



NORTH CAROLINA REAL ESTATE COMMISSION  
 P.O. Box 17100 Raleigh, N.C. 27619-7100  
 Phone (919) 875-3700 • Email: educ@ncrec.gov  
 Website: www.ncrec.gov

FOR COMMISSION USE ONLY  
 Date \_\_\_\_\_  
 Order ID: \_\_\_\_\_

**REQUEST FOR CONTINUING EDUCATION CREDIT FOR AN  
 UNAPPROVED COURSE OR OTHER REAL ESTATE EDUCATION ACTIVI-**

**INSTRUCTIONS**

Current or former license holders wishing to obtain continuing education credit for a course that is not approved by the Commission or for real estate education activity equivalent to a Commission-approved continuing education course must make application on this form. The application must be typed or printed in ink. Applicants are referred to Commission Rule 58A.1708 regarding Equivalent Credit and “Subject Matter Guidelines for Continuing Education Elective Courses”.

**READ THESE MATERIALS BEFORE COMPLETING THIS FORM.**

**1. Application Fee**

*The appropriate non-refundable fee must be submitted with this request for continuing education credit. Please consult the fee schedule below and check the appropriate option:*

- Credit for teaching (Instructor Only) ..... \$0
- Evaluation of unapproved real estate course or real estate education activity ..... \$30
- Processing of course approved by the NC Appraisal Board ..... \$20
- Processing of course taken by a non-resident licensee that is approved by that state’s Real Estate Commission ..... \$20

2. Licensee Name \_\_\_\_\_ Licensee No. \_\_\_\_\_

3. Physical address \_\_\_\_\_  
 (Address) (City) (State) (Zip)

Mailing address \_\_\_\_\_  
 (Address) (City) (State) (Zip)

Public Phone: \_\_\_\_\_ Private Phone: \_\_\_\_\_

Public Email: \_\_\_\_\_ Private Email: \_\_\_\_\_

**INSTRUCTOR REQUEST FOR UPDATE COURSE CREDIT**

**4. Teaching a Commission Real Estate Update Course. [No fee required]**

*Provide the information requested below. If course was taught more than once, the most recent date and location must be given.*

Real Estate Update Course Number \_\_\_\_\_ Licensee’s Instructor Number \_\_\_\_\_

Sponsor Name \_\_\_\_\_ Sponsor Code \_\_\_\_\_

Date You Taught This Course \_\_\_\_\_

Address \_\_\_\_\_  
 (Address) (City) (State) (Zip)

**Note: No activity other than teaching the Commission’s General Real Estate Update Course shall be considered equivalent to completing such course.**

REQUEST FOR ELECTIVE COURSE CREDIT

5. Teaching an approved Continuing Education Elective Course. [No fee required]

Provide the information requested below. If course was taught more than once, the most recent date and location must be given.

Course Title \_\_\_\_\_ Course No \_\_\_\_\_

Sponsor Name \_\_\_\_\_ Sponsor Code \_\_\_\_\_

Date You Taught This Course \_\_\_\_\_

Address \_\_\_\_\_ (Address) (City) (State) (Zip)

6. Completion of an Unapproved Course

Provide the information requested below. Attach proof of course completion and a copy of the course description or outline. Note: No credit will be awarded for correspondence courses or for courses consisting exclusively of videotaped instruction.

Course Title \_\_\_\_\_

Instructor Name \_\_\_\_\_ Classroom hrs \_\_\_\_\_

Course Sponsor Name \_\_\_\_\_ Date taken \_\_\_\_\_

Address \_\_\_\_\_ (Address) (City) (State) (Zip)

Phone \_\_\_\_\_ Email \_\_\_\_\_

7. Completion of a Prelicensing, Precertification, or Continuing Education Course Approved by the North Carolina Appraisal Board

Attach and return with this form a copy of your course completion certificate issued by the course sponsor for submission to the North Carolina Appraisal Board.

8. Other Real Estate Education Activity

Check the appropriate box and provide information necessary to evaluate the activity.

Development of Commission-approved Continuing Education Elective Course
Submit a document listing the course title, course number, and date of approval.

Authorship of Scholarly Article (on CE Elective Subject Matter) Published in a Professional Journal
Attach copy of article and proof of publication.

Authorship of Real Estate Textbook
Provide title, publisher and publication date and attach copy of title page and table of contents.

Other
Describe and enclose appropriate documentation.

NOTE: THE COMMISSION RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION TO SUPPORT ANY REQUEST.

5. Signature and Certification of Licensee

I hereby certify that the information 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 of equivalent real estate continuing education credit.

Signature \_\_\_\_\_ Date \_\_\_\_\_