



North Carolina Auctioneer Licensing Board
108 Ber Creek Drive
Fuquay-Varina, NC 27526
www.ncalb.org
info@ncalb.org

NORTH CAROLINA RESIDENT APPLICATION FOR AUCTIONEER LICENSE TO SIT FOR THE STATE AUCTIONEER EXAMINATION

READ CAREFULLY all instructions in this application and the *North Carolina Auctioneer Laws, Rules and Regulations*. These are available on the Board's website at www.ncalb.org.

You must complete Auctioneering School or complete the two-year apprenticeship program prior to applying for an auctioneer licensee and being allowed to take the North Carolina Auctioneer State Examination. Please see N.C.G.S. 85B-4.

The application must be properly completed, signed, notarized, accompanied by all required documents, proper fees, and dated no more than **thirty (30) days** prior to when your application is received by the office of the North Carolina Auctioneer Licensing Board (NCALB). ***It must be received, not postmarked, in the NCALB Office on, or before the examination deadline established by the Board.***

All fees may be combined in one certified check, money order, or cashier's check made payable to the North Carolina Auctioneer Licensing Board. If the funds are NOT submitted as noted above, your application will not be accepted. The correct fee must be submitted.

Once the application is received and processed, the application fee is non-refundable. Applicants will be notified by email (preferred method) the date, time, and place of the auctioneer examination. If applicant does not have an email address, a confirmation package will be sent by regular mail.

Required Application Documents:

- Required Fees. See Auctioneer License Application Instructions for details.
- Copy of applicant's high school diploma or proof of equivalency, college diploma or transcript from high school or college. You must be 18 years old and have graduated from high school or equivalent pursuant to N.C.G.S. 85B-4(b).
- Qualification for Examination: Documentation of required auctioneering schooling or apprenticeship. See list of documents required on the Auctioneer License Application Instructions.
- A clear "2 x 2" photograph of the applicant's head and shoulders taken within the past 6 months.
- Fingerprint Card and Authority to Release Form. See Auctioneer License Application Instructions for details.
- Written detailed statement for questions #14 through #20 if you answered "YES." **Complete details must be given. Attached a separate statement.**

North Carolina Resident Auctioneer License Application Instructions

Each **applicant must carefully read and complete (Print clearly)** the application in its entirety and provide the following supporting documents:

1. A clear, focused passport type photograph (2" x 2") of the applicant's head and shoulders, taken within the last six months, suitable for identification purposes.
2. Criminal history records search by the Clerk of Superior Court (or equivalent official in other jurisdictions) in each county where the applicant has resided and maintained a business within the last 60 months (five years). Each original document must be validated by having the Clerk's official stamp or seal attached and dated no more than 30 days prior to the NCALB office receiving your application.
3. Copy of the applicant's high school diploma or proof of equivalency. The NCALB will only accept a GED or high school diploma issued by accredited institutions. A college diploma, high school transcript or college transcript is acceptable.
4. Documentation of required auctioneer schooling or apprenticeship;
 - (a) **School:** Applicants who base their application upon their successful completion of an NCALB approved school of auctioneering must submit a copy of their diploma or certificate of successful completion.
 - (b) **Apprenticeship:** Applicants who base their application upon successful completion of an apprenticeship must submit the following:
 - (1) A log maintained and completed during the two-year apprenticeship period, detailing the exact hours and dates on which the applicant obtained apprenticeship experience. Each entry must be verified and signed by the applicant's supervising auctioneer. ***A minimum of 100 hours of experience during the apprenticeship two-year period shall be obtained.*** The applicant must obtain a passing score of 75 on the auctioneer exam prior to the expiration of his apprentice auctioneer license.
 - (2) A letter of recommendation from the supervising auctioneer must be included, containing an evaluation of the applicant's performance during the two-year apprenticeship period.
5. Fingerprint Card, Fee, and Authority of Information to Release Form pursuant to N.C.G.S. § 85B-3.2;
Each applicant is required to complete a **Release of Information form, a fingerprint card, and pay the processing fee to this Board.** The fingerprints must be obtained by a law enforcement agency, such as the Police Department or Sheriff's Office. The applicant and the official taking the fingerprints must complete the card. ***The fingerprint lines/ridges must be clearly visible. This card may be obtain from your local Police Department or Sheriff's Office or this office, upon request, will mail you one.***

DO NOT FOLD THE FINGERPRINT CARD

(You may obtain a fingerprint card at a Sheriff's Office or Police Department)

FD-258 (REV. 3-1-10)

6. Social Security Information Form.
7. Employee Classification Form.
8. Submit a letter of good standing (license status) from each Board or Commission where the applicant holds an active apprentice auctioneer, auctioneer, and/or auction firm license, if applicable.
9. Proper Filing Fees as required by 21 NCAC 4B .0202;

(a) Completion of an Accredited Auctioneering School	\$300.00
(\$50 application fee, \$50 exam fee, \$150 license fee, \$50 recovery fund fee)	
(b) Completion of two-year Apprenticeship	\$200.00
(\$50 exam fee, \$150 license fee)	
(c) Fingerprint Processing fee:	
Resident fingerprint background fee	\$14.00
Non-resident fingerprint background fee	\$38.00

***If applicant has resided less than 5 years in NC, the applicant must pay \$38.00.**
***Fingerprint card and fee are not required if applicant is applying to take the exam after completion of the two-year apprenticeship program.**

Please note the following for **AUCTION FIRM LICENSE REQUIREMENTS**

An “Auction Firm” is defined in N.C.G.S. § 85B-1(6) of the North Carolina Auctioneers Law. The requirements for auction firms are explained in N.C.G.S. § 85B-4.

Should you need a firm license in addition to your auctioneer’s license depends upon how you plan to operate your business. If you are uncertain, contact the NCALB office for guidance.

Sole Proprietorship: A licensed auctioneer who is the sole owner of an auction business is not required to obtain an auction firm license, but is required to personally supervise all auction sales, sign all contracts, and review all advertisements.

Partnership: Licensed auctioneers who are partners in an auction business are required to have an auction firm license, as are all other partnerships. This requirement includes partnerships involving spouses or other family members.

Corporation: All corporations are required to obtain an auction firm license.

ESCROW ACCOUNT REQUIREMENTS

N.C.G.S. § 85B-7.1 Handling Clients Funds of the Auctioneers Law, and 21 NCAC 4B .0603 of the Rules and Regulations specifies the requirements concerning escrow accounts. Money, which has come into your possession through an auction sale, which is payable to the auctioneer or firm, and any portion that belongs to others, may not be commingled with your own under any circumstances N.C.G.S. § 85B-8(a)(7). In addition, such funds must be deposited in a trust or escrow account in a bank or savings and loan association **located in North Carolina**, within three business days of receiving the funds. Funds, which are disbursed to the seller on auction day, are not subject to the escrow account requirements; however, the Law and Rules specify certain record keeping requirements.

If you have any questions concerning these requirements or you determine that an auction firm application is needed, you should contact this office or visit www.ncalb.org.

IMPORTANT
Properly answering questions on the application

The North Carolina Auctioneer Licensing Board has the authority to deny a license if there is any misrepresentation by the applicant. Accordingly, read each question carefully on the application and answer correctly.

Have you ever been **charged** or **arrested** with a criminal offense (other than minor traffic offenses; DUI/DWI are **not** minor traffic offenses)? If yes, attach a separate statement giving complete details. ***You must disclose a charge or arrest even though it was later dismissed. Note: You will be asked about convictions in the following question.***

Have you ever been **convicted** of any criminal offense (other than minor traffic offenses; DUI/DWI are **not** minor traffic offenses) or is there any criminal charge now pending against you? If yes, attach a separate statement giving complete details. ***If the final disposition of the matter is dismissal, there is no conviction. If you plead guilty, or are found guilty after trial or a fine is assessed and paid by the applicant on the initial charge or any related charge, this will be considered a conviction and must be disclosed.***

The authority for the denial of a license is found in N.C.G.S. 85B-3.1(a)(3); N.C.G.S. 85B-8(a)(1); and 21 NCAC 4B .0404(a)(2) and (6), that state as follows:

N.C.G.S. 85B-3.1(a)(3)

(a) The Commission shall have the following powers and duties: ... (3) To deny, suspend, and revoke licenses pursuant to N.C.G.S. 85B-8 ...

N.C.G.S. 85B-8(a)(1)

(a) The following shall be grounds for the assessment of a civil penalty in accordance with N.C.G.S. 85B-3.1(b) or the denial, suspension, or revocation of an auctioneer, auctioneer apprentice or auction firm license: (1) Any violation of this Chapter or any violation of a rule or regulation duly adopted by the Commission...; and

21 NCAC 4B .0404(a)(2) and (6)

(a) The Board may assess a civil penalty in accordance with N.C.G.S. 85B-3.1(b) or deny, suspend, or revoke a license, or issue a letter of reprimand to a licensee, upon any of the following grounds: (2) violation of any provision of the Rules under 21 NCAC, Subchapter 4B ... (6) failure to properly, completely and fully complete an application or making any false statement or giving any false information in connection with an application for a license, renewal or reinstatement of a license...

NORTH CAROLINA AUCTIONEER LICENSING BOARD

NORTH CAROLINA RESIDENT STATE APPLICATION for AUCTIONEER LICENSE



Required with each application:

PHOTOGRAPH

Attach a clear full-face, passport quality photo (2" x 2") of head and shoulders taken within the past 6 months.

108 Ber Creek Drive
Fuquay-Varina, N.C. 27526
Voice (919) 567-2844
Fax (919) 567-2865
E-mail info@ncalb.org
Website www.ncalb.org

FOR BOARD USE ONLY

License Issued Date _____ License # _____

Board Initials: _____

FEES

EXAM

Application Fee _____

Date _____ Grade _____

Examination Fee _____

License Fee _____

Background Fee _____

Recovery Fund _____

Total Fees _____

Hold Until July 1st

Yes _____

APPLICANTS MUST READ THE ACCOMPANYING INSTRUCTION MATERIALS AND THE NORTH CAROLINA AUCTIONEER LAWS AND RULES BEFORE FILING THEIR APPLICATION.

TYPE OR PRINT (Do not use pencil) PRINT LEGIBLY

(1) Indicate qualification for License Auctioneer:

Completion of School: \$300.00 [\$50.00 Application; \$50.00 Examination; \$150.00 License; \$50.00 Recovery Fund]

Completion of Apprenticeship: \$200.00 (\$50.00 Examination; \$150.00 License).

(2) Full Name
Mr.
Mrs.
Ms.

First	Full Middle Name (or Maiden Name)	Last
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(3) Residence Address

Street Address	City	State	Zip (9-digit if known)
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(4) Mailing Address (if different)

Street Address or PO Box	City	State	Zip (9-digit if known)
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(5) Legal Resident of

State	County	Country
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(6) Date of Birth

Mo.	Day	Yr.
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(7) Home Phone

(8) Cell Phone

(9) Business

(10) Email

(11) Website

(12) High School Graduate or GED

 (yes or no)

- (13) Have you ever held any type of auction license in any state, including N.C.? Yes No
 If "yes", indicate below and provide a Letter of Good Standing from each state(s) in which you are **currently** licensed. (attach additional sheets if needed):

Name	Type of License	License Number	State	From mo./yr.	To mo./yr.

- | | Yes | No |
|---|--------------------------|--------------------------|
| (14) Have you ever been denied an auctioneer or auction firm license or any other business or professional license of any type in N.C. or any other state or jurisdiction?
(If "yes", attach a separate statement giving complete details.) | <input type="checkbox"/> | <input type="checkbox"/> |
| (15) Have you ever had an auctioneer or auction firm license suspended, revoked or surrendered, or have you ever been disciplined by the licensing authorities in N.C. or any other state or jurisdiction, or is there any such action pending against you in connection with any auctioneer or auction firm license you hold?
(If "yes", provide a copy of the licensing agency's order, if applicable, and attach a separate statement giving complete details.) | <input type="checkbox"/> | <input type="checkbox"/> |
| (16) Have you ever had any other business or professional license suspended, revoked, or surrendered in N.C. or any other state or jurisdiction, or is there any disciplinary action pending against you in connection with any other license that you hold?
(If "yes", attach a separate statement giving complete details.) | <input type="checkbox"/> | <input type="checkbox"/> |
| (17) Have you ever been charged or arrested with a criminal offense (other than <u>minor</u> traffic offenses; DUI/DWI are not minor traffic offenses)?
(If "yes", attach a separate statement giving complete details.) | <input type="checkbox"/> | <input type="checkbox"/> |
| (18) Have you ever been convicted of any criminal offense (other than <u>minor</u> traffic offenses; DUI/DWI are not minor traffic offenses) or is there any criminal charge now pending against you?
(If "yes", attach a separate statement giving complete details.) | <input type="checkbox"/> | <input type="checkbox"/> |
| (19) Are there any unpaid judgements of debt now outstanding against you?
(If "yes", provide name of creditor, amount, date, current balance, and a complete explanation.) | <input type="checkbox"/> | <input type="checkbox"/> |
| (20) Have you ever been discharged in bankruptcy or are you currently a debtor in a bankruptcy proceeding?
(If "yes", provide a copy of the bankruptcy order discharging you from debts, or bankruptcy petition if pending. Also, provide a complete explanation.) | <input type="checkbox"/> | <input type="checkbox"/> |
| (21) Character Endorsement – We, the undersigned, do hereby certify to the North Carolina Auctioneer Licensing Board that we reside in the community in which the applicant resides (or has resided); that we are not related to the applicant; that we are not presently nor do we propose to be associated with the applicant in the auction business; that the applicant is well known to us individually; and that he or she is of good moral character and bears a good reputation for honesty, truthfulness and integrity. | | |

1. _____
(Printed name of endorser)

(Signature of endorser)

(Address) (City) (State)

(Phone) (Occupation)

(Company)

How long have you known the applicant? _____

In what capacity? _____

2. _____
(Printed name of endorser)

(Signature of endorser)

(Address) (City) (State)

(Phone) (Occupation)

(Company)

How long have you known the applicant? _____

In what capacity? _____

(27) This affidavit to be executed by applicant before a Notary Public:

The undersigned, in making this application to the North Carolina Auctioneer Licensing Board, swears (or affirms):

1. That he/she is the applicant named herein;
2. That he/she has read and understands the North Carolina Auctioneer Licensing Law and the Rules and Regulations of the Licensing Board;
3. That he/she agrees to abide by the North Carolina Auctioneers Law and Rules;
4. That the answers and information contained herein are true to the best of his/her knowledge and belief;
5. That he/she understands that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny permission to take an examination or to deny a license or to withhold renewal of or suspend or revoke a license issued by the Board;
6. That he/she understands that the Board may make such inquiry and investigation concerning the applicant's character, record and background as the Board deems necessary, and said applicant further agrees to furnish any additional information or documentation requested by the Board.

Signature of applicant:

Sworn and Subscribed to before me this _____ day of _____, 20_____

(Name of Notary Public)

(Signature of Notary Public)

My Commission Expires _____

County _____ State _____

(AFFIX SEAL)

SOCIAL SECURITY NUMBER INFORMATION

The purpose of the Board collecting your number is to positively identify you among credit history documents and other documents and records where the social security number has been used for identification. This is a requirement pursuant to N.C.G.S. 93B-14.

Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number — —
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If you are applying for an auction firm license, please provide this form to each Director, Officer, Partner, and/or Designated Person for their disclosure of their social security number.

Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number — —
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Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number — —
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Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number — —
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Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number — —
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Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number — —
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Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number — —
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Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number — —
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Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number — —
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IMPORTANT

All information must be completed on the fingerprint card in order for the card to be processed by the State Bureau of Investigation. Any omission will result in the card being returned to the applicant for completed information and having to be resubmitted!



NORTH CAROLINA AUCTIONEER LICENSING BOARD

CHAIRMAN:

LISA D. YORK
NEW HILL, NC

VICE CHAIRMAN:

BUCK LATTIMORE
RALEIGH, NC

108 Ber Creek Drive

Fuquay-Varina, North Carolina 27526

Voice (919) 567-2844 Fax (919) 567-2865

www.ncalb.org

BOARD MEMBERS:

DANIEL H. DEVANE
GARNER, NC

WILLIE A. JOHNSON
GREENSBORO, NC

ALLISON H. PANT
RALEIGH, NC

CHARLES F. DIEHL, EXECUTIVE DIRECTOR

AUTHORITY OF INFORMATION TO RELEASE FORM

I authorize the North Carolina Department of Justice through the State Bureau of Investigation, Division of Criminal Information to perform a fingerprint search of the State's criminal history record file and/or the Federal Bureau of Investigation for a national criminal history record check in connection with my fitness to be an auctioneer licensed by the North Carolina Auctioneers Commission pursuant to N.C.G.S. 114-19.8 and N.C.G.S.85B-3.2.

LAST NAME	FIRST	MIDDLE	MAIDEN
_____	_____	_____	_____
(Print or Type)			
SOCIAL SECURITY NUMBER	DOB	SEX	RACE
_____	_____	_____	_____

I understand that the North Carolina State Bureau of Investigation, Division of Criminal Information, and its officials and employees shall not be held legally accountable in any way for providing this information to the North Carolina Auctioneers Commission and I hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information. I further understand that the North Carolina Auctioneers Commission cannot release the results of this criminal history record check to me.

Applicant's Signature

Date

Office use:

ORR #NCAUCT000 – NC AUCTIONEERS COMMISSION

FINGERPRINT CARD STATE CHECK - \$14.00 _____

FINPERPRINT CARD FEDERAL CHCK - \$24.00 _____



North Carolina Auctioneer Licensing Board

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 with 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 the Public Notice Statement above and that I understand it.

(Check one of the following)

I have not been investigated _____ / I have been investigated _____ for employee misclassification and have attached the results of the investigation to this application/renewal.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____



North Carolina Auctioneer Examination Information

The Auctioneer Examination is given in Fuquay-Varina six times a year at the Board's office. Contact the office of the Licensing Board or the website-www.ncalb.org if you have questions concerning specific examination dates and deadline filing dates.

The examination was designed to determine if an applicant for auctioneer license has the requisite ability and general knowledge to properly contract, organize, advertise, conduct, and settle a sale of goods or real estate at auction. The examination tests an applicant's practical knowledge of the auction business, including fundamentals of auctioneering, contracts, advertising, settlement statements, and basic mathematics. Specific knowledge of the licensing law, rules and regulations is required, in addition to the Uniform Commercial Code relating to sell of goods at auction.

Approximately 45% of the examination relates to the North Carolina Auctioneers Law and Rules and Regulations of the Licensing Board; 15% concerns terms, conditions, procedures, and responsibilities associated with the general practice of auctioneering; 2% relates to real estate matters; 18% consists of mathematics; and, 20% involves a hypothetical sales situation that requires preparation of a contract, advertisement, and a final settlement statement.

Following a 15-minute orientation, a maximum of 3 1/2 hours is allowed to complete the written examination. Admission to the Examination Room is not permitted once the written examination has begun. The Licensing Board provides all necessary material, such as work paper and pencils. Although not provided, **calculators may be used if they are noiseless battery (or solar) operated**, and do not possess the capability to store and display words or require a paper tape-printing function to be utilized.

A numbering system is used for the assignment and grading of examinations in order to eliminate any possible prejudice or influence in determining an applicant's score. The examination involves a possible score of 100 points with a required minimum score of 75 to pass the examination. Any person failing the examination for the first time will be re-scheduled for the next examination. No person shall be allowed to take the examination within six months after having failed it a second time.

Examinees must refrain from any conversation and from smoking, eating or drinking in the examination room. Examinees are honor bound to take the examination without referring to any written material and without giving or receiving assistance.

Contact the office of the North Carolina Auctioneer Licensing Board if additional information is needed. **DO NOT** call the office to inquire on the status of your examination, you will be notified by mail within ten days after the examination date. **THE EXAMINATION INCLUDES MULTIPLE CHOICE AND LISTING QUESTIONS, ALONG WITH MATHEMATICAL PROBLEMS AND A SPECIFIC SALES SITUATION. INFORMATION AND EXAMPLES OF QUESTIONS OR PROBLEMS FOLLOW:**

Multiple Choice:

Darken the appropriate letter on the answer sheet that represents your choice. Examples:

1. The Auctioneer Licensing Board may deny, suspend, or revoke a license upon which of the following grounds?
 - a) violation of any provision of Chapter N.C.G.S. 85B of the General Statutes
 - b) failure to possess truth, honesty, and integrity
 - c) violation of any federal or state statute or rule relating to the auctioneering profession
 - d) any of these grounds
2. An apprentice auctioneer must document at least how many hours of bid calling during the apprenticeship period?
 - a) 25 hours
 - b) 50 hours
 - c) 75 hours
 - d) 100 hours
3. Which of the following statements is correct concerning the assigning of lot numbers to items to be sold at auction?
 - a) the Auctioneers Law requires the use of lot numbers
 - b) the assigning of lot numbers is at the auctioneer's discretion
 - c) lot numbers should only be used for expensive or unusual items
 - d) the Bulk Sales Act of the UCC requires the use of lot numbers
4. If an auction is conducted "with reserve",
 - a) the auctioneer must sell to the highest bidder, regardless of price
 - b) a retraction of a bid automatically revives a previous bid
 - c) the auctioneer may withdraw the goods at any time prior to the announcement of completion of sale
 - d) the auctioneer must announce the "reserve" amount
5. In order to conduct an auction in North Carolina, a licensee must first have a written agreement with the owner of the property to be sold. The licensee is required to do which of the following?
 - a) the agreement must contain the terms and conditions upon which the auctioneer received the goods for sale
 - b) provide the owner with a signed copy of the agreement
 - c) keep at least one copy of the agreement for his own records for two years from the date of the agreement
 - d) all of the above are required by the licensee

Listing:

Place the correct answer in the appropriate space on your answer sheet. Examples:

1. The Auctioneer Law requires that written agreements of auction sales be maintained by the licensee for what period of time?
2. List two violations of the Auctioneers Law or Rules that can serve as grounds for suspension or revocation of an auctioneer's/auction firm's license.
3. No person shall be allowed to take the auctioneer examination within how many months after having failed it a second time?
4. The Auctioneer Recovery Fund must maintain a minimum level of what amount for recovery and guaranty purposes?

Mathematical Problems:

A space is provided on the answer sheet for tabulations and answers. Examples:

1. The auctioneer's contract called for a 12% commission. The proceeds of the sale were \$82,500. What was the amount due the auctioneer?
2. A building 75 feet long and 48 feet wide sold at auction for \$32.00 per square foot. The auctioneer was paid a 12% commission and an advertising allowance of \$925.00. What was the total due the client?
3. Over a period of four weeks, an auction house had gross receipts of \$2,145.25; \$1,950.00; \$2,758.50; and \$3,500.25. If 75% of the receipts were returned to the consignors, what was the amount earned by the auction house?
4. The auctioneer's contract called for a 15% commission. Auction sale proceeds were \$53,750 and the auctioneer's expenses totaled \$1,750. What was the auctioneer's net profit from the sale?

Sales Situation Problem:

This section involves a specific sales situation requiring the services of an auctioneer and/or auction firm. By using the information provided, you will:

1. Prepare a proper sales contract, using the standard form provided.
2. Prepare an advertisement for the auction sale, including all information required by the Auctioneers Law or Rules and basics of good advertising.
3. Prepare a final settlement statement, using the standard form provided.

INFORMATION THAT MAY BE HELPFUL IN PREPARING FOR THE EXAMINATION

1. Be thoroughly familiar with the North Carolina Auctioneers Law and the North Carolina Auctioneer Licensing Board Rules and Regulations. Copies may be obtained from the office of the Licensing Board at no cost or printed from the website-www.ncalb.org.
2. An applicant should have sufficient educational background to be able to read with comprehension and have a working knowledge of basic mathematics, including figuring percentages.
3. Personal attendance and successful completion of a course in auctioneering at an institution approved and accredited by the North Carolina Auctioneer Licensing Board should adequately prepare an applicant for the examination.
4. Some schools of auctioneering offer refresher courses, books, pamphlets, sample forms, and other information that may be helpful.
5. Persons experienced in the sale of goods or real estate at auction may be a helpful source of information.
6. Become familiar with the preparation of sales agreements, inventory lists, buyers registration forms, final settlement statements, contract forms, and auction advertisement requirements.
7. Prior experience as an apprentice auctioneer, or any experience gained by working at auctions as a clerk, cashier or grounds person will be helpful.
8. Libraries or bookstores may provide material dealing with the general practice of auctioneering.
9. Take the time to review all study materials that you complete.
10. Arrive at the examination prepared, rested and relaxed. As with any exam, your mental attitude and physical condition are very important.



Examination Dates

North Carolina Auctioneer Licensing Board
108 Ber Creek Drive, Fuquay-Varina, North Carolina 27526
Voice (919) 567-2844 Fax (919) 567-2865
www.ncalb.org

2019 Examination Dates:

February 7, 2019
April 4, 2019
June 6, 2019
August 1, 2019
October 3, 2019
December 5, 2019

Deadline Filing Dates:

January 23, 2019
March 20, 2019
May 22, 2019
July 17, 2019
September 18, 2019
November 20, 2019

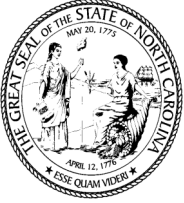
Note: Deadline filing date means that the properly completed original application must be received at the office of the Auctioneer Licensing Board by this date, not postmarked by this date. Applications that are faxed will not be accepted.

Application materials are obtained directly from the office of the Licensing Board or downloaded from the web site www.ncalb.org and some schools of auctioneering may provide an application package. The fingerprint card is available through the office of the Licensing Board; however, you may obtain a card from your local Law Enforcement Agency that provides this service. These cannot be downloaded.

Applications received after the deadline or received after examination space has been filled will be scheduled for the next examination. All dates are subject to change by action of the Licensing Board.

Examinations will be graded as soon as possible and applicants will be notified of their scores by mail. The grading process and reporting takes a minimum of one week to complete. The applications of successful examinees will be presented to the Licensing Board for approval at the next regularly scheduled Board meeting. Licenses of approved applicants will be issued immediately following the Board meeting.

Specific instructions regarding time and place for the examination will be sent to each applicant approximately ten days prior to the examination date. Please contact this office if you have any questions regarding the application or examination process.



Board Meeting Dates

North Carolina Auctioneer Licensing Board

108 Ber Creek Drive, Fuquay-Varina, North Carolina 27526

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www.ncalb.org

Be advised that all applications are presented to the Auctioneer Licensing Board for review and approval. The Board meets only once each month, therefore, in order to have your application considered at a specific meeting, the application and all other required documents and information must be received in this office by the deadline date indicated. Licenses are not issued until approval by the Board. Individuals taking the auctioneer licensing exam should follow the examination filing schedule when making application.

Board Meeting Dates:

January 14, 2019 (Monday)

February 11, 2019 (Monday)

March 11, 2019 (Monday)

April 9, 2019 (Tuesday)

May 13, 2019 (Monday)

June 10, 2019 (Monday)

July 8, 2019 (Monday)

August 12, 2019 (Monday)

September 9, 2019 (Monday)

October 14, 2019 (Monday)

November 12, 2019 (Tuesday)

December 9, 2019 (Monday)

Application Deadline Dates:

January 2, 2019 (Wednesday)

January 30, 2019 (Wednesday)

February 27, 2019 (Wednesday)

March 27, 2019 (Wednesday)

May 1, 2019 (Wednesday)

May 29, 2019 (Wednesday)

June 26, 2019 (Wednesday)

July 31, 2019 (Wednesday)

August 28, 2019 (Wednesday)

October 2, 2019 (Wednesday)

October 31, 2019 (Thursday)

November 27, 2019 (Wednesday)

All Application materials are required to be submitted on or before this Application deadline, which is, seven (7) working days prior to the Board Meeting date.