

REAL ESTATE

in North Carolina





Develop

a Career in

REAL ESTATE

in North Carolina

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Introducing a Career in Real Estate in North Carolina

Are you interested in helping people find and purchase their dream home? Looking to work directly with buyers and sellers with a lucrative career in a fast-paced industry? If you answered yes, have you considered becoming a licensed real estate broker? What does a career in real estate look like?

Who Can Conduct Real Estate Business in North Carolina?

North Carolina is a broker-only state, and is governed by the North Carolina Real Estate Commission, or NCREC. In order to legally work as a North Carolina real estate agent, or “broker”, you must be licensed through the NCREC.

The Role of the NCREC

Real estate rules and regulations are extensive, and precise. But why is that? As the NCREC’s first priority and mission is to protect the public, it is their duty to ensure that they set and enforce rules, regulations, and definitions that guarantee that protection and care. It is from this top priority that all other’s flow. So that being the case, how exactly does the NCREC define a broker? According to the Real Estate Licensing in North Carolina, or RELINC, booklet, a broker is defined as:

“In general, any person or business entity who transacts real estate brokerage business (including time share transactions) for compensation as an agent for another must first obtain a real estate license issued by the North Carolina Real Estate Commission. The Real Estate Commission, an independent government agency of the State of North Carolina, is responsible for licensing and regulating all real estate brokers in this state. Operating as a real estate broker in North Carolina without the proper license is a criminal offense.”



Next, let's have a look at the average salaries for real estate brokers in some of North Carolina's major cities

Average Salaries

As with any career, you may be wondering what the average salary you could earn would be as a real estate broker. According to information found on Indeed.com, the average yearly income for a North Carolina broker is around \$101,960 a year.

As the old saying goes, location location location does have an impact on what a broker brings home in their paycheck. Let's look at the averages for some of the larger cities in North Carolina. In the state capital of Raleigh, agents tend to make around \$105,735 a year. The Queen City of Charlotte reports in at \$106,550, and Greensboro at \$98,171. In the eastern part of the state, Fayetteville comes in at \$93,197 a year, and Wilmington almost identical at \$93,173. Nestled westward on the Blue Ridge Parkway, Asheville reports earnings around \$94,116 a year.

NCREC Pre-Licensure Requirements

Now that we've explored the income possibilities as a broker, what are the requirements for gaining licensure? We will go through the general requirements for licensure now, and you can of course visit the NCREC website to learn more detail about the requirements for licensure.

First and foremost, you must be at least 18-years of age, and be able to provide proof of citizenship or long-term residency in the US. You will be asked to provide your social security number as well.

Next, you will need to complete the 75-hour pre-licensure education requirement. And Skyline School is here to help! You can complete this requirement by completing our pre-licensure course, [linked here](#). After you've completed your course, you're ready to submit your application and required background check to the NCREC!

Types of Careers: *Commission Positions*

Now that you're well on your way towards attaining your real estate license, what will you be able to do with it? Let's explore the options that come available to you following NCREC licensure:

First, let's examine the role of sales agent, typically a commission-paid career choice. As a new sales agent, you will need to be affiliated with a firm, and work under the supervision of a designated broker-in-charge to help clients to buy, sell, or rent properties.

As a member of a firm, they will charge a fee for a portion of the total commission received. Depending on the firm's rules and regulations, this can be designated as a flat fee per commission, or as a percentage of the agent's earnings.

Types of Careers: *Salaried Positions*

In addition to commission-based positions, there are a number of salaried positions you can pursue with a license in real estate. Salary-based positions can be appealing to those looking for an income option that isn't reliant on commission. Let's first look at property management. Those hired in this position do precisely as their title states: they perform oversight and manage properties. These properties can be residential, commercial, or land. A benefit of property management may be found in the deep discount often given to property managers that agree to live in a unit that is on the property they manage. This, along with the incentive for steady income from receipt of a portion of the rents paid make property management worthy of consideration.

The role of a transaction coordinator is another career path worth considering. Transaction coordinators play an integral role, coordinating and performing the administrative duties and details for all parties involved in a transaction. They step up to help busy agents make sure that everything necessary from the moment of going under contract to closing is organized and executed in a proper and timely manner. Finally, there is the position of the showing agent. This is a perfect opportunity for part-time work, with the licensee working with bustling agents and larger firms to show properties for their clients.





Commercial vs. Residential Sales Agency: Residential

Now that you have a general idea of the types of positions available as a licensed real estate broker, let's go over residential and commercial real estate and what you can expect in working in either field. Firstly, we have residential real estate. This is the most common type of real estate agency, due in large part being a very accessible path for those agents just starting out. Not only is entry into the real estate business a bit easier on the residential side, the ease of finding potential clients is greater as well. Your transactions and contracts for purchasing will be far more straightforward and standardised as well.

However, it is important to also consider the lower commissions found in residential real estate, which will create a necessity to have a higher number of sales than a commercial sales agent.

Commercial vs. Residential Sales Agency: Commercial

That being said, let's have a look at the considerations for commercial real estate agency. As the name implies, this position focuses on the sale and purchase of commercial, rather than residential, real estate. And in North Carolina, the same license may be used to conduct residential and commercial brokerage! This can be a very lucrative position indeed. The commission from a single commercial transaction may award you a far larger payday than a year's worth of residential sales. Such being the case, commercial agents tend to have longer contract processing periods, which can delay when you receive your portion of the sale. Also, contracts and inspections are far more complex and bespoke than you will find in residential real estate. Many find that the best way to get started with a career in commercial real estate is to be employed with a commercial firm, or to be mentored by a commercial broker.



The Licensing Exam

Passing both the National and State sections of the Licensure Exam is a necessary part of becoming a real estate broker in North Carolina. Let's go through the specifics of the exam, including the format, requirements for testing, topics that will be covered, and where the exam falls in the timeline of your career in real estate. Let's begin!



► Defining the Exam

Per the North Carolina Real Estate Commission Booklet, in order to qualify for a North Carolina real estate license an applicant must pass the North Carolina Real Estate Broker License Examination. As discussed earlier, North Carolina is a "broker only" license state. This means that there is only one license examination, divided into National and State Specific sections. This is an entry-level examination, and is designed to determine an individual's ability to lawfully and competently practice real estate brokerage in North Carolina.

► Scheduling Your Exam

Congratulations! You have completed and submitted your application to the North Carolina Real Estate Commission to become a licensed broker. After the NCREC has verified completion of your educational requirements and your application and background check have been received, you will be granted approval to schedule your licensure exam. This will be delivered to you via email in five to seven business days. For more information on how to complete your application, please review "Application Items".

► Time Limits

The licensing exam is divided into two sections: the National Real Estate section, and the North Carolina Real Estate section. Each section grants you a specific time limit for completion. You will be given 2.5 hours to complete the 80 scored questions presented in the National section of the exam. You will have 1.5 hours to complete the 40 scored 5 questions in the State section, specific to real estate in North Carolina. This gives you a total of four hours to complete and submit both sections, and all 120 scored questions of the exam. Now let's look into the specifics of each section.

► The Licensing Exam – National Section

Let's look at the details of the National Section of the licensure exam first. As we explained a few moments ago, this section consists of 80 total questions, with five to ten pretest questions scattered throughout. Pretest questions are not counted towards your passing score, and are added to help the NCREC and PSI evaluate questions that will possibly be counted on the exam in the future. These questions are selected to appear randomly throughout the exam, and you will not be able to tell which questions are scored, and which are being considered as pretest questions. To pass the National section of the exam, you will have to correctly answer 57 of the 80 scored questions on the exam.

► The Licensing Exam – State Section

Now, let's review the details of the State Section of the licensure exam. The State section consists of 40 total questions, with five pretest questions scattered throughout. Don't let the fewer number of questions fool you! The State section of the exam is where many test-takers struggle to pass. This is due in large part to the focus being on an understanding of Real Estate Rules and Laws specific to North Carolina. One of the best resources to use in conjunction with our pre-licensing course whilst studying for the exam is the NCREC Real Estate Rule and Law study guide, which you can find on our course materials page www.skylineschool.net/zoom. To pass the State section of the exam, you will have to correctly answer 29 of the 40 scored questions on the exam.

► Topics on the Exam

The exam covers a lot of topics and information necessary to determine whether or not someone can be a competent, and knowledgeable, real estate agent. All of which are conveniently covered in detail through our Broker Pre-Licensure Course. Some examples of what will be covered and tested include:

- Brokerage relationship laws and practice
- Basic contract law
- Real estate financing
- Real estate law and commission rules
- Real property valuation

A full, detailed list of the specific number of questions allotted to each topic covered may be found on pages 16 and 17 of your RELINC booklet, along with a few practice questions.



▶ Passing Only One Section of the Exam

What happens if you pass only one section of the licensing exam but not the other? For example, let's say you were able to pass the National section of the exam, but you did not pass the State section. You are able to attempt to pass just the State section again within your 6-month timeframe, without having to take the National section again as well. Remember, in order to successfully receive your license, both sections must be passed within the six months following your NCREC approval to test, or you will need to start over by submitting a new application and background check to the NCREC.



Licensure Application Items and Scheduling Your Exam

Ready to complete your North Carolina Real Estate Commission Licensing application, but unsure of what needs to be submitted? Let's go through the application process step by step, and talk about the licensure exam.

What is on the application?

First, let's see what is required to complete your application: You will need to provide:

- Your legal name.
As a reminder, you will need to make sure that you use the same name that was used for your background check so the records will match! Do not include any accent or hyphenation marks as the NCREC system does not recognize them.
- Your social security number
- Your residence address history, listing out every place you have lived in the past seven years
- Your employment history

Finishing your application

After completing your employment history, the next step on the application is to check whether or not you have been licensed to sell real estate previously. If you have not been previously licensed, you will simply need to indicate that you are a first-time exam taker.

Now is where we come in! Now you will need to list the courses you have completed with Skyline School, course instructor, and our education provider number. Next, you have the requirement to demonstrate good character. This is done through evaluation of your application, and federal and state background check.

Our section on the Background Check will go into more detail about this integral component of your application. Remember, one of the most important parts of your application is your honesty and forthcomingness about anything that may be found on your background check. If you have any questions as to if anything on your background check would eliminate you from consideration as a potential real estate broker, you also have the option for predetermination.



Final Application Requirements

You're almost finished with your application! All that is needed now is your signature, and to submit your application fee. It's important to note, the NCREC only accepts payments submitted online. It is not possible to complete and submit your application in person, or to pay with cash or a cheque.

Scheduling your licensing exam

Congratulations! You have now completed and submitted your application to the North Carolina Real Estate Commission to become a licensed broker. After the NCREC has verified completion of your educational requirements and your application and background check has been received, you will be granted approval to schedule your licensure exam. This will be delivered to you via email in five to seven business days. Your exam will consist of a National licensure section, and a State of North Carolina licensure section.

For more information on how the exam is structured and what content will be covered, review our section on "The Exam". To take your exam, you may either schedule with PSI to take it from the comfort of home via online proctoring, or in-person at a PSI testing site. PSI testing sites are located in the following places: Remember! You MUST pass BOTH sections of the licensure exam within six-months of receiving approval from the NCREC. If you are not able to pass both sections in that time, you will have to complete a new application and background check and resubmit all of the necessary fees for each.

Technical requirements for testing via virtual proctoring

If you do elect to complete your exam via virtual proctoring, you will have to take some requirements into consideration. First, you will need to check the compatibility of your computer via the PSI website. By visiting this website, PSI will run a check of your entire system to ensure that it meets the requirements to complete a virtually proctored exam. You will need to use a desktop computer or laptop that has a webcam and a microphone.

You will also be required to use the Google Chrome browser, and have access to internet speed with a minimum of 10MB/s download and 5MB/s upload speed. If you have any concerns about your computer's compatibility with these requirements, you may visit www.PSI.com/computer-specifications to double-check.

Important!: To prevent your scores from being disqualified and your test session terminated, you must have a quiet place where you can ensure you will be able to take the test undisturbed.

Prohibited items

There are also a number of considerations for what may be considered a prohibited item if you opt to complete your exam via virtual proctoring. Like other sorts of tests you've taken, you are prohibited from having any notes, textbooks, or reference materials in the room with you. Your phone and/or any electronic devices that are not the computer you are using for the test are also not permitted to be in your testing area.

Your virtual proctor will be using your webcam and microphone to check your surroundings and to monitor that you are not accessing outside materials or recording any components of the exam. You can find a detailed list of prohibited items and the PSI virtual proctoring protocol in your RELINC booklet, or online at www.PSI.com

ADA Accommodations

PSI complies with the Americans with Disabilities Act (ADA) and strives to ensure that no individual with a disability (defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must **call PSI at 1-800-367-1565, ext. 6750**, to schedule their examination.

Acceptable Forms of Identification for Your Exam

In order to take your exam, you will need to provide an acceptable form of primary identification. This is identification that contains your photo, signature, and is valid and unexpired. Examples of these acceptable IDs include:

- State-issued Driver's License, including Learner's Permit (plastic card only with photo and signature)
- State-issued Identification Card
- U.S. Government-issued Passport
- U.S. Government issued Military Identification Card
- U.S. Government Issued Alien Registration Card
- Canadian Government-issued ID
- U.S. Employment Authorization Card

Please note, Student and employment IDs are NOT acceptable forms of identification, and you will not be able to use them to check-in for your exam. Additionally, military IDs may only be used by candidates who choose to take the exam at a testing center, and cannot be used for remote proctoring check-in.

Retaking the Exam

Oh no! You overslept and missed your scheduled testing time! What do you do? Whether you accidentally miss your exam, or simply need another chance to pass one or both sections, you will need to apply directly through PSI and reschedule the examination section, or sections, that you still need to complete and pass. Please note: this must be done within your 6-months NCREC examination eligibility approval period, and will require you to pay your testing fee with each attempt. If you are retaking the exam because you have not received a passing score in one or both sections, you will need to also make sure that you still have at least 10 days remaining within the 6-month examination eligibility period after your last testing date.



Other Helpful Exam Information

Let's review the final few testing policies set forth by PSI.

First, is there any instance where an absence can be excused? Though they are limited, there are circumstances that will be excused without fulfilling the requirement for two-day advance notice. If your absence was the direct result of an emergency situation beyond your control that you could not have reasonably foreseen, you may request that your absence be excused.

In the case of inclement weather, power failure, or emergency that forces the closure of the testing centre, PSI personnel will attempt to contact you, and reschedule your exam appointment. Should this happen, you will not be penalised and you will not need to submit an additional payment.

What circumstances do lead to a forfeiture of your testing fees? Failing to schedule to take your exam prior to the end of your 6-month approval period, failing to cancel your exam appointment less than two-days prior, failing to report to your scheduled exam appointment, arriving late after the scheduled start time, or failing to present one of the approved forms of primary ID. This will lead to forfeiture of your Commission application fee as well as your PSI testing fee.





The Background Check

Have you started your application and are wondering about the required background check and character review? In this section we will explain the background check requirement and how it pertains to your North Carolina real estate licensure application.

Defining the Background Check

Per the regulations set forth by the NCREC, every person that applies for a real estate license must demonstrate to the Commission that they are a person of good moral character and standing. But what does this mean exactly?

Defining the Good Character Requirement

The NCREC evaluates if an applicant has demonstrated that they are of good character through your application, and your required State and Federal background check. Both of these components are used to determine if the applicant is honest and truthful, and has a history of upholding integrity and strong moral character. The background check illustrates and supports your ability to practice as an honest and ethical real estate broker.

How the Background Check is Evaluated

To help the Commission determine that you are indeed suited to be licensed as a broker, they will conduct a review of both a State AND Federal background check.

Such being the case, an applicant must disclose and submit any information relevant to any sort of criminal offenses (including serious traffic offenses), professional licensure disciplinary actions, and any liens or unpaid judgements. ***It is highly recommended to err on the side of caution, and make sure to disclose any and all information you feel may be relevant in determining your character.***

Non-disclosure will be absolutely detrimental to your application if these things are revealed on your background check. When in doubt, make sure to disclose it. This will be in your favour, and help to solidify your standing as an honest and trustworthy licensee.

Approval To Test

In order to obtain an NC Real Estate License, you will need to pass the National and State License exams within six-months of receiving an approval to test from the NCREC. This "approval to test" means that the NCREC has approved you to take the National and State exams because they have verified that you have completed and passed the Broker Pre Licensing class, and that they have received your background check.

The NCREC will not approve you to test until they receive your background check, and depending on how many different states, or even countries, that you have lived in that can take weeks or even months. For this reason, we recommend that students submit their background check when they are about halfway done with the Pre Licensing class so that it will (hopefully) be done processing by the time they finish the class. That way they can take the National and State exams as soon as they finish their class with us while the information is still fresh!

Let's quickly discuss what a NCREC approval to test is not. An approval to test does not mean that your background check has been reviewed. The NCREC will not begin the process of reviewing your background check for requisite moral character until you pass both the National and State sections of the Licensing Exam. Unfortunately, this does mean that the NCREC can still deny you a license after passing the National and State exams, if you are found to be of unfit moral character following review of your background check.

What Happens if Your Deadline Has Expired

Sometimes, life happens. If you are unable to pass both sections of the licensure exam within six-months of receiving your approval to test, you will need to reapply in order to continue to attempt to pass the exam. Unfortunately, both sections of the exam must be passed within the six month approval period in order to be valid. This means that if you are only able to pass one section during your 6 month approval period, you must retake both sections when you reapply and are approved for another 6 month period. Upon successful completion of your Broker Pre-Licensing Course, you have three years to successfully apply for licensure and pass both the national and state sections of the licensing exam. Even if you do not pass one or both sections of the exam, you will at least not have to retake the course in that three-year period.

Unfortunately, after six-months your background check does expire with your approval to test. So when you reapply, you will need to submit and complete another background check. That updated background check will have to be received by the NCREC before they will approve you to attempt to pass both sections of the test again.



What Does the NCREC Consider to be a Character Issue?

As we mentioned previously, it is critical that you disclose any and all character issues or past actions in order to successfully gain approval from the NCREC. But what sort of incidents need to be disclosed? As there is not a statute of limitations on how far back something needs to be reported, be sure to disclose and explain any and all:

- Criminal offences or convictions;
- Including serious traffic offences, especially DUI/DWI
- Any professional, licensed disciplinary actions, even outside of real estate
- Any liens or unpaid judgements
- **Note:** "the Commission may also consider any other information that is pertinent to an applicant's character."

The commission will be judging your application on your honesty in disclosing any of the above infractions. When in doubt, list it out! Disclosed information is not an automatic dismissal of your application. Rather, the NCREC evaluates your application and character standing by considering all of the information you have presented, and your honesty in doing so. The Commission may ask you for additional information or details, but that bodes far better than the Commission asking why you weren't honest in your application. If this happens, your application will be denied, and you will not be considered for a career in real estate in North Carolina.

Requirement to Update

It should be noted that the requirement to disclose any incidents doesn't end once your application has been given NCREC approval. Even after gaining full licensure, the NCREC requires that all brokers notify the Commission to ANY changes immediately. Your honesty in alerting the Commission to an issue immediately will certainly be in your best interest.

Worried About a Past Incident?

Are you worried and unsure about whether or not an incident on your background check will bar you from being considered for licensure and thereby hesitant about signing up for and investing in the Broker Pre Licensing Class? There is an easy way to find out before you take the class or even submit an application! The NCREC has an option for applicants to receive predetermination of their background check. If you have any doubts about being approved due to incidents in the past, it is highly recommended that you submit an application for predetermination at [NCREC.gov](https://www.ncrec.gov) before signing up for the Broker Pre Licensing class.

Petition for Predetermination

After learning about the background check required by the NCREC you may be worried about an incident in your past precluding you from a career in real estate. It is important to note, ONLY the NCREC can determine if a specific incident or criminal conviction will not permit you to become licensed, as each application is reviewed on a case by case basis. Skyline School is not able to provide advice to any student on whether or not an incident will lead to their application being denied. The NCREC is the only entity that can make that determination.

Let's explore the metrics used by the NCREC to determine if someone is of good character, and how you can find out ahead of time if there is something that will prevent you from being approved for your license. The Commission's Regulatory Affairs Division carries the weight of making determinations and rulings of character. And to make these determinations, the Commission takes into account any incidents that have occurred in the realm of criminal conduct, professional license disciplinary actions, and financial responsibility.

- As was mentioned in the previous section, your initial background check is not a "one and done" review; once licensed, any new incidents are required to be reported immediately for review as well. Failure to do so can result in your license being permanently suspended.

Does the Commission Require a Clean Record?

Life happens, we all have a past. Do you have to have a spotless record to be deemed of good character? As is stated in a NCREC bulletin, "Of the 600-700 applicants eligible for licensure each month, over 100 currently require special review due to matters such as criminal convictions, license disciplinary actions, outstanding judgments, etc. While most of these involve relatively minor issues that do not prevent or significantly delay licensure, many require special review by the Commission.

These frequently result in the applicant being offered the opportunity for an informal conference with designated Commission members to discuss their applications." Such being the case, we can see that although a record with a criminal conviction or license disciplinary action will require additional review, it does not necessarily mean you cannot gain approval for your license.

Will a Conviction Automatically Disqualify Me?

What does the NCREC take into consideration when making a ruling on your character? First and foremost, honesty and full-disclosure of any past events works far more in your favour than attempting to hide something from the Commission. In many cases, non-disclosure is seen as worse than the actual incident itself. Additionally, the Commission uses the following metrics to either approve or deny applicants:

- The level of severity of a crime.
- How much time has passed since the incident occurred.
- The circumstances surrounding the event.
- Whether the incident is indicative of an inability to properly and honestly perform the duties of a real estate broker.
- Review of any applicable jail, prison, probation, rehab, or employment records.
- Completion of or active participation in applicable drug or alcohol abuse programmes.
- A Certificate of Relief.
- Whether there was the commission of any other crimes or offences following the initial event.
- Review of any personal and/or professional character references.
- Your general candour in disclosure, a visibly positive attitude, a lack of malice, and your genuine assurance that the issue will not be repeated in the future.



Petition for Predetermination

Understandably, you may wish to have a ruling from the Commission on your character and background check prior to investing the financial and time commitments required to complete your real estate broker education and testing. Luckily, there is indeed an option to do so! If you have any concerns, or want to go ahead and get a ruling prior to fully investing in the requirements to become licensed, you may petition the NCREC for a predetermination of your character.

It is important to note: there is a \$45.00 fee for filing your petition for predetermination. And once the Commission has made a ruling, it will be final and indisputable. Let's review what information you will need to provide to submit your petition:

Requirements for a Petition for Predetermination

Your petition forms will be completed on the NCREC.gov website. You will have to submit your legal name, address, both physical and email, social security number, date of birth, telephone number, residences for the past 7 years, and your employment history since the date the offence was committed.

You will be required to submit a criminal record prepared no more than 60-days prior to your date of petition, and a written statement detailing the circumstances of the offence. If you have any applicable rehab efforts, drug or alcohol treatments, or Certificate of Relief, you will be asked to provide those as well. Finally, you will need to provide affidavits and character references stating your fit and ability to carry out the duties afforded by licensure, your verification of the completeness and validity of the information you have provided, and your signature and \$45.00 payment.



Post-Licensing and Continuing Education Requirements

Receiving your License

Once you have satisfied the NCREC qualification requirements, successfully passed both the National and State sections of the real estate licensing exam, and been determined to be of good character, you can expect to receive your provisional broker license in approximately 10 calendar days. Your license certificate will be sent to the address you provided in your application, and you will be able to access your digital pocket card immediately following licensure.

Your Provisional License

Once you have been granted licensure, it is important to remember that this is a provisional license, and is not yet active for conducting business as a real estate broker. In order to activate your provisional license you must affiliate with a firm and be supervised by a broker-in-charge or BIC.

Please Note: A provisional license may only be used if operating under a BIC. The BIC must supervise the provisional broker at all times when engaging in any sort of real estate brokerage activities. The provisional applicant and their supervisory BIC must file a "License Activation/Affiliation" form (REC 2.08) with the Commission office.

Removal of Provisional Status

To terminate your provisional status and be granted full licensure, you will need to complete the NCREC 90-hour post-licensing education requirement. This is divided over three 30-hour courses, titled Broker Relationships and Responsibilities, Contracts and Closing, and License Law, Commission Rules, and Legal Concepts. These courses can be taken in any order.

Here at Skyline School, we have these courses available as self-paced, online classes that may be purchased individually, or as a discounted 3-course bundle with unlimited chances to pass your post-licensing exams. Your successful completion of each course will be sent directly to the NCREC by us, and your provisional status will be terminated by the NCREC directly once all 3 courses have been completed. We recommend that students complete their Post Licensing courses as soon as possible after getting their provisional license, but at the very latest, all 3 courses must be completed within 18 months after issuance, or your license will become inactive.

Full Licensure

Following completion of your post licensing courses, Skyline will still be here for you to help you finish your annual Continuing Education requirements. It is a requirement of the NCREC that you complete 8-hours of continuing education courses every year to maintain an active license. These 8-hours are taken in the form of two 4-hour courses. The first is a General Update (or GENUP) course provided through Skyline School in a synchronous Zoom format.

If you have completed the required 12-hour Broker in Charge course (offered only through the NCREC directly), you will need to complete the BICUP course annually, instead of the GENUP. The topic of the Update courses is determined each year by the NCREC and focuses on items deemed to be of special importance by the Commission.

The second requirement is a 4 Hour elective course. Skyline offers many different electives for you to choose from to meet your requirements and expand your real estate knowledge. **All 8 Hours of CE must be completed by June 10th of each year** in order to renew your license on active status. **All licenses must be renewed by 11:59PM June 30th of each year**, otherwise your license will expire. It is important to note that the CE requirement is waived for your first renewal. For example, if you obtain your real estate license in January 2022, you will not need to complete CE in order to renew your license on active status in June 2022.

Maintaining a Current and Active License

Now that you have a license, how do you make sure that it is both current AND active? To keep your license current, you will need to annually submit a license renewal application and pay your annual renewal fee. This must be done by the 30th of June every year, without exception, to keep your license in current standing. Remember, it is illegal to conduct any sort of brokerage services without a current AND active license!

To keep your license active, you will need to complete your education requirements. If you currently hold a provisional license, you will have to complete your 90-hours of post-licensure education courses within 18-months of when you obtained your license. In addition to this, starting with your second license renewal, you will need to complete your annual 8-hours of continued education to keep your license active.

Warning! It is absolutely critical that you complete and submit your license renewal application by 30 June every year, even if you have not completed your course requirements for the year. If you do not pay the renewal fee then your license will expire and you will have to go through the reinstatement process in order to get your license current again. Depending on how long your license has been expired, this process could involve having to retake the entire broker pre licensing course and retake the National and State exams.





REAL ESTATE IN

NORTH CAROLINA