



# North Carolina Interpreter & Transliterators Licensing Board

701 Exposition Place, Ste 206 • Raleigh, NC 27615  
919-779-5709 Tel  
www.ncitlb.org • ncitlb@caphill.com

January 31, 2025

Re: N.C. General Statute 93B-2(a) Data Requirements For Fiscal Year  
October 1, 2023- September 30, 2024

Dear Sir/Madam,

Please let this letter serve as the annual report, independent of the annual financial report, for the fiscal year 2023-2024 for the North Carolina Interpreter and Transliterators Licensing Board (the Board). As the Board's fiscal year ends on September 30th this report covers the period October 1, 2023 to September 30, 2024.

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

North Carolina Interpreter and Transliterators Licensing Board  
Caitlin Schwab, Administrator  
Mailing Address: 701 Exposition Place, Ste 206, Raleigh, NC 27615  
Physical Address: 701 Exposition Place, Ste 206, Raleigh, NC 27615  
Phone: 919-779-5709  
Website: [www.ncitlb.org](http://www.ncitlb.org)  
Email: [ncitlb@caphill.com](mailto:ncitlb@caphill.com)

Board Members and Officers:

Beverly Woodel, Chair  
Mark Lineberger, Vice Chair  
Ashley Gordon, Treasurer  
Dianne Shearer, Secretary  
Herbie Aguilar  
Nicole Alleman  
Alicia Griffin  
Lynn Cooper  
Pamela White

1a. The total number of licensees supervised by the board: 439

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

N/A – this Board does not administer an exam.

3. The number who were refused examination: N/A
4. The number who took the examination: N/A
5. The number to whom initial licenses were issued: 33
- 5a. The number who failed the examination: N/A
6. The number who applied for license by reciprocity or comity: 0
7. The number who were granted licenses by reciprocity or comity: 0
- 7.a. The number of official complaints received involving licensed and unlicensed activities: 4
- 7.b. The number of disciplinary actions taken against licensees, or other actions taken against non-licensees, including injunctive relief: 4
8. The number of licenses suspended or revoked: 0
9. The number of licenses terminated for any reason other than failure to pay the required renewal fee: 0
  - 9a. The number of applicants for a license and, of that number, the number granted a license:

This Board had 33 applicants this year that were granted a license
  - 9b. The number of applicants with a conviction record and, of that number, the number granted a license, denied a license for any reason, and denied a license because of a conviction:

There were no applicants denied a license due to a conviction record.
  - 9c. The number of applicants with military training, the number granted a license, the number denied a license for any reason, and a summary of the reasons for denial. The information provided in accordance with this subdivision shall not disclose any identifying information of any applicant:

There were no applicants with military training who applied for a license with this Board.
  - 9d. The number of applicants who are military spouses, the number granted a license, the number denied a license for any reason, and a summary of the reasons for denial. The information provided in accordance with this subdivision shall not disclose any identifying information of any applicant:

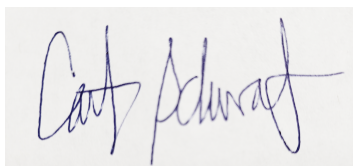
There were no applicants who are military spouses who applied for a license with this Board.
10. The substance of any anticipated request by the occupational licensing board to the General Assembly to amend statutes related to the occupational licensing board:

The Board is looking into requiring a license for educational interpreters.
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:

The Board does not have an anticipated adoption of new rules.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Cait Schwab", on a light-colored rectangular background.

Caitlin Schwab  
Administrator