

**BROKER-IN-CHARGE  
COURSE REGISTRATION FORM**

**Four (4) hours of continuing education credit will be awarded for completion of this course.** Brokers who have recently been designated as broker-in-charge will be given priority when possible. (Other licensees will be admitted on a space available basis.)

**SCHEDULING:** The quickest way to register for a scheduled course is on-line at [www.ncrec.state.nc.us](http://www.ncrec.state.nc.us). You may also register by completing this form and returning it **to the Commission** with your check for **\$45**. Your registration form and fee should be received by the Commission **NO LATER THAN 10 WORKING DAYS PRIOR TO THE REQUESTED SESSION.**

If you choose to register with this form, please select three sessions in the order of your preference. Please understand that we cannot guarantee space for any course requested by mail as courses are filled upon receipt of registration either by our on-line registration system or by mail, whichever is received first. **You are not registered for a class until you receive written confirmation. Please call our office if you do not receive a confirmation. Please write your license number on your check.**

**REFUNDS , LATE ARRIVALS, AND RESCHEDULING:** A request for a **refund** of the course fee, or a request to **reschedule** for a later date without additional fee, may be granted if the request is *received within 15 days after the scheduled course date*. In order for the request to be granted, the scheduled individual must demonstrate his or her absence or tardiness was the direct result of an emergency situation which was beyond his or her control and could not reasonably have been foreseen or avoided (for example, personal illness or death in the family). Absences due to business conflicts, vacations or the like are not grounds for granting a refund request or a rescheduling request received on or after the course date. Persons reporting late for class will not be admitted and will forfeit the course fee.

**Please attend the session you are scheduled for unless you call the Commission's Education Department to reschedule in advance.**

Please see page two of this form for a listing of course locations and dates.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_  
First Choice (location and date)    Second Choice (location and date)    Third Choice (location and date)

NC Real Estate License No. \_\_\_\_\_     Broker     Salesperson

Have you been designated as broker-in-charge within the last 120 days?     Yes     No

Mail to:    NC Real Estate Commission  
          Attn: Education Division  
          P.O. Box 17100  
          Raleigh, NC 27619-7100

**Course Fee is \$45**  
**Payable to NC Real Estate Commission**  
**(COURSE FEE INCLUDES *BROKER-IN-CHARGE GUIDE*)**

**Asheville:**

- May 20, 2005**                      **Class: 8:30-1:00 pm**
- August 19, 2005**                    **Class: 8:30-1:00 pm**
- October 21, 2005**                   **Class: 8:30-1:00 pm**
- December 13, 2005**                **Class: 8:30-1:00 pm**

Holiday Inn-East/Blue Ridge Parkway  
 (Exit 55 off I-40)  
 1450 Tunnel Road,  
 (828) 298-5611

**Boone:**

- September 23, 2005**                **Class: 8:30-1:00 pm**

Quality Inn Appalachian Conference Ctr.  
 949 Blowing Rock Rd  
 (828) 262-0020

**Charlotte:**

- May 19, 2005**                      **Class: 8:30-1:00 pm**
- June 2, 2005**                        **Class: 8:30-1:00 pm**
- July 12, 2005**                      **Class: 8:30-1:00 pm**
- August 18, 2005\***                   **Class: 8:30-1:00 pm**
- September 22, 2005**               **Class: 8:30-1:00 pm**
- October 20, 2005**                  **Class: 8:30-1:00 pm**
- November 15, 2005**               **Class: 8:30-1:00 pm**
- December 8, 2005**                **Class: 8:30-1:00 pm**

Holiday Inn Airport  
 2707 Little Rock Road  
 Exit 32 off I-85  
 (704) 394-4301

\*Only the August 18, 2005 Class will be held at:  
 Sheraton Charlotte Airport  
 3315 I-85 & Billy Graham Pkwy  
 (704) 392-1200

**Fayetteville:**

- July 25, 2005**                      **Class: 1:00-5:30 pm**

Clarion Hotel (formerly Plaza Hotel)  
 1965 Cedar Creek Road  
 Exit 49 on I-95  
 (910) 323-8282

**Greensboro:**

- June 8, 2005**                        **Class: 1:00-5:30 pm**
- August 15, 2005**                   **Class: 1:00-5:30 pm**
- November 14, 2005**               **Class: 1:00-5:30 pm**

Clarion Hotel (formerly the Radisson)  
 415 Swing Road  
 Exit 213 on I-40 West  
 (336) 299-7650

**Jacksonville:**

- October 26, 2005**                   **Class: 1:00-5:30 pm**

Quality Inn  
 701 N. Marine Blvd.  
 (910) 347-6111

**Nags Head:**

- October 11, 2005**                   **Class: 8:30-1:00pm**

Ramada Inn  
 1701 S. Virginia Dare Drive  
 Kill Devil Hills, NC  
 (252) 441-2151

**Raleigh:**

- May 9, 2005**                        **Class: 1:00-5:30 pm**
- June 6, 2005**                        **Class: 1:00-5:30 pm**
- July 7, 2005**                        **Class: 1:00-5:30 pm**
- August 8, 2005**                    **Class: 1:00-5:30 pm**
- September 8, 2005**               **Class: 1:00-5:30 pm**
- October 4, 2005**                   **Class: 1:00-5:30 pm**
- November 7, 2005**               **Class: 1:00-5:30 pm**
- December 5, 2005**               **Class: 1:00-5:30 pm**

McKimmon Conference Center  
 1101 Gorman Road  
 Western Blvd. & Gorman Rd.  
 (919) 515-2277

**Rocky Mount:**

- July 13, 2005**                      **Class: 1:00-5:30 pm**

Holiday Inn Rocky Mount  
 651 N Winstead Ave  
 (252) 937-6888

**Wilmington:**

- May 25, 2005**                      **Class: 1:00-5:30 pm**
- August 10, 2005**                   **Class: 1:00-5:30 pm**
- December 19, 2005**               **Class: 1:00-5:30 pm**

Coast Line Convention Center  
 501 Nutt Street  
 (910) 763-6739

**CHECK-IN FOR ALL CLASSES BEGINS 30 MINUTES PRIOR TO THE START OF THE CLASS.**