



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

## INSTRUCTIONS

### *Postlicensing Education Waiver and Equivalent Credit Request Form (REC 2.18)*

#### **Postlicensing Education Requirement**

Newly licensed brokers are initially classified as “provisional” brokers and must complete, within three years following initial licensure “...a **postlicensing education program consisting** of ninety (90) hours of classroom instruction in subjects determined by the Commission or shall possess real estate education or experience in real estate transactions which the Commission shall find equivalent to the education program” [G.S.93A-4(a)1]. The program consists of three thirty-hour courses, at least one of which must be completed in each of the first three years following initial licensure in order to retain eligibility to actively engage in real estate brokerage [Rule 58A.1902]. These courses and summaries of the major topics in each course are provided at the end of this form.

#### **Requesting a Waiver: All Provisional Brokers**

Requests for waiver of the postlicensing education requirement must be submitted on *Postlicensing Education Waiver and Equivalent Credit Request Form (REC 2.18)*.

If you are a North Carolina provisional broker with exceptional related real estate education or experience, you may request a waiver of one or more postlicensing education course(s) based on “equivalent real estate education or experience in real estate transactions.”

You must demonstrate in your waiver request how your experience (brokerage or non-brokerage) or other education relates directly to the specific content of each of the various postlicensing courses. Also, a substantial portion of any claimed “equivalent” experience or education must have been acquired in the recent past.

The postlicensing courses focus heavily on the practical aspects of real estate brokerage and selected specialized practices. Thus, very little other education or non-brokerage experience is deemed by the Commission to be “equivalent” to the postlicensing courses.

Included for your reference at the end of this document:

- Examples of Equivalent Qualifications.
- Postlicensing Course Content Descriptions.

## **INSTRUCTIONS**

### **FOR EQUIVALENT EDUCATION**

For each course/program, provide the following:

- a. Name/Title
- b. Jurisdiction
- c. Completion Date
- d. Credit Hours
- e. Detailed Description of Subject Matter

ALSO: Attach copies of transcripts or course completion certificates (showing date completed and hours).

## FOR EQUIVALENT EXPERIENCE

Experience in non-brokerage specialized fields related to real estate brokerage such as new home sales, development, appraisal, mortgage lending or investment, and experience in personal real estate transactions, may NOT, standing alone, serve as a basis for a course waiver. Thus, any such experience will only be considered for partial equivalent credit in connection with significant brokerage experience.

### Note:

Most requests are initially not acceptable due to insufficient details about qualifying experience.

**If you are applying based on “Brokerage experience in another state (and since licensure in NC, if any),” provide the following:**

- a. Company/Firm Name
- b. Your Title
- c. Dates of Employment (From-To)
- d. Hours per week devoted to Brokerage
- e. Approximate Number of Transactions
- f. Area(s) of Practice
- g. Approximate % of Time devoted to each area of Practice
- h. Detailed Description of your Role and Duties
- i. Managing Broker Name
- j. Managing Broker Telephone
- k. Managing Broker Email

Also, attach Official Certification of Licensure from each state in which you are currently licensed reflecting active status within the last 3 years. The certification must have been issued within 6 months of application.

**If you are applying based on experience as a “Real Estate Attorney,” provide the following:**

- a. Firm/Practice Name
- b. Your Law License #
- c. Dates of Employment (From-To)
- d. Hours per week devoted to real estate law practice
- e. Approximate Number of Closings Conducted
- f. Area(s) of Practice (residential-commercial)
- g. Detailed Description of your Practice
- h. Manager Name
- i. Manager Telephone
- j. Manager Email

**If you are applying based on “OTHER Equivalent Experience,” attach a detailed description of all experience during the past seven (7) years. For personal transactions, provide a list or summary of all sales, purchase or rental transactions. For each transaction (or category of transactions), provide the type of property, the transaction date, a description of your role in the transaction, and an indication of whether another real estate agent was involved in the transaction with you.**

### Notes:

Experience in specialized fields related to real estate brokerage such as appraisal, mortgage lending, investment or construction will very likely not, standing alone, be considered as a basis for a waiver. Experience in personal real estate transactions, will very likely not, standing alone, serve as a basis for a course waiver. Thus, any such experience will only be considered for partial equivalent credit in connection with significant brokerage experience.

## EXAMPLES OF ACCEPTABLE EQUIVALENT QUALIFICATIONS

The following examples are provided to illustrate situations where the Commission may be inclined to waive one or more postlicensing courses for provisional brokers based on equivalent qualifications.

Equivalent Qualifications	Course(s) Waived
A NC provisional broker who had full-time brokerage experience in another state (and/or in NC) for at least five of the previous seven years primarily involving residential sales.	Broker Relationships & Responsibilities AND Contracts & Closing
A NC provisional broker who had full-time brokerage experience in another state (and/or in NC) for at least five of the previous seven years that focused primarily on both commercial brokerage and residential property management.	Selected Topics
A NC provisional broker/attorney who has practiced real estate law in NC on a full-time basis for at least the previous two years primarily involving residential closings.	Contracts & Closing
A NC provisional broker/attorney who has practiced real estate law in NC on a full-time basis for at least the previous five years including the handling of commercial transactions, working with residential multi-family landlords and property managers, the handling of residential transactions, and representing real estate brokers/firms in litigation.	Contracts & Closing AND Selected Topics
A NC provisional broker with one year full-time (or part-time equivalent) brokerage experience representing residential sellers and buyers who has also developed numerous residential properties and been personally involved in marketing and selling such properties for at least five of the previous seven years.	Broker Relationships & Responsibilities AND Contracts & Closing

## POSTLICENSING COURSE CONTENT DESCRIPTIONS

Post 301-Broker Relationships & Responsibilities (30 Hours)	Post 303-Selected Topics (30 Hours)
<ul style="list-style-type: none"> <li>• Agency Relationships and Duties: A Practical Review (4)</li> <li>• Working With Sellers - Residential Sales (17)</li> <li>• Working With Buyers - Residential Sales (5.5)</li> <li>• Working as a Dual Agent (1.5)</li> <li>• Other Topics (0.5)</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Commercial Real Estate Brokerage (7.5)</li> <li>• Landlord-Tenant Law &amp; Residential Property Management (6)</li> <li>• Land Use Controls &amp; the Real Estate Agent (2)</li> <li>• Loan Fraud (1.5)</li> <li>• Brokerage Compensation Issues (3)</li> <li>• Miscellaneous License Law &amp; Rule Issues (0.75)</li> <li>• License Law Case Studies (3)</li> <li>• Fair Housing Case Studies (2)</li> <li>• Legal Requirements for Establishing a Real Estate Brokerage Firm (0.75)</li> <li>• Manufactured &amp; Modular Homes (0.5)</li> <li>• Issues Related to Short Sales (1)</li> </ul>
<p><b>Post 302-Contracts &amp; Closing (30 Hours)</b></p> <ul style="list-style-type: none"> <li>• Review of Selected Basic Contract Law Concepts (1.5)</li> <li>• Real Estate Sales Contract Preparation (12)</li> <li>• Sales Contract Procedures (2)</li> <li>• Closing Preparations &amp; Procedures (2)</li> <li>• Real Estate Settlement Procedures Act-RESPA (2)</li> <li>• LE-Loan Estimate and CDs-Closing Disclosures (6.75)</li> <li>• Other Topics - Alternate Conveyance Contracts; License Status &amp; Education Issues (0.75)</li> </ul>	