

How to Print an Invoice and Pay for Renewals:

Step 1: Log in to the on-line Qualification Board system at <https://apps.ncdoi.net/f?p=114:1:0>
(If you have logged in before but forgotten your password, select the “Forgotten password” recovery tool on the website. If you have never logged in and need your password, please email a request to QBoard.Support@ncdoi.gov or call staff at 919-647-0000.)

Step 2: Click on the tab near the top of the screen marked “Renewals.”

Step 3: All certifications available for renewal are listed. (Only standard or limited certificates for which CE has been completed will be listed.) Check the boxes to the left of all certificates you would like to renew. The button “Select all Certificates” at the bottom of the list will allow you to check all boxes simultaneously.

Step 4: Scroll down and select the button “Print Renewal Bill” select this button to print the bill, so you may forward to your Accounts payable department.

Step 5: Click on the “Renew Selected Certificates” button at the very bottom of the page – you may need to scroll down to see the button.

Step 6: You will be taken to a screen for our electronic payment vendor. Enter either your credit card information or your e-check information and then click submit payment only one time. (An e-check is simply a regular check where you manually type in the routing numbers, and checking account number from the bottom rather than mailing in the check – instructions are contained on the website if you need them.)

Once you submit payment, the information that you submitted is checked against the records contained at either your bank or your credit card company. If any of the information does not match, you will get an error message and you will need to check the information. Contact your bank or accounts payable department if you are having any issues with the payment not going through, staff cannot verify this information, and will advise you to contact your bank or accounts payable department. Checks can also generate an error message if there are insufficient funds to cover the charge.

Step 7: Once you get a message that your payment was successful, print the confirmation page for your records, and then click “Exit” to return to the Qualification Board system.

Step 8: On-line payments are credited live. This means that once you return to the Qualification Board system, you can immediately check that the renewals were properly credited. Click on the “Home” tab near the top of the screen and check the expiration date for the renewed certificates – it should now indicate an expiration date for the next year, which means that this year’s renewals have been completed.