph Beyer CMB Systems Inc 92 Hwy 64 West Cashiers, NC 28717	Alarm	Approve with Condition Approve with the condition Allen Joseph Beyer and CMB Systems Inc. enter into and pay a consent agreement of \$3,485.00 for unlicensed activity.	Accepted
2.	Kevin Matthew Corl Sonitrol Integrated Security 8350 Sunlight Dr - Attn: licensing Fishers, IN 46037	New Branch Office	Approve	Accepted
3.	Kevin Matthew Corl Sonitrol Integrated Security 8350 Sunlight Dr - Attn: licensing Fishers, IN 46037	New Branch Office	Approve with Condition Approve with the condition Kevin Matthew Corl and Sonitrol Integrated Security enter into and pay a consent agreement of \$153.00 for an unauthorized branch office.	Accepted
4.	David Allen Hatfield Jr Impulse Alarm LLC 1810 E Sahara Ave Ste 324 Las Vegas, NV 89104	Alarm	Approve	Accepted

	<b>Name Company Address</b>	<b>License</b>	<b>Committee Recommendation</b>	<b>Board Action</b>
5.	roy martin hutto Tricom Technology Solutions, Inc 5400 etta burke court raleigh, NC 27606	Alarm	Approve with Condition Approve with the condition Roy Martin Hutto and Tricom Technology Solutions, Inc enter into and pay a consent agreement of \$595.00 for unlicensed activity.	Accepted
6.	Ralph Edward West II Pair Electronics Co., Inc. 4650 North Creek Dr. Greenville, NC 27834	New Branch Office	Approve	Accepted



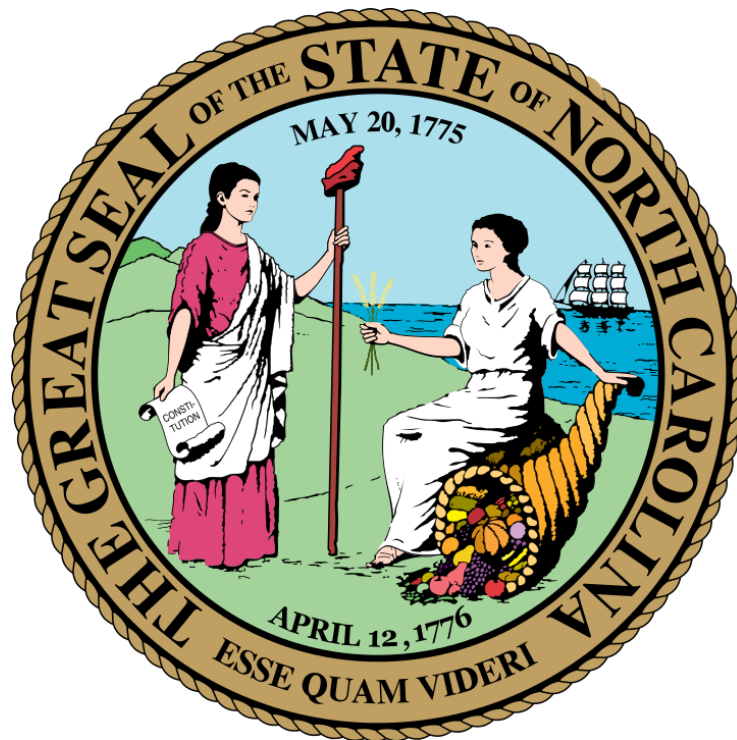
North Carolina Alarm Systems Licensing Board Continuing Education Committee Report

Item #	Course Sponsor	Course Title	New or Renewal	# CEU's	Course Format	Committee Recommends	Comments
1	Katharine Fox	Commercial Applications for Alarm Panels	Renewal	2	Classroom/Online		
2	Katharine Fox	Save Installation Time and Be More Secure	Renewal	2	Classroom/Online		
3	Katharine Fox	One System, Customized Solutions	Renewal	2	Classroom/Online		
4	Katharine Fox	Save Time and Be More Secure	New	1	Classroom/Online		
5	Peggi Williams	Vanco: Providing a Complete A/V Solution:Shossing the Right Solution for Distributed Applications	New	1	Classroom		

# NORTH CAROLINA ALARM SYSTEMS LICENSING BOARD

January 20, 2022

## DIRECTOR'S REPORT



**Paul Sherwin, Director**



## **DIRECTOR'S REPORT**

- I. PPS information and updates, page 3**
- II. Registration and licensing summary, page 4**
- III. FY22 budget summary, page 5**
- IV. FY22 budget graphics, page 6**

# PPS INFORMATION AND UPDATES

## Personnel

Private Protective Services currently has five vacant positions:

- Administrative Assistant – Staffed with a part-time, temporary employee
- Registration Processor (2) – Recruitment in progress
- PPSB Secretary – Recruitment in progress
- Greensboro-based Investigator – Recruitment in progress

Greensboro-based investigator Nicky Ezell on Dec. 31, 2021, resigned his position from Private Protective Services to pursue other career opportunities.

## Operations

### Registration Unit

- Registration applications received in 2021: 4,422 (52% new, 48% renew/transfer)
  - 2020: 4,421 (48% new, 52% renew/transfer)
  - 2019: 4,929 (57% new, 43% renew/transfer)

### Licensing Unit

- Licensing applications received in 2021: 543 (9% new, 91% renew/reinstate)
  - 2020: 531 (16% new, 84% renew/reinstate)
  - 2019: 598 (15% new, 85% renew/reinstate)

### Investigations Unit

- License applicant background investigations completed in 2021: 44
  - 2020: 88
  - 2019: 90
- Complaint investigations completed in 2021: 28
  - 2020: 28
  - 2019: 28

## REGISTRATION AND LICENSING SUMMARY

**Total active in Permitium: 8,196**  
**(+1.9% from November 2021 meeting)**

<b>Registration</b>		
	Alarm Registrant	7161
<b>Registration Total</b>		<b>7161</b>
<b>License</b>		
	Burglar Alarm Business	1035
<b>License Total</b>		<b>1035</b>

**Alarm Systems Licensing Board Financial Report**  
**Fiscal Year 2022**  
**(July 1, 2021 - December 31, 2021)**

**ASLB Operating Fund Revenue and Expenditures**

FY22 Revenue	\$ 256,140.01
FY22 Expenditures	<b>\$(188,488.62)</b>
<hr/>	
FY22 Fund Balance Increase/(Decrease)	\$ 67,651.39

**ASLB Operating Fund Cash Flow**

Beginning Balance (July 1, 2021)	\$ 722,897.14
FY22 Revenue	\$ 256,140.01
FY22 Expenditures	<b>\$(188,488.62)</b>
<hr/>	
Current Fund Balance	\$ 790,548.53

**ASLB Education Fund Revenue and Expenditures**

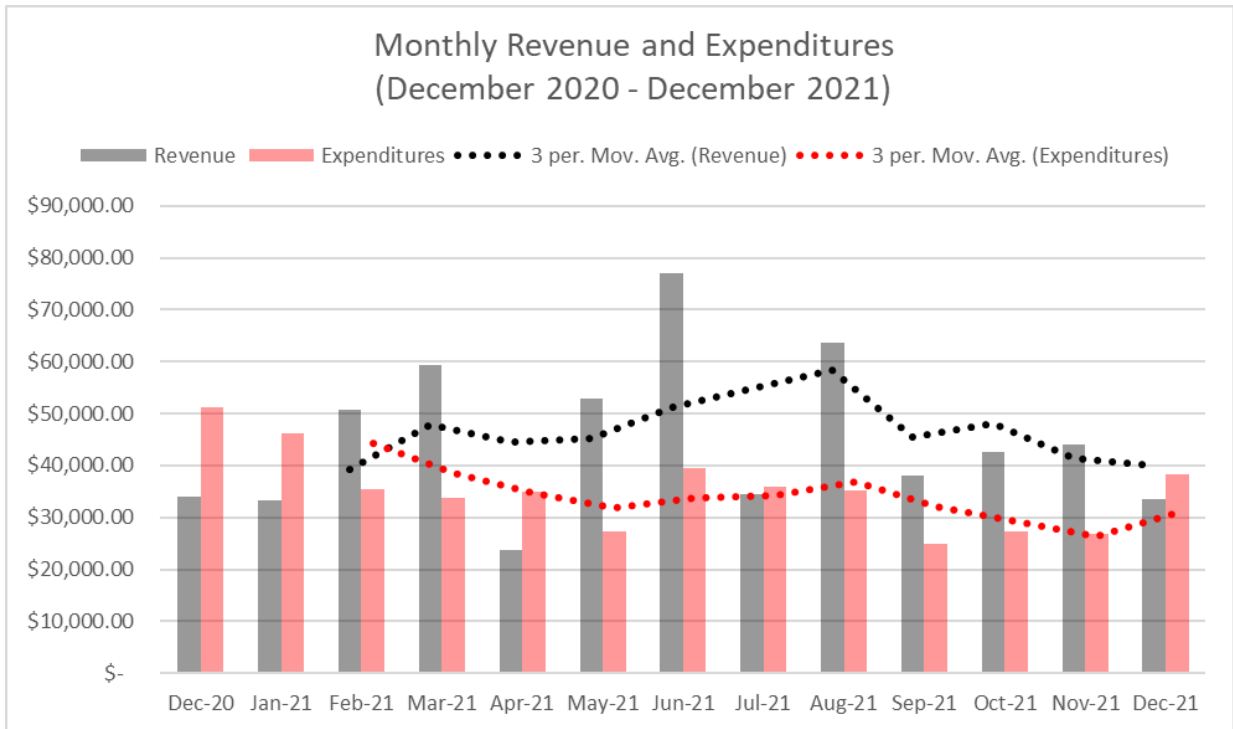
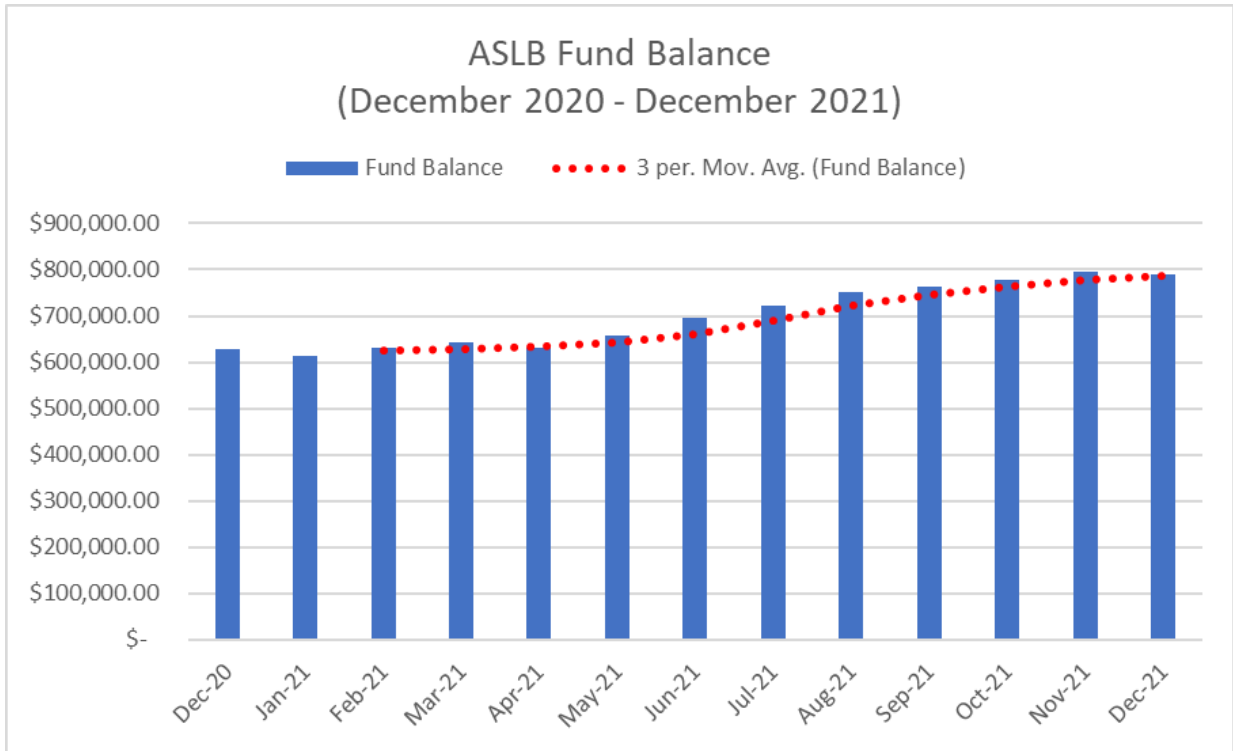
FY22 Revenue	\$ 494.55
FY22 Expenditures	\$ -
<hr/>	
FY22 Fund Balance Increase/(Decrease)	\$ 494.55

**ASLB Education Fund Cash Flow**

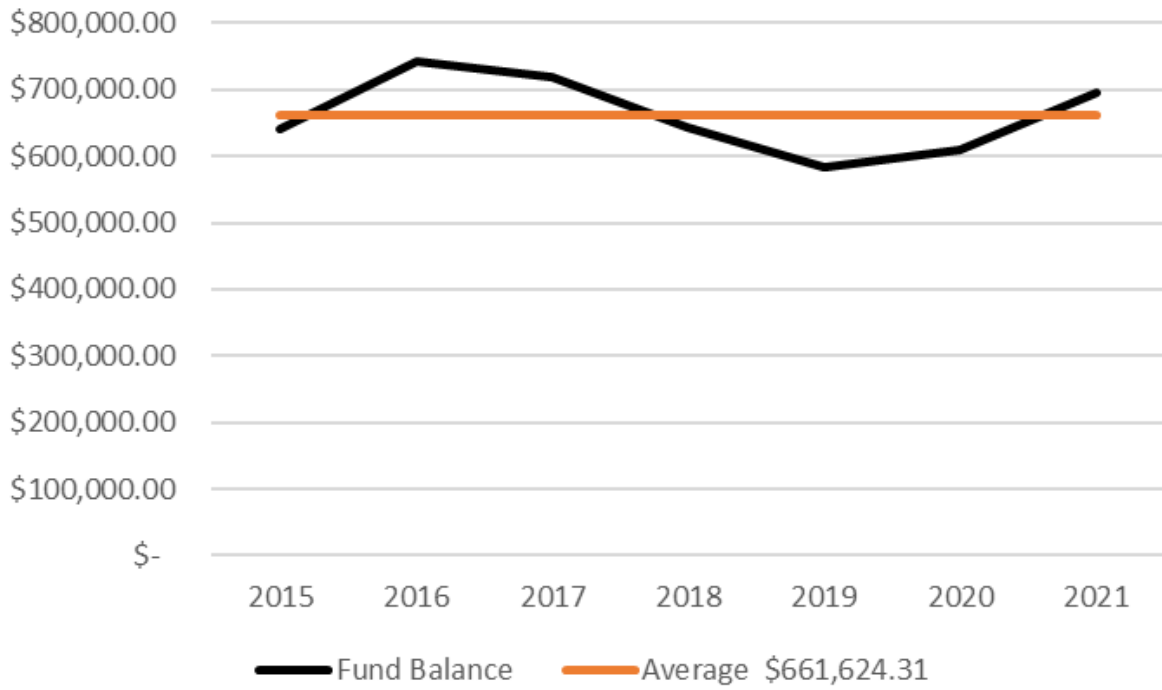
Beginning Balance (July 1, 2021)	\$ 92,676.46
FY22 Revenue	\$ 494.55
FY22 Expenditures	\$ -
<hr/>	
Current Fund Balance	\$ 93,171.01

\*Note: NCDPS each January charges the Board \$12,500 for administrative support services such as IT, HR, budget, etc. This expenditure will be reflected in the Board's March 2022 financial update.

# BUDGET GRAPHICS



### ASLB Historical Fund Balance



**ALARM SYSTEMS LICENSING BOARD**

Raleigh, North Carolina

January 20, 2022

ATTORNEY'S REPORT



ALARM SYSTEMS LICENSING BOARD

Raleigh, North Carolina

January 20, 2022

I. CONSENT AGREEMENTS & CIVIL PENALTIES

On November 18 2021 Anthony Peete and Anthony Peete Electrical Contractor, Inc. entered into a Consent Agreement in the amount of \$2,040.00 for registration violations. The Agreement was signed by the Q/A on November 22, 2021. Payment has been received. (PAID IN FULL)

On November 18 2021 ProNet Systems, Inc. entered into a Consent Agreement in the amount of \$1,105.00 for registration violations. The Agreement was signed by the Q/A on November 23, 2021. Payment has been received. (PAID IN FULL)

II. OFFICE OF ADMINISTRATIVE HEARINGS

*See*, Hearings List (attachment 1.)

III. RULES

- a. At its May 2020 meeting the Board voted to amend its administrative rules to accommodate applicants for licensure during a declared state of emergency. In order to address the COVID-19 pandemic the Board chose to do so using the Emergency rulemaking process. Prior to passage of Senate Bill 704 (S.L. 2020-3) (*see*, subsection g. under LEGISLATION in my September 2020 Attorney's Report), a State agency was required to simultaneously begin the Temporary rulemaking process upon adopting Emergency rules. Although this requirement was temporarily suspended by SB 704, the Board chose to make this rule amendment permanent.

A copy of the Board's Emergency rule amendment to 14B NCAC 17 .0201 was attached to my July 16, 2020 Attorney's Report. This Emergency rule was effective June 9, 2020, and was published in the North Carolina Register on July 1, 2020.



At its July 16, 2020 meeting the Board voted to adopt this Emergency rule amendment as a Temporary rule. This Temporary rule amendment was approved by the Rules Review Commission at its August meeting and was included as an attachment to my September 2020 Attorney's Report. The effective date for this Temporary rule amendment was August 28, 2020.

The Board voted at its March 18, 2021 meeting to make this amendment permanent. On April 8, 2021 I filed a Notice of Text which commenced the Permanent rulemaking process. The Public Hearing for this Permanent rule amendment was June 8, 2021 at 2:00 p.m. at the Board's office and no one appeared. The Public Comment Period ended August 10, 2021. The Board voted to adopt this amendment at its September 16, 2021 meeting and the Submission for Permanent Rule form was filed on September 21, 2021. The Rules Review Commission approved this rule on October 21, 2021. It was effective November 1, 2021.

A copy of this rule amendment was attached to my November 18, 2021 Attorney's Report.

- b. At its September Board meeting I was asked to prepare an amendment to the two rules governing applications (i.e. 14B NCAC 17 .0201, licensees, and 14B NCAC 17 .0301, registrants) to make a deadline for application completion. Also, .0201 was amended to reflect the new process for submitting character references on-line through CRC.com.

These two rules as proposed for amendment were approved at the Board's November meeting.

The Notice of Text was filed December 15, 2021. The Public Hearing is scheduled for Tuesday, February 8, 2022 at 2:00 p.m. at the Board's office. The Public Comment Period expires March 22, 2022.

- c. At its November Board meeting I was asked to prepare an amendment to 14B NCAC 17 .0204 regarding renewal and reinstatement of a license to provide for a reinstatement application, a criminal history record check for reinstatement, and other requirements. A draft of this rule with these amendments is attached at Attachment 2. (Also, for your convenience .0201 and Section .0500, referenced in amendment, are also attached.)

A vote to approve this rule amendment is in order for today.

#### IV. LEGISLATION

At the request of the Board I prepared a new bill, virtually identical to the proposed bill that was introduced in the last two sessions of the General Assembly, for introduction in the current (i.e. 2021-2022) Session. I circulated a copy to you on December 31, 2020. After circulating this draft Mr. Wheeler suggested a modification to the language in new N.C. Gen. Stat. § 74D-2(d)(4) so that it will read merely "...course approved by the Board" without saying "Level I." (You have a recent administrative rule amendment to 14B NCAC 17 .0202(a)(2) stating which courses are approved.)

Additionally, the Legislative Liaison for the Department of Public Safety (DPS) asked that the Board split this bill into two separate bills; one with the fee increase (i.e. Sec. 9 amending N.C. Gen. Stat. § 74D-7(e)) and then one with all the other provisions. This was suggested since the House Finance Committee summarily struck the fee increase provision from the bill introduced last Session.

At its January 21, 2021 meeting the Board discussed these suggested changes and voted to approve them. I made the requisite changes to the draft bill and forwarded it to DPS's Legislative Liaison. The bill was introduced on May 11, 2021 and is House Bill 933. A copy was attached to my May 20, 2021 Attorney's Report.

A staff attorney from Legislative Analysis, with my assistance, prepared a Proposed Committee Substitute for HB 933 to correct errors made by the Legislative Drafting Division in the introduced version. House Bill 933 was to be heard in the House Finance Committee on Tuesday, June 15<sup>th</sup> but was pulled from the agenda at the last minute because of a concern expressed by a House member. Susanna Davis, Legislative Liaison for DPS, has been attempting to arrange a meeting with that legislator to address his concern.

A copy of the PCS was attached to my July 22<sup>nd</sup> Attorney's Report.

There has been no further action on this bill.

#### V. LITIGATION

At its November Board meeting, and based on a recommendation of the Grievance Committee, I was instructed to seek injunctive relief against Bobby G. Lassiter and B&B Communications, Inc. for unlicensed activity. I filed a verified Complaint for Injunctive Relief on December 13, 2021. On

January 10<sup>th</sup> Mr. Lassiter agreed to enter into a Consent Order agreeing to the injunctive relief sought and requiring any reference to surveillance systems, alarm systems, security systems, and any similar language be removed from any and all advertising, postings and signage within 30 days of execution.

The proposed Consent Order was sent to Mr. Lassiter's attorney for review/comment on January 18<sup>th</sup>.

VI. FINAL AGENCY DECISIONS

None.

**ASLB**  
**MASTER HEARINGS LIST**  
as of September 1, 2021

1.

OAH HEARING DATE	PETITIONER	TYPE OF APPLICATION	FAD HEARING DATE
November 28, 2017	Daniel Carl Hagerty / Guardian Eagle Security, LLC d/b/a AVSX Technologies 17 DOJ 06331	Letter of Reprimand (business license)	FAD served April 12, 2018. Petition for Judicial Review filed in Wake County Superior Court May 25, 2018.

2.

1 14B NCAC 17 .0204 is proposed for amendment as follows:

2  
3 **14B NCAC 17 .0204 RENEWAL OR REINSTATEMENT OF LICENSE**

4 (a) Each applicant for a license renewal shall submit an online renewal application on the website provided by the  
5 Board. This online application shall be submitted not less than 30 days prior to expiration of the applicant's current  
6 license and shall be accompanied by:

- 7 (1) statements of the result of a local statewide criminal history records search by the reporting services  
8 service designated by the Board pursuant to G.S. 74D-2.1 for any state where the applicant has  
9 resided within the ~~preceeding~~ preceding 24 months;
- 10 (2) the applicant's renewal fee as set forth in .0203(a)(2); and
- 11 (3) proof of liability insurance pursuant to G.S. 74D-9.

12 (b) Applications for renewal shall be submitted not less than 30 days before the expiration date of the license. No  
13 renewal shall be granted more than 90 days after the date of expiration of a license.

14 (c) Applications for renewal submitted after the expiration date of the license shall be accompanied by the late renewal  
15 fee established by Rule .0203 of this Section and shall be submitted not later than 90 days after the expiration date of  
16 the license.

17 (d) If a licensee has maintained a license at least two years and fails to renew the license within 90 days of the  
18 expiration date, then allows the license to expire, the license may be re-issued if an online reinstatement application  
19 is made submitted within one year of the expiration date. The reinstatement application must include accompanied by  
20 the items required in Subparagraphs (a)(1) through (3) of this Rule, the late fee required by Paragraph (c) of this Rule,  
21 evidence of compliance with the electrical licensing requirements of Rule .0210 of this Section, and documentation  
22 of completion within the previous two years of continuing education as required by Section .0500 of this Chapter. If  
23 the license reinstatement is approved, the license period shall be prorated to expire on the date the previous license  
24 would have expired, had the license been renewed on time. The licensee shall remain responsible for compliance with  
25 the Board's law and administrative rules during the period of lapse.

26 (e) The Director shall review and approve or recommend denial of an application for renewal or reinstatement. All  
27 denials shall be submitted to the Board for a final Board decision.

28 (f) Members of the armed forces whose licenses are in good standing and to whom G.S. 105-249.2 grants an extension  
29 of time to file a tax return shall be granted the same extension of time to pay the license renewal fee and to complete  
30 the continuing education requirements prescribed in Section .0500 of this Chapter. A copy of the military order or the  
31 extension approval by the Internal Revenue Service or by the North Carolina Department of Revenue shall be  
32 furnished to the Board.

33  
34 *History Note: Authority G.S. 74D-2(a); 74D-5; 74D-7; 93B-15;*  
35 *Eff. January 1, 1995;*  
36 *Temporary Adoption Eff. May 18, 1995;*  
37 *Amended Eff. February 1, 2012; July 1, 2010; May 1, 1999; October 1, 1995;*  
38 *Transferred and Recodified from 12 NCAC 11 .0204 Eff. July 1, 2015;*

- 1 *Amended Eff. April 1, 2018;*
- 2 *Readopted Eff. June 1, 2018;*
- 3 *Amended Eff. August 1, 2020; September 1, 2019.*

## SECTION .0200 – PROVISIONS FOR LICENSEES

### 14B NCAC 17 .0201 APPLICATION FOR LICENSE

- (a) Each applicant for a license shall submit an online application on the website provided by the Board. When this online application is submitted, it shall be accompanied by:
- (1) electronic submission of fingerprints from a Live Scan or similar system approved by the State Bureau of Investigation or one set of classifiable fingerprints on an F.B.I. fingerprint card provided by the Board and mailed separately to the Board's office;
  - (2) one head and shoulders digital photograph of the applicant in JPG format of sufficient quality for identification, taken within six months prior to the online submission, and uploaded with the application submission;
  - (3) statements of the results of a statewide criminal history records search by the reporting service designated by the Board pursuant to G.S. 74D-2.1(a) for any state where the applicant has resided within the preceding 60 months; and
  - (4) the applicant's application fee, along with a four dollar (\$4.00) convenience fee charged by the third-party vendor and credit card transaction fee charged by the applicant's credit card provider and collected online.
- (b) Each applicant shall upload evidence of high school graduation either by diploma, G.E.D. certificate, or other equivalent documentation.
- (c) Each applicant for a license shall meet personally with either a Board investigator, the Screening Committee, the Director, or a Board representative designated by the Director prior to being issued a license. The applicant shall discuss the provisions of G.S. 74D and the administrative rules in this Chapter during the personal meeting. The applicant shall sign a form provided by the Board stating that the applicant has reviewed the information with the Board's representative and that the applicant understands G.S. 74D and the administrative rules in this Chapter. During a national or State declared state of emergency that restricts or prohibits travel, the personal meeting requirement may be waived if requested by the applicant in lieu of alternative means of communication.
- (d) Each applicant for a branch office license shall submit an online application on the website provided by the Board. This online application shall be accompanied by the branch office application fee.

*History Note: Authority G.S. 74D-2; 74D-2.1; 74D-3; 74D-5; 74D-7; 74D-8;  
Temporary Rule Eff. January 9, 1984, for a period of 120 days to expire on May 7, 1984;  
Eff. May 1, 1984;  
Amended Eff. December 1, 2012; February 1, 2012; January 1, 2007; September 1, 2006; March 1, 1993; July 1, 1987; January 1, 1986;  
Transferred and Recodified from 12 NCAC 11 .0201 Eff. July 1, 2015;  
Amended Eff. December 1, 2017;  
Readopted Eff. June 1, 2018;  
Amended Eff. September 1, 2019;  
Emergency Amendment Eff. June 9, 2020;  
Amended Eff. August 1, 2020;  
Temporary Amendment Eff. August 28, 2020.*

## SECTION .0500 - CONTINUING EDUCATION FOR LICENSEES

### 14B NCAC 17 .0501 DEFINITIONS

In addition to the definitions set forth in Rule .0103 of this Section, the following definitions shall apply to this Section:

- (1) "continuing education" or "CE" refers to any educational activity approved by the Board to be a continuing education activity.
- (2) "credit hour" means sixty minutes of continuing education instruction.
- (3) "year" refers to the calendar year after the issuance of a new or renewal license.
- (4) "licensee" shall refer to an individual who holds an alarm systems business license issued by the Board.
- (5) "registrant" shall refer to an individual who holds an alarm systems business registration permit issued by the Board.

*History Note:* Authority G.S. 74D-2; 74D-5;  
 Eff. May 1, 1999;  
 Amended Eff. July 18, 2002;  
 Transferred and Recodified from 12 NCAC 11 .0501 Eff. July 1, 2015;  
 Readopted Eff. June 1, 2018.

**14B NCAC 17 .0502 REQUIRED CONTINUING EDUCATION HOURS**

Each licensee shall complete a minimum of six credit hours of continuing education training during each two-year renewal period. Each registrant shall complete a minimum of three credit hours of continuing education training during each renewal period. Only registrants who engage in installation, service, sales, or monitoring of alarm systems shall be required to complete the continuing education requirements. Credit shall be given only for classes that have been preapproved by the Board. A licensee or registrant who attends a complete meeting of a regularly scheduled meeting of the Alarm Systems Licensing Board shall receive three credit hours for each meeting that the licensee or registrant attends. The Board-approved continuing education form(s) showing the credit hours earned must be uploaded online and submitted with each licensee or registrant's online application submission.

*History Note:* Authority G.S. 74D-2; 74D-5;  
 Eff. May 1, 1999;  
 Amended Eff. July 18, 2002;  
 Transferred and Recodified from 12 NCAC 11 .0502 Eff. July 1, 2015;  
 Readopted Eff. June 1, 2018;  
 Amended Eff. September 1, 2019.

**14B NCAC 17 .0503 ACCREDITATION STANDARDS**

- (a) CE courses seeking to obtain the sanction of the Alarm Systems Licensing Board shall submit the following information to the Board:
- (1) the nature and purpose of the course;
  - (2) the course objectives or goals;
  - (3) the outline of the course, including the number of training hours for each segment; and
  - (4) the identity of each instructor.
- (b) To determine if a course will be sanctioned by the Alarm Systems Licensing Board, the Board shall complete the following review:
- (1) The matter shall be referred to the Education and Training Committee for the appointment of a sub-committee that shall review the course under consideration. The sub-committee shall consist of at least one member of the Education and Training Committee, one member of the Board's staff, and one industry licensee who has no vested interest in the course. Other members of the sub-committee may be appointed at the discretion of the Education and Training Committee Chairman.
  - (2) The sub-committee shall review the course to determine if the course is pertinent to the industry and if the course meets its stated objectives.
  - (3) When the sub-committee completes its review, it shall report to the Education and Training Committee. The Education and Training Committee shall review the course to determine if the course is pertinent to the industry and if the course meets its stated objective. The Education and Training Committee shall then report the findings with a recommendation of acceptance or denial to the Alarm Systems Licensing Board.



- (4) For any online course being reviewed by the Committee, the course sponsor shall allow the Committee to review the online course and any associated test and shall include with the application instructions and an access code for computer login.
- (c) Upon receipt of the Education and Training Committee report, the Alarm Systems Licensing Board shall determine by majority vote if the course will be sanctioned for continuing education credits. In making its determination, the Board shall review the course to determine if the course is pertinent to the industry and if the course meets its stated objective.
- (d) Each approved course shall remain an approved course for four years from the date of approval by the Board.

*History Note:* Authority G.S. 74D-2; 74D-5;  
Eff. May 1, 1999;  
Amended Eff. July 1, 2010; July 18, 2002;  
Transferred and Recodified from 12 NCAC 11 .0503 Eff. July 1, 2015;  
Readopted Eff. June 1, 2018.

**14B NCAC 17 .0504 NON-RESIDENT LICENSEE OR REGISTRANT CONTINUING EDUCATION CREDITS**

A non-resident licensee or registrant shall obtain the required continuing education credits as set forth in Rule .0502 of this Section. If a non-resident licensee or registrant resides in a state that requires continuing education for an alarm systems business license, then the continuing education courses to be offered in the state of residence may be considered by the North Carolina Alarm Systems Licensing Board for sanctioning in North Carolina on an individual course basis. In determining if the course is to be sanctioned, the Board shall review the course to determine if the course is pertinent to the industry and if the course meets its stated objective.

*History Note:* Authority G.S. 74D-2; 74D-5;  
Eff. May 1, 1999;  
Amended Eff. July 18, 2002;  
Transferred and Recodified from 12 NCAC 11 .0504 Eff. July 1, 2015;  
Readopted Eff. June 1, 2018.

**14B NCAC 17 .0505 RECORDING AND REPORTING CONTINUING EDUCATION CREDITS**

(a) Each licensee shall be responsible for recording and reporting continuing education credits to the Board at the time of license or registration renewal. For each course taken, the report shall include a certificate of course completion that is signed by at least one course instructor, states the name of the licensee or registrant who completed the course, states the date of course completion, and states the number of hours taken by the licensee or registrant. Credit shall not be given if a certificate of course completion is dated more than two years from the license or registration permit renewal date. Each course instructor shall maintain a course roster and shall verify the identity of each participant by a government issued photo identification, such as a driver's license. This roster shall be delivered to the Board's office within two weeks of the completion date of the course.

(b) All online applications for renewal of a license or registration permit shall have CE Certificates uploaded, verifying completion of the required number of credit hours. If an applicant is filing an application designated as "new" and the applicant has been licensed or registered for any period of time within the previous two years, the applicant shall upload CE Certificates verifying completion of the required number of credit hours. An applicant shall not be required to submit a CE Certificate if the applicant is filing an application designated as a "transfer" or "duplicate" and if the applicant has a current registration card issued by the Board.

*History Note:* Authority G.S. 74D-2; 74D-5;  
Eff. May 1, 1999;  
Amended Eff. March 1, 2006; March 1, 2004; July 18, 2002;  
Transferred and Recodified from 12 NCAC 11 .0505 Eff. July 1, 2015;  
Readopted Eff. June 1, 2018.  
Amended Eff. September 1, 2019.

**14B NCAC 17 .0506 NON-COMPLIANCE**

If a licensee or registrant fails to comply with this Section of the rules, his or her license or registration permit shall not be renewed.

*History Note: Authority G.S. 74D-2; 74D-5;  
Eff. May 1, 1999;  
Amended Eff. July 18, 2002;  
Transferred and Recodified from 12 NCAC 11 .0506 Eff. July 1, 2015;  
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