

7 Steps to Success!

Our Broker Pre-Licensing course is the first step in the process to obtain your real estate license.

Students must successfully complete our 75-hour Broker Pre-Licensing course at the school, pass the class test with a 75% or better, and then pass the North Carolina Real Estate Examination. After completing these steps, you will be issued a Provisional Broker License.

Here are the 7 Steps to Success you'll follow to obtain your Provisional Broker License and then become a Broker:

1. Complete our 75-Hour Broker Pre-Licensing Course

HPW Real Estate School's 75-Hour Broker Pre-Licensing course is approved by the North Carolina Real Estate Commission (NCREC) and satisfies "Option 1" of the License Qualification Options stated by the NCREC. To pass the class, you must attend at least 80% of the class, which means that you cannot miss more than 15 hours of the class. You also must pass the class test that is administered on the last day of class by scoring at least a 75%.

2. Begin the NCREC's Application for Real Estate License

When you begin your class, we provide you with the pamphlet, Real Estate Licensing in North Carolina. This includes information on the licensing process as well as the actual application that you will fill out and send in to the NCREC. Begin filling out this information and gathering the specified "Application Enclosures" required.

3. Obtain your "Criminal Record Report"

One of the required "Application Enclosures" is a background check. The NCREC requires you to obtain a criminal record report prepared by Carolina Investigative Research, Inc. (CIR). This report must include results from each place that you've lived in over the past seven years. A report involving only a search of NC records will typically be provided in 2-4 business days, and reports involving a search of out of state records will typically be provided in 5-7 business days. Searches of records in a few different states will require more time. It is recommended that you begin this process to allow enough time to obtain your report.

4. Send in your completed application to the NC Real Estate Commission

When you successfully pass the class test, it is time to send your application to the NCREC. Be sure to include your: Application, Course Completion Certificate, \$30 Application Fee (in a cashier's/certified check or money order), Criminal Record Report, and any other applicable information requested in the pamphlet. Please carefully follow the directions listed on the application to ensure prompt processing.

5. Receive Notice of Eligibility and Schedule Exam

Upon approving your application, the NCREC will notify you via a letter that you are eligible to take the NC Real Estate Examination. It typically takes 7 to 10 business days to receive this letter. Upon its receipt, you should contact the testing center to schedule your appointment.

The state exam consists of 115 questions of which 110 are scored. You will need to score 75% or higher to pass the examination, which computes to 82 or more questions answered correctly out of 110 questions. If you score 74% or below, you may retake your state exam by scheduling another appointment with the testing center no sooner than 10 days after you initially took your exam.

When you pass the state exam, your application will be considered for licensure after review of your criminal report. After you are approved for licensure, you will receive your Provisional Broker license in the mail. Your status will be "provisional" and you will be referred to as a "Provisional Broker". A Provisional Broker may generally perform the same acts as a broker as long as they are supervised by a Broker-In-Charge.

6. Choose Your Real Estate Firm or Broker-In-Charge

If you want actively work in real estate, you will need to associate with a real estate firm or Broker-In-Charge and pay your annual renewal fee to the NCREC every year before June 30th.

If you do not want to actively work in real estate, you must pay your annual renewal fee to the NCREC every year before June 30th.

7. Complete your Post-Licensing and Continuing Education Requirements

Once licensed, a Provisional Broker must complete a Post-Licensing Education Program in order to terminate the "Provisional" status of their license and to avoid license inactivation and possible eventual cancellation. You will need to take at least one 30-hour Broker Post-Licensing course by the anniversary date of your license each year for the first three years of licensure. You may take all 90 hours during your first year of licensure, you can take them in any order, but you must take all three courses without duplicating and you cannot take multiple courses at the same time. To pass the class, you must attend at least 80% of the class, which means that you cannot miss more than 6 hours of the class. You also must pass the class test that is administered on the last day of class by scoring at least a 75%. After completing each of the three 30 hour Broker Post-Licensing courses, your "provisional" status is removed and you are a "Broker". In addition, you are required to take 8 hours of Continuing Education before the second renewal of your real estate license. These CE credits are required every year, and are made up of 4 hours of a Mandatory Update course and 4 hours of an approved elective.

In addition, you are required to take 8 hours of Continuing Education before the second renewal of your real estate license. These CE credits are required every year, and are made up of 4 hours of a Mandatory Update course and 4 hours of an approved elective.

HPW Real Estate School offers a reliable, convenient schedule of Broker Pre-Licensing, Broker Post-Licensing and Continuing Education classes!

AWARD WINNING PROGRAMS. CONVENIENT LOCATIONS AND TIMES. EXCEPTIONAL INSTRUCTORS. **trust**

 **hpwreschool.com**

HPW Real Estate School • 3801 Wake Forest Road • Raleigh NC 27609