



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

OUT OF STATE APPLICATION FOR AUCTION FIRM GENERAL INSTRUCTIONS

READ *North Carolina Auctioneer Laws, Rules and Regulations*: N.C.G.S. 85B, 21 NCAC 4B. These are available on the Board's website at www.ncalb.org.

READ CAREFULLY each provision of the application and the instructions. 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 Board deadline date established by the Board (dates enclosed). If any part of the application is incorrect or incomplete, or if required attachments are not included, the application may be returned, resulting in a delay in the licensing process.

The applicant on the auction firm application must be the owner, if the business is a sole proprietorship; a partner, if a partnership; an officer of the corporation, if incorporated, or a member manager, if a limited liability company.

Type or print legibly in ink, and mail the completed application to the Board office. Application may not be submitted by email or fax.

Remember to enclose a certified check, money order, or cashier's check payable to the North Carolina Auctioneer Licensing Board (NCALB). If the funds are NOT submitted in the proper form and amount, the application will not be accepted. The application fee is non-fundable.

If applying for an Auction Firm License with a non-auctioneer as a designated person, a firm exam is required pursuant to N.C.G.S. 85B-4(g). This office will contact you either by email (preferred method) or phone regarding scheduling and other exam information. If you are an auctioneer licensed in NC, you are exempt from the firm exam.

Required Application Attachments:

- Required Fees. See Out of State Auction Firm License Application Instructions for details.
- Copy of each director(s), officer(s), partner(s), and/or designated person(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).
- Local Criminal History Records Search. See Out of State Auction Firm License Application Instructions for details.
- Fingerprint Card and Authority to Release Form. See Out of State Auction Firm License Application Instructions for details.
- A copy of any applicable certified Articles of Incorporation, Articles of Organization, Assumed Name Certificate, or Partnership Agreement.
- Written detailed statement for questions #22 through #28 if you answered "YES." **Complete details must be given. Attach a separate statement.**
- Security Information Form.
- Employee Classification Form.
- Letter of Good Standing. See Out of State Auction Firm License Application Instructions for details.
- Designation of Agent for Service of Process form. See Out of State Auction Firm License Application Instructions for details.

Out of State Auction Firm License Instructions

NOTE: *If you currently hold an active North Carolina Auctioneer License, you do not have to provide documents listed in 2 and 3 below, or submit the fingerprint processing fee.*

1. Criminal history records search by the Clerk of Superior Court (**or equivalent official in other jurisdictions**) in each county where the owner(s), director(s), officer(s), partner(s) and/or designated person(s) 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.
2. A copy of each director(s), officer(s), partner(s), and/or designated person(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.
3. Fingerprint card, Fee, and Authority of Information to Release Form pursuant to N.C.G.S. § 85B-3.2; Each director(s), officer(s), partner(s), and/or designated person(s) 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. Each relevant person 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 Sherriff'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 Sherriff Office or Police Department)
FD-258 (REV. 3-1-10)

4. Proper fees, as required by 21 NCAC 4B.0202;

(a) Firm with auctioneer as designated person	\$250.00
(\$50 application fee, \$150 license fee, \$50 recovery fund fee)	
(b) Real Estate Firm with broker as designated person	\$250.00
(\$50 application fee, \$150 license fee, \$50 recovery fund fee)	
(c) Firm with non-auctioneer as a designated person	\$300.00
(\$50 application fee, \$50 examination fee, \$150 license fee, \$50 recovery fund fee)	

Fingerprint print processing fee(s):

Resident fingerprint background fee	\$14.00
Non-resident fingerprint background fee	\$38.00

*If any owner(s) officer(s),partner(s) and/or designated person(s) has resided less than 5 years in NC, the fee is \$38.00, otherwise it is \$14.00.
5. A copy of any applicable certified Articles of Incorporation, Articles of Organization, Partnership Agreement or Assumed Name Certificate.
6. Social Security Information Form.
7. Employee Classification Form.
8. An original letter of good standing (license status) from each and every Board and Commission where the applicant firm and each officer(s), director(s), partner(s) and/or designated person(s) holds a valid auctioneering license of any type. The letter(s) shall be dated no more than 30 days prior to the NCALB office receiving your application.
9. A properly completed "Designation of Agent for Service of Process" form, complete with notarized signature. A form is required for the auction firm, each officer(s), director(s), partner(s) and/or designated person(s) listed on the application
10. Two letters of credit reference that must be dated no more than 30 days prior to when the NCALB office receives your application (One must be from a banking institution).

RESTRICTIONS AND EXAMINATION REQUIREMENTS

Authority to transact business under a firm license is limited to the person or persons so designated in the application. The designated person or persons are required to satisfactorily pass a written examination on the Auctioneer Law and Rules. A currently licensed North Carolina auctioneer who is the designated person is not required to take the auction firm examination.

Licensed real estate brokers and real estate firms are exempt from the examination so long as they are involved in the selling of real property only (no personal property) at auction, and provided that they employ or associate themselves with a licensed auctioneer (requires Firm License) to handle those aspects of the transactions peculiar to the auctioneer profession.

The auction firm examination may be taken at the Board's office in Fuquay-Varina. Please contact the staff at (919)567-2844 for further information.

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, you should contact this office.

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 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 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 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

APPLICATION for AUCTION FIRM LICENSE



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		FIRM EXAM: Yes ___ No ___	
Application Fee	_____	Date	Grade
Examination Fee	_____	_____	_____
License Fee	_____	_____	_____
Background Fee	_____	Hold Until July 1st	
Recovery Fund	_____	Yes	_____
Total Fees	_____		

TYPE OR PRINT IN INK (Do not use pencil)

(1) Indicate type of license desired:

- Firm with auctioneer as designated person – Fee \$250.00 [\$50.00 Application; \$150.00 License; \$50.00 Recovery Fund]
- Real Estate firm with broker as designated person – Fee \$250.00 [\$50 Application; \$150.00 License; \$50.00 Recovery Fund]
- Firm with non-auctioneer as designated person – Fee \$300.00 [\$50.00 Application; \$50.00 Examination, \$150.00 License; \$50.00 Recovery Fund]

(2) Name of Firm

(3) Firm's Physical address

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

P.O. Box or Street Address	City	State	Zip (9-digit if known)
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(5) Firm's Business Phone

(6) Firm's Email Address

(7) Firm's Website Address

(8) Applicant's Name

- Mr.
Mrs.
Ms.

First	Full Middle Name	Last
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(9) Applicant's Residence

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

(10) Applicant's Mailing address
(if different from above)

P.O. Box or Street Address	City	State	Zip (9-digit if known)
----------------------------	------	-------	------------------------

(11) Legal Resident of

State	County	Country
-------	--------	---------

(12) Date of Birth

Mo.	Day	Yr.
-----	-----	-----

(13) Home Phone

()

(14) Cell Phone

()

(15) Is Applicant the sole owner of Auction Firm? Yes No

(16) Is Applicant applying for a firm license for a partnership? Yes No
 (If "yes", indicate names of all partners in the space provided in #18 below. Include each partner's name, home address, phone number, title if applicable, and signature. Also include a copy of the Partnership Agreement with the application and/or if applicable, Assume Name Certificate.

(17) Is Applicant applying for a firm license for a corporation or LLC? Yes No
 (If "yes", indicate names and titles of all current Directors and Officers in the space provided in #18 below. For each person named, include, home address, phone number, and signature. Also include a copy of the Articles of Incorporation or Articles of Organization with the application and/or, if applicable, Assumed Name Certificate.

(18) List below the appropriate information requested from questions #16 and #17 (attach additional sheet if necessary):

Printed Name	Signature		Title	
Street Address or Rural Highway Number	City	State	Zip (9-digit if known)	Phone Number

Printed Name	Signature		Title	
Street Address or Rural Highway Number	City	State	Zip (9-digit if known)	Phone Number

Printed Name	Signature		Title	
Street Address or Rural Highway Number	City	State	Zip (9-digit if known)	Phone Number

Printed Name	Signature		Title	
Street Address or Rural Highway Number	City	State	Zip (9-digit if known)	Phone Number

(19) Designated Person(s) - Each firm must designate the person or persons authorized to conduct business in North Carolina on behalf of the firm. Such authority is limited to the designated person(s) only (they are not required to be principals of the firm). Provide the name of each designated person, include their home address, phone number, signature, and indicate if the person is an auctioneer or a real estate broker. Refer to page 4 of this application to determine if the auction firm examination will be required. Attach an additional sheet if necessary.

Printed Name	Signature		Auctioneer or Real Estate Broker and License #	
Street Address or Rural Highway Number	City	State	Zip (9-digit if known)	Phone Number

Printed Name	Signature		Auctioneer or Real Estate Broker and License #	
Street Address or Rural Highway Number	City	State	Zip (9-digit if known)	Phone Number

Printed Name	Signature		Auctioneer or Real Estate Broker and License #	
Street Address or Rural Highway Number	City	State	Zip (9-digit if known)	Phone Number

(20) Has each partner, Officer, Director or Designated Person graduated from high school or obtained a GED?
 Yes No

- (21) Have you or any principal or designated person of the firm ever held any type of auction license in any state, including North Carolina? If "yes", indicate below and provide a Letter of Good Standing from each state(s), except NC in which you are currently licensed. (attach additional sheet if needed,):

Yes No

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

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

- (22) Have you or any principal or designated person 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? **Yes** **No**
 (If "yes", attach a separate statement giving **complete** details.)
- (23) Have you or any principal or designated person 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.)
- (24) Have you or any principal or designated person 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.)
- (25) Have you or any principal or designated person 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.)
- (26) Have you or any principal or designated person 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.)
- (27) Are there any unpaid judgements of debt now outstanding against you or any principal or designated person?
 (If "yes", provide name of creditor, amount, date, current balance, and a **complete** explanation.)
- (28) Have you or any principal or designated person ever been discharged in bankruptcy or are 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.)
- (29) **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? _____

(30) Licenses are issued in the firm's name as you have indicated in item #2 of this application. If you plan to advertise and conduct auction business under any other name, trade name, or assumed name, you must file such name(s) with the Board pursuant to 21 NCAC 4B/0601. List known names below:

(31) **All licenses expire June 30th each year**, regardless of the date of issuance [N.C.G.S. 85B-4(e)]. Your application will be reviewed at the next regularly scheduled monthly meeting of the Board (following examination, if applicable) and, if approved, your license will be issued immediately after that meeting. Applicants should indicate their preference below:

- Issue license as soon as possible. Hold license until beginning of next fiscal year (July 1st).

(32) 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 he/she is authorized by the other principals to make this application on their behalf as to bind them to any term, conditions, rules or regulations as may be imposed by Rule, Statue or Agreement with the Board;
5. That the answers and information contained herein are true to the best of his/her knowledge and belief;
6. 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;
7. That he/she understands that the Board may make such inquiry and investigation concerning the applicant's, any principal's and any designated person'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)

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 to N.C.G.S. 114-19.8 and 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

Board use only:

ORR #NCAUCT0000—NC Auctioneers Commission

FINGERPRINT CARD STATE CHECK—\$14.00 _____

FINGERPRINT CARD FEDERAL CHECK—\$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: _____

DESIGNATION OF AGENT FOR THE SERVICE OF PROCESS

KNOW ALL MEN BY THESE PRESENTS:

The undersigned, being an applicant for licensure as a non-resident Auctioneer, Apprentice Auctioneer, a principal or designated person for an Auction Firm, or an Auction Firm, of the State of North Carolina, does hereby irrevocably designate and appoint the Executive Director, North Carolina Auctioneer Licensing Board, State of North Carolina, as his, her, or its agent for the purpose of accepting service of any and all processes issued by any court located within the State of North Carolina, as well as service of all pleadings and other papers, relating in any way to any action, suit or legal proceeding arising out of or pertaining to his, her, or its duties or responsibilities as a non-resident Auctioneer, Apprentice Auctioneer, a principal or designated person for an Auction Firm, or an Auction Firm, in the State of North Carolina. The undersigned further consents, stipulates and agrees that any lawful process served upon the aforesaid agent shall have the same legal force and validity as if served upon the undersigned personally within the State of North Carolina, and that the authority contained herein shall continue in force and effect so long as any liability against the undersigned remains outstanding in the State of North Carolina.

Signature of Applicant (or)
Principal or Designated Person of Applicant Firm

Print Name of Auction Firm
(if applicable)

State of _____ **County of** _____

This will certify that _____

(Type or Print Applicant's, Principal's, or Designated Person's Name)

personally appeared before the undersigned Notary in and for the above-named County and State on this date and acknowledged the execution of the foregoing instrument to be the voluntary act and deed of such applicant for the purposes therein set forth.

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

(Name of Notary Public)

(Signature of Notary Public)

My Commission Expires _____

(AFFIX SEAL)

ADDITIONAL REQUIREMENT FOR AUCTION FIRMS IF APPLICATION IS FOR A CORPORATION:

(Corporate Secretary's Name)

(Corporate Secretary's Signature)

(AFFIX CORPORATE 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 ____
--------------------------	-----------------------	--

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 ____
--------------------------	-----------------------	--

Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number ____
--------------------------	-----------------------	--

Applicant's Printed Name	Applicant's Signature	Applicant's 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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North Carolina Auction Firm Examination Information

The examination was designed to determine if the designated person has a working knowledge of the Auctioneer Law and Rules. The examination involves a possible score of 100 points; with a required minimum score of 75 points to pass the examination.

Authority to transact business under a firm license is limited to the person or persons so designated in the application. The designated person or persons are required to satisfactorily pass a written examination on the Auctioneer Law and Rules **prior** to being licensed. A licensed auctioneer who is the designated person for a firm is not required to take the auction firm examination.

Licensed real estate brokers and real estate firms are exempt from the auction firm examination so long as they are involved in the selling of real property only at auction, and provided that they employ or associate themselves with a licensed auctioneer to handle those aspects of the transactions peculiar to the auctioneer profession.

The auction firm examination is given in Fuquay-Varina at the Board's offices. The office will contact you regarding the auction firm exam information upon receipt of the firm application, supporting documents, and fees. If you have any questions, you may contact the staff at (919)567-2844.

All applications and supporting documentation are subject to the approval of the Licensing Board.

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. There are available on the Board's website at www.ncalb.org.
2. On the Board's website under Resources is a video titled "**Tips for Taking the Designated Person/Auction Firm Exam**" that is very helpful as well as other informative information.
3. An applicant should have sufficient educational background to be able to read with comprehension.
4. Prior experience as an apprentice auctioneer, or any experience gained by working at auctions as a clerk, cashier, or groundsman will be helpful.

Persons experienced in the sale of goods or real estate at auction may be a helpful source of information.

EXAMPLES OF QUESTIONS ON THE AUCTION FIRM EXAMINATION

THE EXAMINATION INCLUDES MULTIPLE CHOICE AND LISTING QUESTIONS AS FOLLOWS:

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 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. The annual fee to renew an auction firm license is:
 - a) \$100.00
 - b) \$150.00
 - c) \$175.00
 - d) \$200.00

3. 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

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

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. Licenses that have been lapsed for more than how many months may not be renewed?

4. The Auctioneer Recovery Fund must maintain a minimum level of what amount for recovery and guaranty purposes?

Answers will be found in the NC Auctioneers Law and North Carolina Auctioneer Licensing Board Rules and Regulations, N.C.G.S. 85B, 21 NCAC 4B, and Uniform Commercial Code (UCC) § 25.2.328 Sale by Auction.

Board Meeting 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

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.