



NORTH CAROLINA REAL ESTATE COMMISSION
P.O. Box 17100 Raleigh, N.C. 27619-7100
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Website: www.ncrec.gov

PRIVATE REAL ESTATE SCHOOL LICENSE RENEWAL APPLICATION

INSTRUCTIONS

- Requirements for licensing and operation of private real estate schools and the standards for courses and instructors are defined in [General Statute 93A-Article 3](#) and Commission Rule series [58H .0200 and .0300](#).
- All of the following items MUST be submitted with the application:
 - Copy of updated School Bulletin.
 - Current Fire Inspection Report for **EACH** facility location. Deficiencies must have been corrected.
 - Proof of continued Private Real Estate School Performance Bond coverage.

PLEASE REVIEW THE STATUTE AND RULES PRIOR TO COMPLETING THIS FORM

- Name of Applicant (School Owner): _____
The name of the school owner, if a business entity, must be identical to the NC Secretary of State's records. Also, the school owner name must be identical to the name on the performance bond and on the school bulletin.
- School Owner's Real Estate License # (if any): _____
- Name of School: _____
- School Code: _____
- Administrative/Principle Office of School: _____
(Street Address or PO Box) (City) (State) (Zip)
- Phone: _____ Email Address: _____ Website: _____
- School Director
(For a new School Director, attach [School Director Designation Form REC 3.79](#))
Full Legal Name: _____
NC Real Estate License # (if any) _____
Phone: _____ Email Address: _____
Mailing Address _____
(Street Address or PO Box) (City) (State) (Zip)
- Has there been ANY change in school ownership? Yes No
If "Yes", an original school license and a new school bond may be required. Contact the Commission's Education & Examination Officer for instructions prior to submitting this application.
- Applicant/School Owner is a (Check only ONE)
 - Sole Proprietor
 - Corporation
 - Limited Liability Company (LLC)
 - General Partnership
 - Limited Partnership
 - Other Business Entity

9. Secretary of State Identification Number (SOSID) _____

A sole proprietor or business entity other than a corporation, limited liability company, or a limited partnership should enter "N/A". Registration with the Secretary of State must be maintained in good standing.

10. Entity Management

If the applicant/school owner is a business entity (i.e., not a Sole Proprietorship), provide the requested information in the appropriate area below.

a. CORPORATION: Corporate Officers

List the name, corporate title, percentage of stock ownership of every major officer (e.g., President, Vice-President(s), Secretary, Treasurer, etc.) of the corporation and mailing address. Also provide licensure details for any officer who has held a real estate license in any state within the previous five (5) years. Attach additional pages if necessary.

Officer Name	Title	% of Stock Ownership	Mailing Address	Real Estate License State	Real Estate License #

Other Corporate Shareholders

List the name, corporate title, percentage of stock ownership and mailing address of any additional person or entity owning at least 10% of the outstanding shares of stock of any class. Also provide licensure details for any such shareholder who has held a real estate license in any state within the previous five (5) years. Attach additional pages if necessary.

Shareholder Name	% of Stock Ownership	Mailing Address	Real Estate License State	Real Estate License #

b. LIMITED LIABILITY COMPANY: Managers and Members

List the name, title, percentage of ownership, and mailing address for every manager and/or member with an ownership interest of at least 10%. Also provide licensure details for any manager or member who has held a real estate license in any state within the previous five (5) years. Attach additional pages if necessary.

Name	Title	% of Ownership	Mailing Address	Real Estate License State	Real Estate License #

c. PARTNERSHIP: General and Limited Partners

List the name, title, percentage of ownership, and mailing address for every general and/or limited partner with an ownership interest of at least 10%. Also provide licensure details for any partner who has held a real estate license in any state within the previous five (5) years. Attach additional pages if necessary.

Name	Title	% of Ownership	Mailing Address	Real Estate License State	Real Estate License #

d. OTHER BUSINESS ENTITY: Principals

List the name, title, percentage of ownership, and mailing address of every person or entity who serves as a major officer or manager (e.g., President, Vice-President, Secretary, Treasurer, Executive Officer, Business Manager, etc.), as well as every person or entity with an ownership interest of at least 10%. Also provide licensure details for any principal who has held a real estate license in any state within the previous five (5) years. Attach additional pages if necessary.

Name	Title	% of Ownership	Mailing Address	Real Estate License State	Real Estate License #

11. Character of School Owner(s)/Official(s)

a. Criminal Offenses

Has anyone listed in Items 1, 6 or 10 ever been convicted of any criminal offense (*felony or misdemeanor*) since May 15th of the previous calendar year or is there any criminal charge currently pending against them?

Yes No

You must report all convictions and pending charges for driving while impaired and any other offenses classified as “criminal traffic” offenses. Exclude only minor traffic “infractions”.

If “Yes”, provide a copy of the court judgment, release from parole or probation, and a complete explanation from each affected person.

b. Professional License Disciplinary Action

Has anyone listed in Items 1, 6 or 10 since May 15th of the previous calendar year, been denied a real estate license or had a real estate or other professional license suspended, revoked or surrendered, or otherwise been disciplined by any professional licensing agency in N.C. or elsewhere; or are there currently any charges or complaints pending against them in connection with any real estate or other professional license that they hold?

Yes No

If “Yes”, provide a copy of the licensing agency’s order and a complete explanation from each affected person.

12. How many school locations are you renewing? There is a \$100 per location fee. _____

13. List all the NCREC-Approved Instructors who teach for this school

Instructor Name	NCREC Instructor Code

2. Instructional Hours, including examination time (30 hours minimum, per course)

Post 301-Broker Relationships & Responsibilities _____

Post 302-Contracts & Closing _____

Post 303-Selected Topics _____

3. The required textbook for all three (3) Postlicensing courses is the CURRENT edition of the Commission's *North Carolina Real Estate Manual*. Indicate which versions of the NC Real Estate Manual may be used by students in Postlicensing courses (Select all that apply.)

Textbook

Online Subscription

4. Course Syllabi

Check to acknowledge that the CURRENT editions of the *Broker Postlicensing Course Syllabi*, as posted on the Commission's website, will be used.

15. Performance Bond Insurance Company _____

Bond No. _____ Expiration Date _____

16. Signature and Certification of Applicant

The undersigned certifies that he/she has read the foregoing application and that the information provided therein, including any attachments, is true and correct to the best of his/her knowledge and belief, and that, if other than the sole owner, he/she is duly authorized by the applying business entity to file this application. The undersigned further declares that he/she has read the North Carolina Real Estate Commission's requirements for licensure and operation of a private real estate school.

Signature Title Date

EMPLOYEE MISCLASSIFICATION

As required by the NC state legislature in NCGS § 143-765, effective January 1, 2018, in order to apply for or renew an occupational license, permit, or certification, the applicant must certify that they have read and understand the public notice statement from the Employee Classification Section of the State Industrial Commission and must disclose any investigations for employee misclassification.

Public Notice Statement

required by N.C. Gen. Stat. § 143-764(a)(5), effective December 31,2017

Any worker who is defined as an employee by N.C. Gen. Stat. §§ 95-25.2(4)(NC Department Of Labor), 143-762(a)(3)(Employee Fair Classification Act), 96-1(b)(10)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or 105-163.1(4) (Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission.

**Employee Classification Section
North Carolina Industrial Commission
1233 Mail Service Center
Raleigh, NC 27699-1233
Telephone: (919) 807-2582
Fax: (919)715-0282
Email: emp.classification@ic.nc.gov**

Employee misclassification is **defined** as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 105, or 143 of the North Carolina General Statutes by misclassifying an employee as an independent contractor. [*N.C. Gen. Stat. § 143-762(5)*]

I certify that I have read and understand the Public Notice Statement.

Since July 1, 2017, have you been the subject of an investigation for employment misclassification by a government entity?

Yes No

If YES, please provide the investigating entity, case or file number, if known, and the results of the investigation.