



- REQUEST TO ACTIVATE BROKER OR PROVISIONAL BROKER LICENSE
- NOTIFICATION OF PROVISIONAL BROKER SUPERVISION
- NOTIFICATION OF BROKER AFFILIATION
- NOTIFICATION OF SECONDARY BROKER AFFILIATION

After reading the instructions on page two of this form,  
 check the appropriate box(es) above and provide all information requested below.

**TO BE COMPLETED BY LICENSEE**

**CERTIFICATION REGARDING LICENSE ACTIVATION:**

1. **Resident:** (Do not send course completion certificates.)

By signing below I certify that I have completed the continuing education course(s) and any postlicensing education required to place my license on Active Status (check one)

- within the last 30 days.  more than 30 days before the date shown below.

2. **Nonresident:** (Please refer to the enclosed description of options on page 4 of this document).

Activation is requested under (check one)  Option #1  Option #2  Option #3  Option #4

For Option 1: By signing below I certify that I hold license # \_\_\_\_\_ in the state of \_\_\_\_\_ and that it is on Active Status.  
(NOT YOUR NC LICENSE) (NOT NC)

For Option 2: By signing below I certify that I have completed the continuing education course(s) required to place my license on Active Status (check one)

- within the last 30 days.  more than 30 days before the date shown below.

By signing below I certify that I have completed any postlicensing education required to place my license on Active Status.

**TO BE COMPLETED BY BROKERS AND PROVISIONAL BROKERS**  
 (Provisional Brokers refer to certification description and detailed instructions on page 2 of this form.)

LICENSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ LIC. # \_\_\_\_\_ TYPE: \_\_\_\_\_  
(Type or Print) (B/PB)

RESIDENCE ADDRESS: \_\_\_\_\_  
(Street Address) (City) (State) (Zip) (County)

RESIDENCE P.O. BOX (IF ANY) \_\_\_\_\_  
(PO Box) (City) (State) (Zip) (County)

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CHECK HERE IF YOUR RESIDENCE ADDRESS IS NEW.

**TO BE COMPLETED BY BROKER-IN-CHARGE**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ LICENSE #: \_\_\_\_\_  
(Type or Print)

FIRM NAME: \_\_\_\_\_ FIRM LICENSE #: \_\_\_\_\_

FIRM STREET ADDRESS: \_\_\_\_\_

BUSINESS MAILING ADDRESS: \_\_\_\_\_

(City) (State) (Zip) (County)

TYPE OF FIRM:  CORPORATION  PARTNERSHIP  LLC  SOLE PROPRIETORSHIP  OTHER

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## Instructions

### I. REQUEST TO ACTIVATE BROKER OR PROVISIONAL BROKER LICENSE

1. To request that your real estate license be placed on Active Status, YOU AND THE BROKER-IN-CHARGE OF THE OFFICE WHERE YOU WORK SHOULD COMPLETE PAGE 1 OF THIS FORM.
2. To activate your license, you must have completed the real estate continuing education and any post licensing education required in NCGS 93A-4A and 21NCAC58A.0504.
3. If you have a North Carolina real estate license, you may begin working when this properly completed form has been either mailed or delivered to the Commission. (No fee is required.) The Real Estate Commission will send you a Notice of License Record Change confirming that this form has been received and that your license has been placed on Active Status. **If you have not received the Notice of License Record Change by 30 calendar days after the date entered on this form, you must immediately cease any further activity for which a real estate license is required until the Notice of License Record Change has been received.**

### II. NOTIFICATION OF PROVISIONAL BROKER SUPERVISION

#### CERTIFICATION REGARDING NOTIFICATION OF PROVISIONAL BROKER SUPERVISION

**Provisional broker:** By signing page 1 of this form, provisional broker certifies that he/she is engaged in the business of a real estate provisional broker under the supervision of the broker-in-charge named on page 1 of this form, and that 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 signing page 1 of this form, broker-in-charge certifies that the provisional broker named on page one of 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.

1. To notify the Commission that a real estate provisional broker has become supervised by a new broker-in-charge, THE PROVISIONAL BROKER AND THE BROKER-IN-CHARGE OF THE OFFICE WHERE THE PROVISIONAL BROKER WILL BE WORKING MUST COMPLETE PAGE 1 OF THIS FORM.
2. 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 either mailed or delivered this properly completed form to the Real Estate Commission. (No fee is required.)
3. 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 Records Section at the Commission Office if the Notice of License Record Change has not been received by 30 days after the date entered on this form.)
4. **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**, giving the provisional broker's current residence address and date of termination. The Commission will furnish the broker-in-charge and provisional broker a Notice of License Record Change confirming that the notification has been received and that the broker-in-charge has been released from further supervisory responsibility over the provisional broker's real estate activities. (The broker-in-charge should retain this acknowledgment for his/her files.)

### III. NOTIFICATION OF BROKER AFFILIATION CHANGE (Brokers Only)

To notify the Commission that you will be affiliating with a new firm/broker-in-charge, YOU AND THE BROKER-IN-CHARGE OF THE OFFICE WHERE YOU WORK SHOULD COMPLETE PAGE 1 OF THIS FORM. The Commission will furnish you and the broker-in-charge a Notice of Record Change confirming that the notification has been received and that any prior relationship has been terminated unless the Commission is advised to the contrary in writing.

## RESIDENT LICENSEES

### CONTINUING EDUCATION

1. Licensees must complete **eight (8) classroom hours per year** of continuing education (CE) in order to renew his/her license on **active** status.
  - **Four (4)** of the required CE credit hours must be obtained by completing the *Real Estate Update Course* prescribed by the Commission. The subject matter of this course will be changed by the Commission from year to year.
  - The remaining four (4) CE credit hours may be obtained by taking an elective course approved by the Commission. Elective courses may address a wide variety of real estate topics.
  - Beginning July 1, 2006, licensees designated as brokers-in-charge must complete a four classroom hour *Broker-in-Charge Annual Review Course* each full license period after being designated a broker-in-charge. The *Review* course will count toward the required continuing education elective requirement for the license period.
2. The maximum amount of CE credit awarded for any single course is four (4) hours.
3. A person who is issued a provisional broker or broker license (either by examination, reciprocity or reinstatement) does NOT have to take continuing education courses during the license period in which the license is issued. However, they must satisfy the CE requirement **prior** to the **second renewal** of the license.

### PROVISIONAL BROKER POSTLICENSING EDUCATION REQUIREMENTS

1. Persons **licensed in North Carolina on or after April 1, 2006 as a provisional broker** either by examination or reinstatement may satisfy the postlicensing requirement, by completing three 30-hour postlicensing courses within three years after licensure (at least one course each year). If a provisional broker fails to complete at least one course by the end of the first year (or a second course by the end of the second year), his or her license will be placed on “inactive” status until the required education is completed. If a provisional broker fails to complete all three postlicensing courses within three years, the license will be cancelled and the former licensee must satisfy the requirements for license reinstatement.
2. Persons **licensed as salespersons between October 1, 2005 and March 31, 2006** must satisfy the postlicensing education requirement described above.
3. Persons **licensed as salespersons before October 1, 2005** had until April 1, 2008, to either complete a 24-hour *Broker Transition Course* or certify certain full-time brokerage experience. The April 1, 2008 deadline was a fixed date and **there can be no exceptions for any reason**. After April 1, the license was placed on “inactive” status and the licensee will have to complete the three 30-hour postlicensing courses in order to remove the “provisional” status and reactivate the license.

#### Note:

The three 30-hour postlicensing courses **do not** satisfy any continuing education requirement and are in addition to the eight-hour annual continuing education requirement for active status.

## NONRESIDENT LICENSEES

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

### CONTINUING EDUCATION FOR LICENSE ACTIVATION

Inactive **nonresident** licensees may activate their licenses by satisfying the North Carolina continuing education (CE) requirements and submitting a “**Request to Activate Broker or Provisional Broker License**” form is available from the Commission and on line at [www.ncrec.gov](http://www.ncrec.gov). The options for satisfying the CE requirement are shown below.

#### Option #1 - Certify Active Status in Another State

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

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](http://www.ncrec.gov). The course sponsors will notify the Commission of all licensees completing such courses. **Do not send course completion certificates to the Commission unless requested.**

#### Option #3 - Take CE Courses Approved in Another State

A **nonresident** licensee for whom Option #1 and #2 are not viable 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. Under this option, the nonresident licensee must demonstrate completion of sufficient CE in another state to satisfy North Carolina’s requirement for eight (8) hours per year. Credits may be applied retroactively to accomplish this. To obtain credit for such a CE course(s), the licensee must submit a written request for CE credit **accompanied by a nonrefundable processing fee of twenty dollars (\$20.00) per request**, payable to the North Carolina Real Estate Commission. The request for credit must be accompanied by official verification (usually a copy of the course completion certificate) showing the date of course completion and evidence the course was approved for CE credit by the state real estate licensing agency. **Note:** Continuing education credit will NOT be awarded for real estate pre-licensing courses, even if such courses are recognized for CE credit by the real estate licensing agency in another state.

#### Option #4 - Obtain Equivalent Credit

Nonresident licensees may formally request the Commission to evaluate and award continuing education course credit for a course **not** approved by the Commission or by the licensing agency in their resident state or in the state where the course was taken, or for some other real estate education activity. These courses and education activities must be found by the Commission to be equivalent to North Carolina’s continuing education requirement. Each request for equivalent credit must be submitted on a form prescribed by the Commission accompanied by a **nonrefundable \$30 evaluation fee**. Forms and more detailed information on equivalent credit rules and procedures are available from the Commission’s website at [www.ncrec.gov](http://www.ncrec.gov).

### PROVISIONAL BROKER POSTLICENSING EDUCATION REQUIREMENTS

A nonresident licensed in North Carolina as a provisional broker either by examination or by reciprocity may satisfy the postlicensing education requirement, by either:

1. Completing the postlicensing courses, in North Carolina;
2. Obtaining a broker license in another state; or
3. Completing any combination of broker qualification (prelicensing) courses, postlicensing courses or continuing education courses approved by the real estate licensing agency in another state and totaling the number of hours required in North Carolina. [Salesperson prelicensing education is not acceptable for this purpose. To be eligible for equivalent credit, broker prelicensing courses or salesperson postlicensing courses taken in another state must have been completed within three years prior to the date equivalent credit is requested and continuing education courses must have been completed during the time period the licensee is required to satisfy the applicable North Carolina postlicensing education requirement. Continuing education courses taken in another state to satisfy North Carolina’s postlicensing education requirement must be **in addition to** continuing education taken to satisfy a licensee’s CE requirement in his/her resident state.]