

Date \_\_\_\_\_

Comment \_\_\_\_\_

Order ID: \_\_\_\_\_



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

### REQUEST FOR EXTENSION OF TIME TO COMPLETE CONTINUING EDUCATION

**General Instructions.** Licensees on active status wishing to obtain an extension of time to satisfy the continuing education requirement must make application on this form. The extension request must be **received** by the Commission **on or before June 10** of the license year for which the extension is sought for consideration of the request, including review of all supporting documentation and such verification of information as may be necessary. Applicants are referred to Commission Rule 58A.1709 regarding “Extensions of Time to Complete Continuing Education,” which is reprinted on page 2 of this form

*READ THE RULE BEFORE COMPLETING THIS FORM*

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

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

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

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

Describe below the incapacitating illness or other circumstance for which reason the licensee is requesting an extension of time to satisfy the continuing education requirement. The description must include information regarding the specific length of time the incapacitating illness or other circumstance has affected the licensee’s ability to satisfy the continuing education requirement. *Also, enclose with this request objective evidence of the incapacitating illness or other circumstance such as a written statement from an attending physician or other authoritative documentation regarding the circumstances described in the licensee’s request.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## COMMISSION RULE REGARDING EXTENSION OF TIME TO COMPLETE CONTINUING EDUCATION

### 21 NCAC 58A .1709 EXTENSIONS OF TIME TO COMPLETE CONTINUING EDUCATION

- a. A broker on active status may request and be granted an extension of time to satisfy the continuing education requirement for a particular license period if the broker provides evidence to the Commission that he or she was unable to obtain the necessary education due to an incapacitating illness, military deployment, or other circumstance that existed for a substantial portion of the license period and that constituted a severe hardship evidenced by supporting documentation, such as a written physician's statement, deployment orders, or other corroborative evidence, such that compliance with the continuing education requirement would have been impossible or burdensome.
- b. The Commission shall not grant an extension of time to satisfy the continuing education requirement for reasons of business or personal conflicts.
- c. The Commission shall not grant such an extension of time when the broker's inability to obtain the required education in a timely manner was unreasonable delay on the part of the broker in obtaining such education.
- d. If an extension of time is granted, the broker shall be permitted to renew his or her license on active status but the license shall be automatically changed to inactive status at the end of the extension period unless the broker satisfies the continuing education requirement prior to that time.
- e. If an extension of time is not granted, the broker may either satisfy the continuing education requirement prior to expiration of the license period or renew his or her license on inactive status.
- f. In no event shall an extension of time be granted that extends the continuing education deadline beyond June 10 of the license year following the license year in which the request is made.
- g. The broker's request for an extension of time shall be submitted on a form prescribed by the Commission and must be received by the Commission on or before June 10 of the license year for which the extension is sought. The form for requesting an extension of time to satisfy the continuing education requirement shall include the broker's name, mailing address, license number, telephone number, email address, and a description of the incapacitating illness or other circumstance upon which the request for extension of time is based. The form can be obtained on the Commission's website at [www.ncrec.gov](http://www.ncrec.gov), or upon request to the Commission.

History Note: Authority G.S. 93A-3(c); 93A-4.1;  
Eff. July 1, 1994;  
Amended Eff. August 1, 2014; October 1, 2000