



## NORTH CAROLINA REAL ESTATE COMMISSION

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### **Sponsor's Checklist for Conducting Continuing Education Courses**

*This checklist has been prepared to help course sponsors better understand the sequential order of their responsibilities. It is **not** a substitute for Commission rules regarding continuing education (CE). See 21 NCAC Subchapter H, Section .0400.*

1. CE sponsors shall designate in writing to the Commission **one person** to serve as the **CE Coordinator. The administrative responsibility for the sponsor's continuing education program rests with the CE coordinator.** The CE Coordinator must become *thoroughly familiar* with all Commission Rules pertaining to CE. The CE coordinator must see that the sponsor develops and implements policies which comply fully with Commission rules. 58H.0403
2. The CE Coordinator shall notify the Commission in writing of any sponsor changes – name, address, contact information, CE Coordinator, etc. – within 10 days. 58H.0402
3. Prior to advertising or otherwise representing that any course may be offered by the sponsor for CE credit, the CE Coordinator must obtain written approval from the Commission to sponsor the course. 58H.0406
4. To ensure continuous approval, CE Coordinators must renew sponsor and course approval annually between May 15 and June 30. 58H.0406
5. The CE Coordinator is responsible for assuring that employed instructors meet the Commission's criteria to teach the specific course(s) proposed to be offered. 58H.0407; 58H.0408
6. CE sponsors shall retain on file for three years records of student registration and attendance for each session of a CE courses and will make those records available to the Commission upon request. 58H.0409
7. The CE Coordinator must provide notice to the Commission of scheduled courses and any cancellation of courses. To notify the Commission of course offerings, go to CE Sponsor Login at the Commission's website, login to the CE Sponsor Menu, and select "Maintain CE Course Schedule". 58H.0410
8. The CE Coordinator must make arrangements to have the course(s) conducted in a facility which complies with all local, state, and federal laws and regulations. 58H.0410
9. Sponsors shall not offer, conduct, or allow students to complete any courses for CE credit between June 11 and June 30, inclusive. 58H.0410

10. All advertisements, flyers, brochures and other forms of promotion should advise students of the requirement to provide names and license numbers at course check in. **Advise students to bring their current pocket cards to class.** 58H.0411
11. The CE Coordinator must to strictly monitor and enforce Rule 58A.1705 regarding attendance and student participation. This may require additional employees of the sponsor at each class to efficiently conduct the student check-in and attendance monitoring. Additionally, the CE Coordinator should make arrangements to ensure that instruction begins *on time*. 58H.0411
12. CE sponsors are **required** to obtain and electronically report the correct name and real estate license number of every licensee who successfully completes the class within seven calendar days of course completion (CE Roster Reports). To submit CE Roster Reports, go to CE Sponsor Login at the Commission’s website, login to the CE Sponsor Menu, and select either “Build & Submit Roster” or “Upload File”. 58H.0412
13. CE Sponsors shall provide a course completion certificate to each student who completes an approved CE course within 15 days following the course. The certificate may be printed or electronic. A ***Certificate of Completion*** template may be obtained from the Commission. 58H.0412
14. CE Sponsors shall establish an ~~all-inclusive~~ fee to be charged to students as well as cancellation and refund policies. Clearly describe the fee and policies in all materials utilized to promote a continuing education course. 58H.0413; 58H.0414