





# Becoming a Broker-in-Charge

 You must have worked in real estate full time for the equivalent of 2 of the past 5 years.

 You must declare yourself a Broker-in-Charge (BIC) by submitting the corresponding paperwork to the North Carolina Real Estate Commission. You can find the form on the “Forms” section of the NCREC website.

 You must complete the 12-Hour Broker-in-Charge course offered by the NCREC within three years prior to or 120 days following designation as BIC. To find the schedule and register, visit the “Forms” section of the NCREC website.

 All Brokers-in-Charge must take the Broker-in-Charge Annual Review (BICAR) course. The BICAR satisfies the annual continuing education elective requirement. In addition, BICs must take the annual Mandatory Update course and timely renew his or her license.

*For more information about becoming a BIC, you are encouraged to contact the NCREC at 919-875-3700 or [www.ncrec.gov](http://www.ncrec.gov).*

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