



NORTH CAROLINA REAL ESTATE COMMISSION
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LICENSE ACTIVATION AND BROKER AFFILIATION INSTRUCTIONS

Effective July 1, 2018, Commission Rule 58A .1703 states:

- a. *A broker requesting to change an inactive license to active status on or after the broker's second license renewal following his or her initial licensure shall have completed the continuing education as described in Paragraph (b) or (c) of this Rule, whichever is appropriate.*
- b. *If the inactive broker's license has not been on active status since the preceding July 1 and the broker has a deficiency in his or her continuing education record for the previous license period, the broker shall make up the deficiency and satisfy the continuing education requirement pursuant to Rule 58A.1702 of this Section for the current license period in order to activate the license. Any deficiency may be made up by completing, during the current license period or previous license period, approved continuing education elective courses; however, such courses shall not be credited toward the continuing education requirement for the current license period. When crediting elective courses for purposes of making up a continuing education deficiency, the maximum number of credit hours that will be awarded for any course is four hours.*
- c. *If a broker's license has been on inactive status for more than two years and the broker has a deficiency in his or her continuing education record, the broker shall:*
 - *cure the continuing education deficiency for the current license year; and*
 - *complete two Postlicensing courses no more than six months prior to activation.*

PROVISIONAL BROKER Activation & Affiliation

- To request that a provisional broker's license be placed on Active Status, this form must be completed properly, signed by the broker-in-charge, and submitted to the Commission. The provisional broker must have completed continuing education and postlicensing education per NCGS 93A-4A and 21 NCAC 58A .0504 prior to submission of the form.
- Certifications:
 - Provisional Broker: By submitting this form, the provisional broker certifies that s/he is engaged in the business of a real estate provisional broker under the supervision of the broker-in-charge named on this form, and that the provisional broker shall engage in acts which require a real estate license only while under the active, direct supervision of that broker-in-charge.
 - Broker-in-Charge: By submitting this form, the broker-in-charge certifies that the provisional broker named on this form is (as of the date shown) engaged in the business of a real estate provisional broker under his/her active, personal supervision and will remain under his/her supervision until subsequent written notice is given to the Real Estate Commission. Further, broker-in-charge certifies that 30 calendar days following the date shown on this form, such provisional broker shall discontinue any and all license activity in the event the named broker-in-charge has not received from the Commission a Notice of License Record Change as receipt and acceptance of this form.
- If the provisional broker has a North Carolina real estate license, the provisional broker may begin working under the supervision of the broker-in-charge when the broker-in-charge has submitted this properly-completed form to the Real Estate Commission. (No fee is required.)

- The Real Estate Commission will send the broker-in-charge a written Notice of License Record Change confirming that this form has been received and accepted. The broker-in-charge should retain the Notice of License Record Change for his/her files. If the provisional broker and broker-in-charge have not received the Notice of License Record Change by 30 calendar days after the date entered on this form, the provisional broker must immediately cease any further activity for which a real estate license is required until the Notice of License Record Change has been received. Brokers-in-charge are advised to contact the Commission Office if the Notice of License Record Change has not been received by 30 days after the date entered on this form.
- Upon termination of the provisional broker's association with the broker-in-charge or firm, the broker-in-charge must immediately notify the Real Estate Commission in writing, using the [Request To Remove Licensee From Broker Supervision \(Form REC 2.13\)](#).

“FULL” BROKER Activation & Affiliation

- To request that a broker's license be placed on Active Status, this form must be completed properly, signed by the broker, and submitted to the Commission. The broker must have completed continuing education and postlicensing education per NCGS 93A-4A and 21 NCAC 58A .0504 prior to submission of the form.
- By submitting this form, the broker certifies that s/he is engaged in the business of a real estate broker, and that the broker shall engage in acts which require a real estate license as directed by License Law and Commission Rules.
- To request that a broker's license be affiliated with a broker-in-charge, this form must be completed properly, signed by the broker-in-charge, and submitted to the Commission. The broker must have completed continuing education and postlicensing education per NCGS 93A-4A and 21 NCAC 58A .0504 prior to submission of the form.
- By submitting this form, the broker-in-charge certifies that the broker named on this form is (as of the date shown) engaged in the business of a real estate broker under his/her supervision and will remain under his/her supervision until subsequent written notice is given to the Real Estate Commission.
- Further, broker-in-charge certifies that 30 calendar days following the date shown on this form, such broker shall discontinue any and all license activity in the event the named broker-in-charge has not received from the Commission a Notice of License Record Change as receipt and acceptance of this form.
- If the broker has a North Carolina real estate license, the broker may begin working under the supervision of the broker-in-charge when the broker-in-charge has submitted this properly-completed form to the Real Estate Commission. (No fee is required.)
- The Real Estate Commission will send the broker-in-charge a written Notice of License Record Change confirming that this form has been received and accepted. The broker-in-charge should retain the Notice of License Record Change for his/her files. If the broker and broker-in-charge have not received the Notice of License Record Change by 30 calendar days after the date entered on this form, the broker must immediately cease any further activity for which a real estate license is required until the Notice of License Record Change has been received. Brokers-in-charge are advised to contact the Commission Office if the Notice of License Record Change has not been received by 30 days after the date entered on this form.

Upon termination of the broker's association with the broker-in-charge or firm, the broker-in-charge must immediately notify the Real Estate Commission in writing, using the [Request To Remove Licensee From Broker Supervision \(Form REC 2.13\)](#).

CONTINUING EDUCATION FOR LICENSE ACTIVATION - NONRESIDENT OPTIONS per Commission Rule 58A .1711(a)

Nonresident licensees' options for satisfying the CE requirement are shown below.

To be considered a nonresident North Carolina real estate broker, a licensee shall not have a North Carolina business address, mailing address, or residence address.

Option #1 - Certify Active Status in Another State [Rule 58A .1711(a)(1)]

A nonresident licensee with an active real estate license in another state may activate his/her inactive North Carolina license by certifying active license status in another state, even if the other state's continuing education requirement is different from North Carolina's requirement. Nonresidents who elect this option should not submit any continuing education course completion certificates nor make a special request for continuing education credit. You simply need to complete and submit the attached form [REC 2.08].

The Commission will contact licensing agencies in other states to make random "spot checks" of licensee certifications, and any nonresident licensee found to have falsely certified active status in another state will immediately have his North Carolina license placed on inactive status and will be subject to disciplinary action by the Commission.

Option #2 - Take North Carolina CE Courses [Rule 58A .1711(a)(2)]

A nonresident licensee may elect to be treated the same as a resident licensee and take CE courses that are approved by the North Carolina Real Estate Commission. Continuing education sponsors and courses are available from the Commission's website at www.ncrec.gov.

Option #3 - Take CE Courses Approved in Another State [Rule 58A .1711(a)(3)]

A nonresident licensee may fully satisfy the CE requirement by completing CE courses which are approved by the real estate licensing agency in the licensee's resident state or in the state where the course or courses are completed.

To obtain credit for such a CE course(s), the licensee must submit a written request for CE credit using the [CE Credit Request \(Form REC 7.13\)](#) accompanied by a nonrefundable processing fee of fifty dollars (\$50.00) per request, payable to the North Carolina Real Estate Commission.

Option #4 - Obtain Equivalent Credit [Rule 58A .1711(a)(4)]

A nonresident broker may obtain eight hours equivalent credit for a course or courses not approved by the Commission or for related educational activities as provided in Rule .1708 of this Section. Each request for equivalent credit must be submitted on using the [CE Credit Request \(Form REC 7.13\)](#) accompanied by a nonrefundable processing fee of fifty dollars (\$50.00) per request, payable to the North Carolina Real Estate Commission.