

The information provided here is only a summary. For a complete description of the qualifications and responsibilities of a broker-in-charge, please review Commission Rule A.0110.

### QUALIFICATIONS

The broker-in-charge of an office is designated by the Qualifying Broker of the real estate firm for which he/she wishes to serve as broker-in-charge. To qualify as a broker-in-charge, a broker cannot be a provisional broker and must:

1. possess at least two years of full-time real estate brokerage experience or equivalent part-time real estate brokerage experience within the previous five years or real estate education or experience in real estate transactions that the Commission finds equivalent to such experience; and
2. complete the Commission's *12-hour Broker-in-Charge Course* either within three years prior to designation as a broker-in-charge or within 120 days following designation.

**SPECIAL NOTE:** If you have lost broker-in-charge eligibility, then before you send this form to re-declare as broker-in-charge, Commission Rule A.0110 requires you to complete the following steps in the prescribed order:

(\*Note that you must have the experience required for initial designation.)

1. Take the necessary steps to return your license to active status, i.e., pay reinstatement fee and/or complete required education:
2. File the Activate License form (REC 2.08):
3. Complete the Commission's *12-hour Broker-in-Charge Course*: and
4. File the BIC Declaration form (REC 2.04).

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**If you wish to request a waiver of experience based on education or actual experience, contact the Education and Licensing Division (919-875-3700) for instructions.**

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### BIC RESPONSIBILITIES

The broker-in-charge must actively manage the office for which he/she has been designated broker-in-charge and assume responsibility at the office for:

1. the retention of current license renewal pocket cards by all brokers employed at the office for which he/she is broker-in-charge; the proper display of licenses at such office in accordance with Rule .0101; and assuring that each broker employed at the office has complied with Rule .0503, .0504, and .0506.
2. the proper notification to the Commission of any change of business address or trade name of the firm and the registration of any assumed business name adopted by the firm for its use;
3. the proper conduct of advertising by or in the name of the firm at such office;
4. the proper maintenance at such office of the trust account or escrow account of the firm and the records pertaining thereto;
5. the proper retention and maintenance of records relating to transactions conducted by or on behalf of the firm at such office;
6. the proper supervision of provisional brokers associated with or engaged on behalf of the firm at such office;
7. the proper supervision of all licensees employed at the office for which he/she is broker-in-charge with respect to adherence to agency agreement and disclosure requirements;
8. the proper notification to the Commission of any change in his or her status as broker-in-charge within 10 days following such change;
9. his/her annual attendance of the *Broker-in-Charge Update (BICUP) Course* prescribed by the Commission for brokers-in-charge.