



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.*

1. Prior to advertising or otherwise representing that any course may be offered by the sponsor for continuing education credit, obtain written approval from the Commission to sponsor the course. Commission Rule 58E .0404
2. Have the officially designated Continuing Education Coordinator become *thoroughly familiar* with all Commission Rules in Sections 58E .0400 and 58E .0500 regarding General Sponsor Requirements and Course Operational Requirements. **The administrative responsibility for the sponsor's continuing education program rests with the CE coordinator.** The CE coordinator must see that the sponsor develops and implements policies which comply fully with Commission rules. Commission Rule 58E .0405
3. Employ or arrange for the services of instructors who are approved by the Commission to teach the specific course or courses proposed to be offered.
4. Establish the 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. Commission Rules 58E .0105, 58E .0302, 58E .0309, 58E .0505, 58E .0513
5. Make arrangements to have the course or courses conducted in a facility which complies with the requirements of Commission Rule 58E .0507.
6. Provide notice to the Commission of scheduled courses, cancellation of courses, or enrollments projected to exceed 100 students as required by Commission Rule 58E .0504.
7. Advertise or provide course information to prospective students in compliance with Commission Rule E. .0505. All advertisements, flyers, brochures and other forms of promotion must advise students of the requirement for providing license numbers as a condition of receiving credit for the course. **Advise students to bring their current pocket cards to class.** Course sponsors are **required** to obtain the correct name and real estate license number of every licensee who successfully completes the class. Commission Rule 58E .0508
8. The CE Coordinator must become thoroughly familiar with all information in the instruction sheet entitled **Procedures for Submitting CE Course Reports**. If a copy of the instruction sheet was not included with the written notice of approval, a copy may be obtained from the Commission.

9. Obtain from the Commission a master copy of the *Certificate of Completion* (Form 7.10) to be reproduced on the course sponsor's letterhead.
10. Reproduce copies of the *Student Information Sheet* and the *Certificate of Completion* for distribution to students. A copy of the *Student Information Sheet* must be provided by sponsors to each student at check-in. (See item #13 below regarding deadline for providing course completion certificates to licensees.)
11. The course sponsor must see that the course instructor is fully informed regarding his administrative responsibilities for the course. On the day of each scheduled course, instructors and course sponsors must be prepared to comply with all Commission rules and instructions regarding course operation, including student check-in, attendance and participation, and reporting of course completion.
12. Have a sufficient number of employees of the sponsor on hand at each class to efficiently conduct the student check-in as required by Commission Rules E .0508 and .0510, to strictly monitor and enforce Commission Rules regarding attendance and student participation, and to distribute copies of the *Student Information Sheet* and student course materials to each enrolled licensee. Make plans and arrangements as necessary to ensure that instruction begins *on time*.
13. Upon completion of each session of an approved continuing education class (but in no case later than June 15 for courses completed in the month of June),
 - within 7 calendar days of completion of a course, submit to the Commission the course completion information and \$10 per student fee (unless exempt from fee by Commission Rule); and
 - within 15 calendar days of completion of a course, complete and provide to each licensee who satisfactorily completed the course in compliance with Commission rules a *Certificate of Completion* on the form provided by the Commission and reproduced on the sponsor's letterhead.