

Questions and Answers for Out-of-State Agents

Q: Does Fonville Morisey Center for Real Estate Studies offer the continuing education courses required to keep my license on Active Status?

A: YES! We offer a variety of live and online four-hour elective courses as well as the required GENUP (General Update) or the BICUP (Broker-in-Charge Update) for those agents who are Brokers-in-Charge or Broker-in-Charge Eligible.

Q: How many courses are required and what is the deadline each year for successful completion?

A: A total of eight (8) hours: four (4) hours of an elective of your choice and four (4) hours of a General Update or the Broker-in-Charge Update, depending on the agent's status. **All Continuing Education MUST be completed by June 10th each year.** If not completed by **June 10**, a licensee will be placed on INACTIVE status and must cease practicing Real Estate Brokerage immediately. A maximum of 16 hours will need to be completed to reactive your license.

Q: How does the NC Real Estate Commission know I have successfully completed my required continuing education?

A: Fonville Morisey Center for Real Estate Studies will report your successful completion of all continuing education to the NC Real Estate Commission and you will receive a Certificate of Completion for your records.

Q: How do I keep my North Carolina Real Estate License on Active Status if I live in another state?

A: North Carolina requires eight hours (8) of continuing education annually by June 10th.

Q: Do I have to pay to renew my NC Real Estate License each year.

A: Yes. Go to www.ncrec.gov any time after May 15 and before June 30 of each year to renew. It cost \$45. If you fail to renew, your license will be expired.

Q: I am BIC-eligible, but not currently acting as a Broker-in-Charge. Do I take the Broker-in Charge Update (BICUP) or the General Update (GENUP)

A: If you are BIC-Eligible or currently acting as a Broker-in-Charge, you will need to complete the Broker-in-Charge Update (BICUP) CE Course.

NOTE: As of July 1, 2018, in order to be designated as a Broker-in-Charge, a broker must first obtain BIC Eligible status. To qualify for BIC Eligible status, a broker must:

- hold a “full” broker license on Active status;
- have at least two years of full-time or four years of part-time real estate brokerage experience within the previous five years or shall be a North Carolina licensed attorney with a practice that consisted primarily of handling real estate closings and related matters in North Carolina for three years immediately preceding application; and
- complete the 12-hour Broker-in-Charge Course no earlier than one year prior to application and no later than 120 days after application.

If you do not receive a Notice of License Record Change within 10 business days after filing this form, contact License Services at 919-875-3700.

SPECIAL NOTE: If you have lost BIC Eligible status, then before you submit this form to regain BIC Eligible Status, [Commission Rule 58A .0110](#) requires you to complete the following steps in the prescribed order:

- a. Take the necessary steps to return your license to active status, i.e., pay reinstatement fee and/or complete required education:
- b. Submit the [License Activation form \(REC 2.08\)](#):
- c. Complete the Commission’s 12-hour Broker-in-Charge Course: and
- d. Submit this form: Request for BIC Eligible Status and/or Broker-in-Charge Designation form (REC 2.25). (Note that you must have the experience required for initial designation.)

Q: Where can I find a list of Continuing Education Classes?

A: Please visit our website at www.fmschool.com for a complete list and schedule of continuing education classes. If you have questions, please call us at 919-781-7270.