

How to Complete Form 2.25 “Request for BIC Eligible Status and/or BIC Designation”

Transcript

Good morning, Betty Biggs!

Are you ready to complete form 2.25 and request BIC Eligible status and the BIC designation? Great! Let's get started!

First, go to www.ncrec.gov

Choose “forms” from the menu options. Then, open the “licensee-forms” drop down menu and click on the “Request for BIC Eligible Status and/or BIC Designation” (form 2.25).

The shaded box at the top of the page provides a review of the requirements for becoming BIC Eligible, the expected response time, and the required steps to regain BIC Eligible status if you had it in the past and lost it.

Scroll down, to the section titled “broker information.”

Here, you will enter your name, licensee number and contact information, and whether or not you have ever been convicted of any criminal offense or subject to another licensing board’s disciplinary action.

If you answer yes, and you have not previously reported the incident to the Commission, then you will be asked to complete and submit form 2.09 as well. If you have previously submitted the incident information, then there is no additional action required.

The next section of the form asks you if you currently hold BIC Eligible status. If you hold BIC Eligible status, answer “yes” and move on to the next section. If you do not, your “no” will trigger a question about the criteria upon which you are applying for BIC Eligible status. You will need to provide information about your employment history; if you need to document multiple places of employment, you will need to create a separate file and upload the document here.

The next section asks if you would like to be designated as Broker-In-Charge. If you answer “no”, you will go directly to the Certification section.

Answering yes, however, will trigger a series of questions about where you will be Broker-In-Charge, starting with the name of the firm or sole proprietorship.

Next you will be asked if this is a sole proprietorship. If you choose “no”, then you will be asked to provide a firm license number. If your firm does not yet have a firm license, you will be directed to the Firm Application (form 1.72), and will not be allowed to proceed further in this process.

If you have a firm license, or if you are requesting designation as BIC of a sole proprietorship, you will then be asked if this is a new office location. If the answer is yes, then you will need to provide all of the contact information for that location.

If this is not a new location, then you will be asked for the name and license number of the BIC you will be replacing.

Once you have provided the required information, you will be asked to certify that the information is correct and - if you are requesting BIC designation for an existing firm - that you have the Qualifying Broker's permission to request the designation. If all of this is true, type your name where it says "signature required", check the "captcha" box, and click submit.

You will receive an email confirming that your submission has been received.

Good work, Betty!

Once your form is processed, you will have BIC Eligible status and/or be designated as BIC.

Remember: You must take the 12-hour BIC course in the next 120 days if you haven't taken it in the last 12 months.

If you have any questions about completing this form, or if you need assistance along the way, please contact License Services at (919) 875-3700, and someone will be happy to assist you.