



NORTH CAROLINA REAL ESTATE COMMISSION

P.O. Box 17100
Raleigh, N.C. 27619-7100
Phone (919) 875-3700 • www.ncrec.gov

FOR COMMISSION USE

Date \_\_\_\_\_

Comments \_\_\_\_\_

Instructor Code # \_\_\_\_\_

CONTINUING EDUCATION
UPDATE COURSE INSTRUCTOR APPLICATION
FOR ORIGINAL APPROVAL

GENERAL INSTRUCTIONS: Application for original approval or renewal of approval as a continuing education update course instructor must be made on this form. The application must be typed or printed in ink, and all items must be completed. If any item is not applicable, indicate "N/A" or "None" as appropriate. Applicants may not submit or attach a resume in lieu of completing this form or any portion thereof. Before completing this application, the applicant should read the Commission Rules regarding mandatory continuing education. The Commission reserves the right to demand verification of education, experience or any other relevant information prior to making a determination on any application. The applicant should make and retain a copy of the completed application and should allow 30 calendar days for processing following submission of all required information or material.

1. Applicant's Full Name \_\_\_\_\_

2. Occupation \_\_\_\_\_

3. Complete Residence Address \_\_\_\_\_

\_\_\_\_\_ 9-Digit Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

[NOTE: Each out-of-state applicant for original approval must complete and attach a notarized Consent to Service of Process and Pleadings.]

4. Complete Business Address \_\_\_\_\_

\_\_\_\_\_ 9-Digit Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

5. E-mail Address \_\_\_\_\_

6. Real Estate Licensing History NC Real Estate Broker License Number: \_\_\_\_\_

Table with 3 columns: State, FROM Month/Year, TO Month/Year. Rows for Licensed Provisional Broker /Salesperson and Licensed Broker.

7. Attorney Licensing History(if applicable). If licensed attorney in NC, license number \_\_\_\_\_

Table with 3 columns: State, FROM Month/Year, TO Month/Year. Row for attorney licensing history.

8. **Criminal Offenses.** Have you ever been convicted of any **criminal offense (felony or misdemeanor)** or is there any **criminal charge now pending** against you? (This includes **driving while impaired** and other serious traffic offenses. Exclude only minor traffic infractions.) ..... YES NO

If "YES," submit a *detailed written explanation in your own words* describing the circumstances for each offense/pending charge. Also submit a copy of the court judgment for any conviction (or arrest warrant or bill of indictment for any pending charge).

9. **Professional License Disciplinary Action.** Have you **ever** been denied a real estate or other professional license or been disciplined by an occupational licensing agency (license suspended, revoked, surrendered, reprimanded, etc.) in NC or elsewhere; or are there currently any complaints pending against you in connection with any professional license that you hold? ..... YES NO

If "YES," submit a *detailed written explanation in your own words* and a copy of the licensing agency's order if applicable.

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*After completing Section 9, applicants who hold a current North Carolina real estate broker license and the DREI designation conferred by the Real Estate Educators Association or an equivalent designation or certification may proceed directly to Item 15 in this application. Applicants may contact the Commission office to determine whether a particular designation or certification has been found equivalent to the DREI designation.*

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10. **College Education** Indicate total number of years completed \_\_\_\_\_

Name of School	Dates Attended	Major	Degrees Awarded or Semester/Quarter Hours Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. **Real Estate Education** (List all real estate courses other than pre/postlicensing and approved continuing education courses completed within the past three (3) years. Attach additional pages as necessary.)

Name/Title of Course	Sponsoring School/Organization	Subject Area Covered	Date Completed	Number of Classroom Hrs.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

12. **Real Estate Related Work Experience** (*not teaching experience – see items 13 & 14*)

Prepare and attach to this application information in the form of a chart or list for each real estate related job or position in which you have been employed (excluding teaching experience) during the past **ten (10) years**. Part time employment should be reported separately from full time employment. For each job or position, provide details concerning the following specific aspects of your work experience:

- 1) Name of the position;
- 2) Name and address of your employer;
- 3) Beginning and ending dates of your employment;
- 4) Average number of hours you spent on **real estate related matters** each week, and
- 5) A detailed description of your duties.

**Do not attach a resume in lieu of preparing a chart or list to complete this item.**

13. **Real Estate Pre/Postlicensing Teaching Experience** (For **each** real estate **pre/postlicensing** course you have taught within the past **five (5) years**, provide the information indicated. Attach a separate sheet if necessary but do not attach a resume in lieu of completing this item.)

School	Course Title	Month/Year Taught
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. **Additional Real Estate Teaching Experience**

Attach a list of all real estate courses **other than prelicensing courses** you have taught within the past five (5) years. For each course, include the name and address of your employer, the course title, a brief description of the subject matter of the course, the total number of classroom hours for the course, and the date (month/year) you completed teaching the course.

15. **Real Estate Instructor Designation**

15a. If you hold a real estate instructor designation, provide the following information:

Name of Designation	Conferring Organization	Date Earned
_____	_____	_____

15b. Attach a copy of your official designation as a real estate **instructor**.

16. **Signature and Certificate of Applicant**

I certify that I have read and understand the Commission’s Rules regarding mandatory continuing education and that I will comply with the Commission’s requirements regarding instructor conduct, performance, and responsibilities. I further certify that the information provided in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds for denial or withdrawal of approval to teach the Commission’s continuing education update course.

\_\_\_\_\_

Date
Signature

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*NOTE: Applicants must submit, as part of their application, a video recording as required by Commission Rule E. 0203(d), EXCEPT the following applicants are exempt from this requirement: (1) Persons who have received full Commission approval as Pre/Postlicensing Instructors, (2) Persons holding the DREI designation, and (3) Persons holding a real estate instructor designation found by the Commission to be equivalent to the DREI designation. Refer to the “Guidelines for Submission of Videotape” provided with this application.*

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