

# NORTH CAROLINA AUCTIONEER LICENSING BOARD

## NEW INSTRUCTOR - APPLICATION FOR SCHOOLS OF AUCTIONEERING



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

Office Use Only	
Executive Director Review :	_____
Board Approval:      Date:	_____

**DIRECTOR MUST READ 21NCAC 4B .0500 OF THE NORTH CAROLINA AUCTIONEER RULES BEFORE FILING THEIR APPLICATION.**

**TYPE OR PRINT IN BLACK INK (Do not use pencil)**

(1) Name of School:

(2) Name of School Director:  (3) School's Phone Number:   
(Include area code)

(4) Physical Address:

Street Address	City	State	Zip (9-digit if known)
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(5) Mailing address: (if different)

Street Address	City	State	Zip (9-digit if known)
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(6) Email Address:  (7) Website Address:

(8) Instructors: **A minimum of five different instructors, at least two of whom must shall be professional auctioneers. An instructor cannot teach more than 20 hours. Instructors must provide proof of educational qualifications and provide a resume. Use additional sheets to list other instructors.**

Name	Education/Experience	# Hours Taught
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
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(9) **Essential Core Curriculum** (minimum 50 hours)

<b>Topic:</b>	<b>Hours Taught:</b>	<b>Instructor:</b>
Bid Calling, Voice Control, Proper Breathing Techniques, And Use and Sequence of Numbers.....	_____	_____
Advertising and Marketing.....	_____	_____
Auctioneers Law and Rules and Regulations.....	_____	_____
Uniform Commercial Code .....	_____	_____
Drafting and Negotiating Contracts.....	_____	_____
Closing Statements and Settlements.....	_____	_____
Accounting and Mathematics.....	_____	_____
Auctioneering Ethics.....	_____	_____
Handling Sale Proceeds and Escrow Accounts.....	_____	_____
Auction Preparation and Setup.....	_____	_____
Review and Testing (End of Course).....	_____	_____

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(10) **Supplemental Instruction:** (minimum of 30 hours required in individual subjects, however, all topics must be addressed)

<b>Topic:</b>	<b>Hours Taught:</b>	<b>Instructor:</b>
Antiques .....	_____	_____
Appraising .....	_____	_____
Art, Rugs, Jewelry.....	_____	_____
Automobiles .....	_____	_____
Body Language .....	_____	_____
Cattle and Livestock.....	_____	_____
Computers .....	_____	_____
Consignment Auctions .....	_____	_____
Cyber Security and Client Property Protection.....	_____	_____
Environmental Issues .....	_____	_____
Estate Sales.....	_____	_____
Farm Machinery .....	_____	_____
Firearms.....	_____	_____
Foreclosure & Bankruptcy Sales .....	_____	_____
Heavy Equipment.....	_____	_____

Public Speaking ..... \_\_\_\_\_

Real Estate ..... \_\_\_\_\_

Ring Work ..... \_\_\_\_\_

Sales Tax Requirement ..... \_\_\_\_\_

Technology ..... \_\_\_\_\_

**(11) Other courses taught, but not required, if any:**

Topic:	Hours Taught:	Instructor:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Director: \_\_\_\_\_

Date: \_\_\_\_\_