

Postlicensing Education and Broker Transition Guidelines

As thousands of “**provisional**” brokers near their first deadline for obtaining required postlicensing education, this primer is provided to remind all provisional brokers about their postlicensing education and broker transition requirements. The information is organized into sections for **Resident Provisional Brokers** and **Nonresident Provisional Brokers**, and then further organized by **license status as shown on licensees’ pocket cards**. If you are a provisional broker, *check your license status on your pocket card* and then locate the information below that applies to you. You should also read the **Special Notes** section.

Resident Provisional Brokers

PB Status:	Initially licensed as a “provisional” broker on or after April 1, 2006 .
Requirement:	You must complete 90 hours of postlicensing education in the first three years after initial licensure (minimum of one (1) 30-hour postlicensing course each year by the anniversary date of your initial license issuance).
Anniversary Dates:	Your annual anniversary (deadline) date for postlicensing education differs from other important dates that affect your license. License Renewal: June 30 Annually CE Deadline: June 10 Annually Postlicensing Education Deadline: 1st Deadline, 1 Year After Initial Licensure 2nd Deadline, 2 Years After Initial Licensure 3rd Deadline, 3 Years After Initial Licensure (Refer to wall license certificate for “Initial Licensure Date”)

Examples of Postlicensing Education Deadline Dates	
License Issuance Date	Anniversary Dates for Postlicensing Education
May 15, 2006	May 15, 2007, 2008 and 2009
July 20, 2006	July 20, 2007, 2008 and 2009
October 30, 2006	October 30, 2007, 2008 and 2009

Additional Information About Courses:

•	The three postlicensing courses are: <i>Broker Relationships and Responsibilities; Contracts and Closing; and Selected Topics</i> .
•	You must complete all three 30-hour postlicensing courses (90 hours) within three (3) years of your initial licensure in order to terminate the “provisional” status of your broker license and to avoid cancellation of your broker license.
•	You may take all three courses during the first or second year after initial licensure and the “provisional” status of your license will be removed upon their completion.
•	Postlicensing courses may be taken in any sequence.
•	The courses are offered by the same schools that conduct the prelicensing course. [School list is available on the Commission’s website.]
•	Schools will report your course completion to the Commission. Do NOT submit course completion certificates to the Commission unless specifically requested.
•	You must pass the course final examination to pass the course.
•	You will receive no CE credit for a postlicensing course. You must also complete required CE courses prior to the second renewal of your license.

Consequences of Noncompliance: Failure to complete required postlicensing education for either the first or second year after license issuance will result in your license being made **inactive**. You would have to take the missed course (and make up any CE deficiency) to be eligible to reactivate. Failure to complete all three postlicensing courses by the end of the third year will result in your license being **cancelled**. You would have to take the missed course and meet substantial additional requirements established by the Commission to reinstate your license.

PB9 Status:	Initially licensed as a salesperson between October 1, 2005 and March 31, 2006 and converted to “provisional” broker on PB9 status on April 1, 2006 .
Requirement:	See above information for PB Status. The postlicensing education requirement is exactly the same as for provisional brokers with PB status EXCEPT that a PB9 provisional broker has a fixed annual deadline date of April 1 for completion of postlicensing courses. Thus, the deadline dates for course completion for a provisional broker with PB9 status are April 1 of 2007, 2008 and 2009 . Course and other information is the same as shown above for PB status.

PBT Status:	Initially licensed as a salesperson before October 1, 2005 and converted to “provisional” broker on PBT status on April 1, 2006 .
Requirement:	You must satisfy one of the two broker transition options described below to terminate the “provisional” status of your broker license by the fixed deadline date of April 1, 2008 . <i>No exceptions for any reason!</i> If you are on PBT status, your options are:

Option #1: Complete the **24-hour Broker Transition Course**.

•	The course is offered by CE <i>Update</i> course sponsors. [See the CE course schedule under “Continuing Education” on the Commission’s website for scheduled courses.]
•	There is no end-of-course examination.
•	You will receive CE elective course credit in the license year in which the course is completed.
•	The course sponsor will report course completion to the Commission. Do NOT submit course completion certificates to the Commission unless specifically requested.
•	The course will only be available until April 1, 2008.

Option #2: Certify to the Commission that you have at least four (4) years full-time (or part-time equivalent) brokerage experience within the six (6) years preceding the date of experience certification.

•	Your qualifying experience must have been obtained in North Carolina or another state while your license was on active status and may only include <i>licensed brokerage activities for which a real estate license is required</i> (listing, selling, purchasing, leasing or renting real estate for others for a fee). Experience as a licensed real estate assistant is also acceptable, but experience as a secretary, bookkeeper or manager of a real estate office, or as a leasing agent performing acts exempt from licensure, is NOT acceptable, even if you were licensed at the time.
•	Full-time experience means 40 hours of work per week and 2000 hours per year.
•	No preliminary opinions will be offered by Commission staff concerning appropriateness of experience.
•	Certification may be completed online through the Commission’s website.
•	The Commission will “spot check” experience certifications as well as check those that appear questionable.
•	If you are not certain that you possess the necessary experience and can document such experience if requested, take the <i>Broker Transition Course</i> .

Consequences of Noncompliance: If you are currently active, your license will be made inactive on April 1, 2008 and you will be required to complete *all three 30-hour postlicensing courses* plus any required CE to reactivate your license and terminate its provisional status.

(See **Nonresident Provisional Brokers**, *next page*)

Nonresident Provisional Brokers

The postlicensing education and broker transition requirements for nonresident provisional brokers (PB, PB9 and PBT status) are the same as shown above for resident provisional brokers. *Nonresident provisional brokers should read the information provided for resident provisional brokers having the same license status category.* There are, however, some **additional options for nonresidents** to satisfy the **education** options and a couple of other differences as noted below. Nonresident provisional brokers who qualify for the **experience** option described for resident provisional brokers on **PBT** status may certify their experience in the manner described for such resident provisional brokers.

Options for Nonresidents to Satisfy Education Requirements

Since the *Broker Transition Course* and the postlicensing courses *are only available as live instruction courses in North Carolina*, it may not be feasible for most nonresident provisional brokers to come to North Carolina and take these courses. Consequently, the Commission has created some alternative options for fulfilling these education requirements. [NOTE: Options 2 and 3 are not available to North Carolina resident provisional brokers.]

Option #1: Complete the postlicensing courses (PB or PB9) or *Broker Transition Course* (PBT) in North Carolina.

Option #2: Complete “**equivalent**” education in another state (PB, PB9 or PBT).

•	Licensees on PB or PB9 status must take 90 hours of education in the first three years after initial licensure (minimum of 30 hours each year by the appropriate anniversary or deadline date).
•	Licensees on PBT status needing to satisfy the education option must take 24 hours of education by April 1, 2008.
•	Courses may include postlicensing education, broker prelicensing education, or CE.
•	Courses may be any length. Credit will be awarded for hours completed.
•	Courses must be approved by the real estate licensing agency in the other state.
•	Postlicensing or broker prelicensing courses must have been taken within three (3) years prior to seeking credit for them.
•	Continuing education must have been completed during the same one-year period following initial licensure for which credit is sought (between April 1, 2006 and April 1, 2008 for equivalent Broker Transition Course credit) and <i>must be taken in addition to any courses required to satisfy the licensee’s CE requirement in his/her state of residence.</i>
•	Licensee must submit copies of course completion certificates along with a letter including name and NC license number and requesting equivalent education credit to the Commission, Attention: Postlicensing Education Credit.

Option #3: Obtain a **broker license in another state** (PB, PB9 or PBT).

•	Submit certification of license history showing broker licensure from appropriate state, along with letter including name and NC license number to the Commission, Attention: Postlicensing Education Credit.
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Special Notes for All Provisional Brokers

•	Termination of Provisional Status. All individual license certificates now indicate that the licensee is a “broker.” Status as a PB, PB9 or PBT appears only on license pocket cards. When a broker’s “provisional” status is terminated upon completion of required education (or demonstration of other permitted qualifications), the broker will automatically be sent a new pocket card, but not a new license certificate. The license number will remain the same.
•	Reminder Notice. Provisional brokers will be sent one postlicensing education reminder notice approximately 90 days before their anniversary or deadline date. <i>Do not wait until the last minute to obtain needed education!</i>