

North Carolina Real Estate Commission

CONTINUING EDUCATION STUDENT INFORMATION SHEET

READ IMMEDIATELY UPON CHECKING IN

Basic CE Requirement (21 NCAC 58A.1702)

To maintain a license on active status every licensee must complete **eight (8) hours of continuing education each license year** consisting of **either** the four (4) hour **General Update** course **OR** the four (4) hour **BIC Update** course, **AND** a four (4) hour elective. The content of the **Update** courses changes each year.

Provisional brokers and brokers who are NOT BIC/BIC eligible must complete the **General Update** course. Brokers who are designated as a BIC/BIC eligible, must complete the **BIC Update** course each year beginning the first full license year after the license year in which the broker declared himself/herself a broker-in-charge.

Important Points to Note

- Newly licensed licensees do NOT need to take any CE courses *prior* to their **first license renewal**, but must satisfy the CE requirement *prior* to their **second license renewal** and each year thereafter.
- A course may not be taken for CE credit twice in the same license period. Make sure you have not already taken the course during the current license year. Remember, the license year runs from July 1 to June 30 and all CE must be complete by June 10 of each year.
- If your license is **inactive**, you should check with the Commission to ascertain the amount of CE you need to activate your license.
- **The deadline for completing CE – live courses or online courses – is ALWAYS June 10th each year!**

Attendance Requirement (21 NCAC 58E.0510)

*A student must always attend a **minimum** of 90% of the scheduled class session in order to receive a course completion certificate and CE credit.*

Students shall not be admitted to a class session after 10% of the scheduled classroom hours have been conducted. The 10% absence allowance is generally permitted for any reason at any time during the course; however **sponsors and instructors shall not permit students to use the 10% absence allowance to avoid the last 10% of the course or to leave the course early** unless the absence is for circumstances beyond the student's control that could not have been reasonably foreseen by the student and is approved by the instructor.

No exceptions to the 90% attendance requirement are permitted for any reason.

Student Participation Requirement (21 NCAC 58E.0511)

In order to assure that the mandatory continuing education program will be one of high quality, the Commission requires that students comply with the following student participation standards:

A student shall direct his undivided attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class.

Examples of Prohibited Conduct include *but are not limited to*:

Sleeping; rattling or shifting papers; performing office work; making or receiving a call on a cellular phone; receiving a page on a pager that makes a noise; or repeatedly interrupting and/or challenging the instructor in a manner that disrupts the teaching of the course. In addition, unless requested by the instructor as a part of the class instruction, students should not read a newspaper or book (other than the course text) during class, carry on a conversation with another student, send or read text messages, or operate a tablet, laptop computer, or other electronic device.

Sponsors and instructors are required to enforce the student participation standards. Sponsors have been directed to NOT issue a course completion certificate to a licensee who violates the standards and sponsors must report improper behavior to the Commission.

Course Completion Reporting

Sponsors are responsible for reporting course completion information to the Commission via the Internet within **7 days of course completion**, but *no later than June 15th*. Licensees are responsible for assuring that the real estate license number that they provide to the course sponsor is **correct**. Licensees may address comments/complaints about courses, instructors, and/or sponsors to:

Continuing Education Officer
North Carolina Real Estate Commission
PO Box 17100
Raleigh, NC 27619-7100

Certificates of Course Completion

Course sponsors will provide each licensee who satisfactorily completes an approved CE course a Certificate of Completion on a form prescribed by the Commission within 15 calendar days following a course. The certificate should be retained as the licensee's personal record of course completion. **It should not be submitted to the Commission unless the Commission specifically requests it.**

Please avoid calling the Commission office to verify the crediting of continuing education credit hours to your licensee record unless you believe that an error has been made. *It is each licensee's responsibility to check his/her CE record to insure that s/he has actually received credit for all CE taken.* Please use the Commission's website (www.ncrec.gov) to verify that your credit hours have been reported. Your cooperation in this regard will be especially needed during the May 15 - June 30 period each year.