



## North Carolina Interpreter & Transliterators Licensing Board

PO Box 1632 • Garner, NC 27529  
919-779-5709 Tel • 919-779-5642 Fax  
[www.ncitlb.org](http://www.ncitlb.org) • [ncitlb@caphill.com](mailto:ncitlb@caphill.com)

October 29, 2014

Re: N.C. General Statute 93B-2(a) Data Requirements  
For Fiscal Year October 1, 2013 - September 30, 2014

Dear Sir/Madam,

Please let this letter serve as the annual report, independent of the annual financial report, for the fiscal year 2013-2014 for the North Carolina Interpreter and Transliterators Licensing Board (the Board). As the Board's fiscal year ends on September 30<sup>th</sup> this report covers the period October 1, 2013 to September 30, 2014.

1. The address of the board, names of officers and members:

North Carolina Interpreter and Transliterators Licensing Board  
Caitlin Schwab, Administrator  
Mailing Address: PO Box 1632, Garner, NC 27529  
Physical Address: 3801 Lake Boone Trail, Suite 190, Raleigh, NC 27607  
Phone: 919-779-5709  
Fax: 919-779-5642  
Website: [www.ncitlb.org](http://www.ncitlb.org) Email: [ncitlb@caphill.com](mailto:ncitlb@caphill.com)

### Board Members and Officers:

Jane Dolan, Chair  
Jan Withers, Vice Chair  
Lynn Capps Dey, Treasurer  
Bethany Hamm-Whitfield, Secretary  
Ashley Benton  
Wayne Giese  
Emily Pope  
Catherine Johnson  
Pamela Smith

2. The number of persons who applied to the Board for examination:

Not Applicable - The Board does not administer an examination.

3. The number who were refused examination:

Not Applicable – The Board does not administer an examination.

4. The number who took the examination:

Not Applicable – The Board does not administer an examination.

5. The number to whom initial licenses were issued:

Fifty-two (52)

6. The number who applied for license by reciprocity or comity:

None

7. The number who were granted licenses by reciprocity or comity.

None

- 7.a. The number of official complaints received involving licensed and unlicensed activities.

Two (2)

- 7.b. The number of disciplinary actions taken against licensees, or other actions taken against non-licensees, including injunctive relief.

Two (2)

8. The number of licenses suspended or revoked:

None

9. The number of licenses terminated for any reason other than failure to pay the required renewal fee:

None

10. The substance of any anticipated request by the occupational licensing board to the General Assembly to amend statutes related to the occupational licensing board:

No requests to amend statutes related to the Board are anticipated.

11. The substance of any anticipated change in rules adopted by the occupational licensing board or the substance of any anticipated adoption of new rules by the occupational licensing board.

No changes to the rules are anticipated.

If you require any additional information please contact the Board at your convenience.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cait Schwab".

Caitlin Schwab  
Administrator