



NORTH CAROLINA REAL ESTATE COMMISSION
 P.O. Box 17100 Raleigh, N.C. 27619-7100
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 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 ACTIVITY

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 \$50
- Processing of course approved by the NC Appraisal Board \$50
- Processing of course taken by a non-resident licensee that is approved by that state’s Real Estate Commission \$50

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 #1

Course Title _____

Instructor Name _____ Classroom hrs _____

Course Sponsor Name _____ Date taken _____

Address _____ (Address) (City) (State) (Zip)

Phone _____ Email _____

Course #2

Course Title _____

Instructor Name _____ Classroom hrs _____

Course Sponsor Name _____ Date taken _____

Address _____ (Address) (City) (State) (Zip)

Phone _____ Email _____

Course #3

Course Title _____

Instructor Name _____ Classroom hrs _____

Course Sponsor Name _____ Date taken _____

Address _____ (Address) (City) (State) (Zip)

Phone _____ Email _____

Course #4

Course Title _____

Instructor Name _____ Classroom hrs _____

Course Sponsor Name _____ Date taken _____

Address _____

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 _____