



NORTH CAROLINA REAL ESTATE COMMISSION
P.O. Box 17100 • Raleigh, NC 27619
919.875.3700 • educ@nrec.gov

Application for Renewal of Approval of a Public Real Estate School

Requirements for licensing and operation of public 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](#).

[Click here to read Rule 58H. 0214: Expiration and Renewal of a School Approval or License.](#)

One application may be submitted for all locations where Prelicensing, Postlicensing, and Update courses will be conducted. However, each school must designate one permanent employee to serve as the *School Director* for the school's Prelicensing and Postlicensing course offerings and one employee to serve as the *CE Coordinator* for the school's Update course offerings. One person may serve in both positions.

All schools must utilize Commission-approved instructors.

PLEASE REVIEW THE STATUTE AND RULES PRIOR TO COMPLETING THIS FORM.

1. **Name of School:** [Click here to enter text.](#)

2. **School Code assigned by NC Real Estate Commission:** [Click here to enter text.](#)

3. **School Address**

Street Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Click here to enter text.](#)

9-Digit Zip: [Click here to enter text.](#)

School Telephone: [Click here to enter text.](#)

School Web Address: [Click here to enter text.](#)

4. **School Director**

Note: All updates, confidential exams and other school information will be sent directly to the School Director.

a) **Full Name:** [Click here to enter text.](#) **Is this a new Director?** YES NO

b) **Title:** [Click here to enter text.](#)

c) **Email Address:** [Click here to enter text.](#)

d) **Mailing Address (if different than above)**

Street Address (or PO Box): [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Click here to enter text.](#)

9-Digit Zip: [Click here to enter text.](#)

e) **Telephone:** [Click here to enter text.](#)

5. Character of School Director

a. Criminal Offenses

Has the School Director been convicted of any criminal offense (felony or misdemeanor) since previous approval or is there any criminal charge currently pending against the School Director?

YES NO

You must report all offenses 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.

b. Professional License Disciplinary Action

Has the School or School Director 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.

6. Course Information

a. Broker PRElicensing Course

1. Will your school be conducting this course? Yes No (If NO, skip to section b.)
2. Instructional Hours, including examination time (75 hour minimum): [Click here to enter text.](#)
3. Indicate which NCREC-approved textbook will be used (Select ONE):
 - Galaty, Allaway, Kyle & Long, *Modern Real Estate Practice in North Carolina, 9th edition*
 - Mangum and Keck, *North Carolina Real Estate Principles and Practices, 7th edition revised*
4. Course Syllabus:
 - Check to acknowledge that the CURRENT edition of the Broker Prelicensing Course Syllabus, as posted on the Commission’s website, will be used.
5. NCREC-Approved Instructor Names:

Instructor Last Name	Instructor First Name	NCREC Instructor Code
Last Name	First Name	4-digit Code
Last Name	First Name	4-digit Code
Last Name	First Name	4-digit Code
Last Name	First Name	4-digit Code

6. Does your school plan to utilize the Prelicensing end-of-course exam(s) provided by the Commission? Yes No
7. Location(s) where Prelicensing courses will be conducted (City, State): [Click here to enter text.](#)

b. Broker **POST**licensing Courses

1. Will your school be conducting these courses? **Yes** **No** (If NO, skip to *section c.*)
2. Instructional Hours, including examination time (30 hours minimum, per course):
Post 301-Broker Relationships & Responsibilities: [Click here to enter text.](#)
Post 302-Contracts & Closing: [Click here to enter text.](#)
Post 303-Selected Topics: [Click here to enter text.](#)
3. Textbook
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.
5. NCREC-Approved Instructor Names: Attach a separate sheet if necessary.

Instructor Last Name	Instructor First Name	NCREC Instructor Code
Last Name	First Name	4-digit Code
Last Name	First Name	4-digit Code
Last Name	First Name	4-digit Code
Last Name	First Name	4-digit Code

6. Location(s) where Postlicensing courses will be conducted (City, State): [Click here to enter text.](#)

c. **Update** Course (GenUp and BICUP)

1. Will your school be sponsoring this course? **Yes** **No** (If NO, skip to item 7.)
2. Name of Proposed CE Coordinator: [Click here to enter text.](#)
See [Rule 58H .0403](#) for responsibilities of the CE Coordinator.
3. Email Address of Proposed CE Coordinator: [Click here to enter text.](#)

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.

Please read:

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***.

Within one year of this application, has the applicant been the subject of an investigation for employment misclassification by a government entity? **Yes** **No** (If NO, skip to item #15.)

If YES, please provide the investigating entity, case or file number, if known, and the results of the investigation. [Click here to enter text.](#)

7. Signature of School Director

I hereby certify that I have read the foregoing application and that the information provided therein, including any attachments, is true and correct to the best of my knowledge and belief.

I also certify that I have read the Commission's Rules regarding schools, courses and instructors, that I have examined the course syllabi published by the Commission, and that the School and its instructors will comply fully with the Commission's requirements relating to the conduct of real estate Prelicensing and Postlicensing courses.

[Click here to enter text.](#)

Printed Name

[Click here to enter text.](#)

Title

Signature

[Click here to enter a date.](#)

Date