

Date \_\_\_\_\_

Comment \_\_\_\_\_

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



NORTH CAROLINA REAL ESTATE COMMISSION  
P.O. Box 17100 Raleigh, N.C. 27619-7100  
Phone (919) 875-3700 • Email: educforms@nrec.gov  
Website: www.nrec.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 an extension of time to satisfy the continuing education requirement for the current license period if the broker was unable to obtain the necessary education due to an incapacitating illness, military deployment, or other circumstance that existed for a portion of the license period and that constituted a severe hardship.
- b. Requests for an extension of time shall be submitted on a form available on the Commission's website that requires the broker to set out the broker's name, mailing address, license number, telephone number, email address, and a description of the incapacitating illness or other circumstance. The requesting broker shall submit, along with the form, supporting documentation, such as a written physician's statement, deployment orders, or other corroborative evidence, demonstrating that compliance with the continuing education requirement would have been impossible or burdensome.
- c. All requests for an extension of time shall be received by the Commission by 5:00 p.m. on June 10 of the licensing period for which the extension is sought.
- d. If an extension of time is granted, the broker shall be permitted to renew his or her license on active status. The broker's license shall automatically change to inactive status if the broker fails to satisfy the continuing education requirement prior to the end of the extension period.
- e. In no event shall an extension of time be granted that extends the continuing education requirement deadline beyond June 10 of the license year following the license year in which the request is made.

History Note: Authority G.S. 93A-3(c); 93A-4.1;  
Eff. July 1, 1994;  
Amended Eff. July 1, 2017; August 1, 2014; October 1, 2000.