



North Carolina Auctioneer Licensing Board
108 Ber Creek Drive
Fuquay-Varina, NC 27526
Phone: (919) 567-2844 Fax: (919) 567-2865
Website: www.ncalb.org email: info@ncalb.org

Staff use only	
Date received	_____
Date approved	_____
Coordinator Name	_____

Renewal Application for Continuing Education Sponsor

Sponsor and CE Coordinator must read 21 NCAC .04B 0800 - Continuing Education prior to completing this application.

Proposed course: Course must include an objective, outline and detail description and topics contained within the course as well as a description of topics as set forth in 21 NCAC 04B .0801(b). Provide any handouts to be used and presentation materials.

Application for instructor approval: Approval of course instructor must be completed simultaneously with course approval as set forth in 21 NCAC 04B .0804. The application is attached. Biography and/or resume of instructor, including education background information and/or experience is required.



Official Name of Sponsor: _____

Applicant's Name: _____
(Owner) Print Full Name

Official Name of Course: _____

Credit Hours of Course: _____ Method of Instruction: _____
(Online/Classroom)

Sponsor's Physical Address: _____

Sponsor's Mailing Address: _____
(If different from above)

Sponsor's Telephone Number: _____ Alternate Number: _____
(Include area code) (Include area code)

Sponsor's Email : _____ Website: _____

Continuing Education Coordinator Information: 21 NCAC 04B .0805(e) requires a course sponsor to designate one person to serve as the continuing education coordinator who is responsible for supervising the conduct of all Board approved continuing education courses; signing the course completion certificate; submitting to the Board all required rosters, reports and any other additional information required to maintain approval as a continuing education provider.

Continuing Education Coordinator Name: _____
(Print full name)

Address: _____ Email: _____
(Street) (City) (State) (Zip)

Telephone Number: _____ Alternate Telephone Number: _____
(Include area code) (Include area code)

Coordinator Signature: _____

This affidavit is to be executed before a notary public.

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

- (a) That he/she is the legal owner of the proposed program or has obtained permission to use the program;
- (b) That he/she has read and understands the North Carolina Auctioneer Licensing Law and the Rules and Regulations of the Licensing Board;
- (c) That he/she agrees to abide by the North Carolina Auctioneer Law and Rules;
- (d) That the answers and information contained herein are true to the best of his/her knowledge and belief;
- (e) That he/she understands that any omissions, inaccuracies or failures to make full disclosures may be deemed sufficient reason to deny approval of proposed course sponsorship, to withhold renewal of proposed course sponsorship, or suspend or revoke approval of course sponsorship.

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)

Please Note Approval Restrictions & Deadlines

Applications for renewal must be received no later than April 30th for approval for the following fiscal year. Any applications for course renewal that are received after April 30th will be required to meet the criteria for original approval as outlined in 21 NCAC 04B .0802. Reports referenced in 21 NCAC 04B .0809 are required to be submitted to the North Carolina Auctioneer Licensing Board within 30 calendar days upon completion of the course. Sponsors are required to provide each licensee who completes the course, a course completion certificate within 30 calendar days following completion of the course.

NORTH CAROLINA AUCTIONEER LICENSING BOARD

Instructor Application Form

NCAC 04B .0804(a) and (b) requires that an entity seeking approval as a course sponsor of continuing education course must also have the course and the instructor approved. Each instructor must be qualified under one or more qualifications outlined in Section 04B .0804(d) and in addition must exhibit truth, honesty and integrity. The instructor involved in the execution of the course must be listed below and must indicate what qualification(s) he or she possess to be approved as an instructor. **Each instructor must attach proof of qualification(s) with this application including a biography and/or resume and education background information and/or experience.**

Instructor Information

Name: _____
Print Full Name

Physical Address: _____
Street City State Zip

Mailing Address: _____
(if different) Street City State Zip

Telephone Number: _____ Alternate Telephone Number: _____
(Include area code) (Include area code)

Email: _____

Signature: _____

Check all that apply:

- (a) Possession of a baccalaureate or higher degree with a major in marketing, finance or business administration or;
- (b) Possession of current NC auctioneer or auction firm license with 3 years active fulltime experience in last 10 years and 30 hours of auction education (excluding prelicensing education) within last 3 years or;
- (c) Possession of current NC real estate broker license, but not a licensed auctioneer or auction firm, and experience teaching real estate prelicensing and continuing education courses or;
- (d) Possession of a license to practice law in NC and three years experience in law practice within the previous ten years or;
- (e) Possession of qualifications that would be determined by the Board to be equivalent to one or more of the standards stated in the above (a) through (d).

Duplicate if needed