

12-HOUR BROKER-IN-CHARGE COURSE REGISTRATION FORM

The *12-Hour Broker-in-Charge Course* is taught only in a live classroom setting over two (2) days. Check-in begins thirty (30) minutes prior to class each day. Please see Page 2 of this form for a listing of course locations and dates.

Four (4) hours of continuing education **ELECTIVE** credit will be awarded upon successful completion of the course. The *12-Hour Broker-in-Charge Course* is **NOT** the 4 hour *Broker-in-Charge Update* (BICUP) course nor does it count for Update Course credit.

SCHEDULING: Licensees should register for a course online at www.ncrec.gov by clicking on "Education" and then "12 Hour BIC Course Registration." Alternatively, you may register by completing and returning this form to the Commission with the registration fee (payable to the NC Real Estate Commission). If mailed, your registration form and fee must be received **NO LATER THAN 2 WEEKS PRIOR TO THE REQUESTED SESSION.**

RESCHEDULING & LATE ARRIVALS: Once registered, a licensee, prior to the scheduled class, may transfer to a different session by rescheduling online at the Commission's website. Requests to reschedule for a later class received from a licensee who failed to attend a scheduled class generally will only be granted if: 1) the request is received *within 15 days after the missed course date* and 2) *the individual can demonstrate that his or her absence or tardiness was the direct result of an emergency situation beyond his or her control that could not reasonably have been foreseen or avoided (for example, personal illness or death in the family).* Absences due to business conflicts, vacations or the like are not grounds for granting a rescheduling request received on or after the course date; licensees who anticipate a conflict should transfer online to a different session before their scheduled session is held. **The minimum 90% attendance requirement applies to the scheduled classroom hours on each day.** [Rule 58A.1705.]

Please select three sessions in the order of your preference, understanding that we cannot guarantee space for any course requested by mail as courses are filled upon a first-come/first served basis. **NOTE: You are not registered for a class until you receive written confirmation. Please call our office if you do not receive a confirmation. (Online registrants print final screen.)**

Name: _____ License No. _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Have you been designated as broker-in-charge within the last 120 days? Yes No

First Choice (location and date)

Second Choice (location and date)

Third Choice (location and date)

The Course Registration Fee is \$110.00
(COURSE FEE INCLUDES BROKER-IN-CHARGE GUIDE)

Make checks payable to NC Real Estate Commission
(Please write your broker license number on your check)

Mail to: NC Real Estate Commission
Attn: Education Division
P.O. Box 17100
Raleigh, NC 27619-7100

12-HOUR BROKER-IN-CHARGE COURSE SCHEDULE

NOVEMBER 2016 – JUNE 2017

The *12-Hour Broker-in-Charge Course* is a 2-day course taught only in a live classroom setting. **The Registration Fee is \$110.00.** Check-in begins 30 minutes prior to class each day. Click here to [register](#) and here for course [locations](#).

| <u>Day</u> | <u>Date</u> | <u>Location</u> | <u>Times</u> | <u>Max capacity</u> |
|------------------|-------------|-----------------|--------------|---------------------|
| <i>November:</i> | | | | |
| Mon | 11/14 | Concord | 1-5pm | 45 |
| Tues | 11/15 | Concord | 8:30-5:30pm | |
| Mon | 11/28 | Asheville | 1-5pm | 50 |
| Tues | 11/29 | Asheville | 8:30-5:30pm | |
| <i>December:</i> | | | | |
| Mon | 12/05 | Raleigh | 1-5pm | 55 |
| Tues | 12/06 | Raleigh | 8:30-5:30pm | |
| Tues | 12/13 | Greensboro | 1-5pm | 45 |
| Wed | 12/14 | Greensboro | 8:30-5:30pm | |
| <i>January:</i> | | | | |
| Wed | 1/11 | Raleigh | 1-5pm | 55 |
| Thurs | 1/12 | Raleigh | 8:30-5:30pm | |
| Thurs | 1/19 | Kannapolis | 1-5pm | 45 |
| Fri | 1/20 | Kannapolis | 8:30-5:30pm | |
| <i>February:</i> | | | | |
| Tues | 2/07 | Wilmington | 1-5pm | 45 |
| Wed | 2/08 | Wilmington | 8:30-5:30pm | |
| Mon | 2/13 | Raleigh | 1-5pm | 55 |
| Tues | 2/14 | Raleigh | 8:30-5:30pm | |
| Tues | 2/21 | Asheville | 1-5pm | 45 |
| Wed | 2/22 | Asheville | 8:30-5:30pm | |
| <i>March:</i> | | | | |
| Wed | 3/01 | Kannapolis | 1-5pm | 45 |
| Thurs | 3/02 | Kannapolis | 8:30-5:30pm | |
| Tues | 3/21 | Raleigh | 1-5pm | 55 |
| Wed | 3/22 | Raleigh | 8:30-5:30pm | |
| <i>April:</i> | | | | |
| Wed | 4/05 | Greensboro | 1-5pm | 45 |
| Thurs | 4/06 | Greensboro | 8:30-5:30pm | |
| Tues | 4/18 | Kannapolis | 1-5pm | 45 |
| Wed | 4/19 | Kannapolis | 8:30-5:30pm | |

April cont:

| | | | | |
|------|------|-------------------|-------------|----|
| Mon | 4/24 | Kill Devil Hills* | 1-5pm | 40 |
| Tues | 4/25 | Kill Devil Hills | 8:30-5:30pm | |

May:

| | | | | |
|-------|------|------------|-------------|----|
| Wed | 5/03 | Raleigh | 1-5pm | 55 |
| Thurs | 5/04 | Raleigh | 8:30-5:30pm | |
| Mon | 5/08 | Wilmington | 1-5pm | 45 |
| Tues | 5/09 | Wilmington | 8:30-5:30pm | |
| Tues | 5/16 | Asheville | 1-5pm | 45 |
| Wed | 5/17 | Asheville | 8:30-5:30pm | |
| Mon | 5/22 | Kannapolis | 1-5pm | 45 |
| Tues | 5/23 | Kannapolis | 8:30-5:30pm | |

June:

| | | | | |
|------|------|---------|-------------|----|
| Mon | 6/05 | Raleigh | 1-5pm | 55 |
| Tues | 6/06 | Raleigh | 8:30-5:30pm | |

**Class will be canceled if minimum of fifteen (15) have not preregistered thirty (30) days prior to scheduled date.*