

# HOW TO BECOME A REALTOR® IN NORTH CAROLINA



**Raleigh Regional**  
Association of REALTORS®

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Before you become a REALTOR® (member of a North Carolina Real Estate Association) you must first be a real estate agent/broker. In order to obtain a real estate license in North Carolina you begin by completing a 75 hour broker prelicensing class. Successful completion of that class will allow you to take the North Carolina Real Estate exam. Once you have passed the state exam, North Carolina will issue to you a provisional Brokers License which will allow you to list and sell real estate anywhere in the state. The provisional status is removed once you have taken three additional 30 hour broker post licensing courses. These courses have to be completed within three years of the date that you are licensed in North Carolina.

### ***Step 1. Complete the 75-hour Pre-licensing Course or one of the other Education Qualification Options***

Many of the schools will offer a package deal for the course, exam, and post licensing. Depending on the option you choose, it can take 2 weeks to 2 months to complete. The prelicensing course costs approximately \$400-475.

Here is a link to schools offering prelicensing courses:

<https://www.ncrec.gov/PrelicensingEducation/PrelicensingProviders>

### ***Step 2. Submit a complete license application, including appropriate fees and all required documentation.***

To access the online application system:

Go to the North Carolina Real Estate Commission's website ([www.ncrec.gov](http://www.ncrec.gov)) and click on "Apply Here".

In connection with your application fee of \$100, you must order a criminal record report. Applicants are provided with a list of reporting services known to prepare reports satisfactory to the Commission. The fees charged by these reporting services for a report range from \$9 to \$25 for a North Carolina statewide report and \$5 to \$50 for an out-of-state county report. Fees are subject to change.

### ***Step 3. Your application is processed by the NC Real Estate Commission staff.***

- a. If you do not qualify for licensure based on one of the four (4) education qualifications, your application will be canceled and returned to you.
- b. If your application is incomplete, the application will be returned to you for proper completion.
- c. Note that the application fee is nonrefundable. Commission rules provide that once an application has been processed by the Commission, the application fee may not be refunded.

#### ***Step 4. Receive Notice of Exam Eligibility within 2-3 days after application receipt and acceptance.***

If you applied online, the Notice will be sent by email. (Add "LICAPPdonotreply@ncrec.gov" as a safe email address in your anti-spam filter in order to receive the Notice by email.)

If you submitted a paper application, the Notice will be sent by regular mail and thus may not arrive until several days after it is sent.

#### ***Step 5. Schedule, pay exam fee, and pass your license examination.***

The North Carolina Real Estate Commission contracts with the professional testing service PSI Services LLC (PSI) for examination services that include scheduling applicants for examination and administering the examination. There are many available testing sites across North Carolina and the USA from which to choose.

After your application has been approved you will receive an email from the Commission with a link and code to schedule your PSI exam for \$64.

#### ***6. If you PASS the license examination (or if you are exempt from the license examination requirement): And there are no issues relating to character, your license will be promptly issued and should be received in the mail within 7-10 days of the examination date.***

If there is an issue relating to character, your application will be reviewed by Commission staff and may be referred to the Commission for further consideration.

#### ***Step 7. Start work on Post-licensing courses to remove your Provisional status.***

All provisional brokers must satisfy the Postlicensing education requirement of 90 classroom hours of Postlicensing education to be eligible for active broker license status. Postlicensing education is a one-time requirement and should not be confused with continuing education (CE). Postlicensing usually costs \$220-245 per course section.

The Postlicensing education program is divided into three 30-hour Postlicensing courses titled as follows:

- Broker Relationships and Responsibilities
- Contracts and Closing
- License Law, Commission Rules, and Legal Concepts

## Step 8. Join a firm

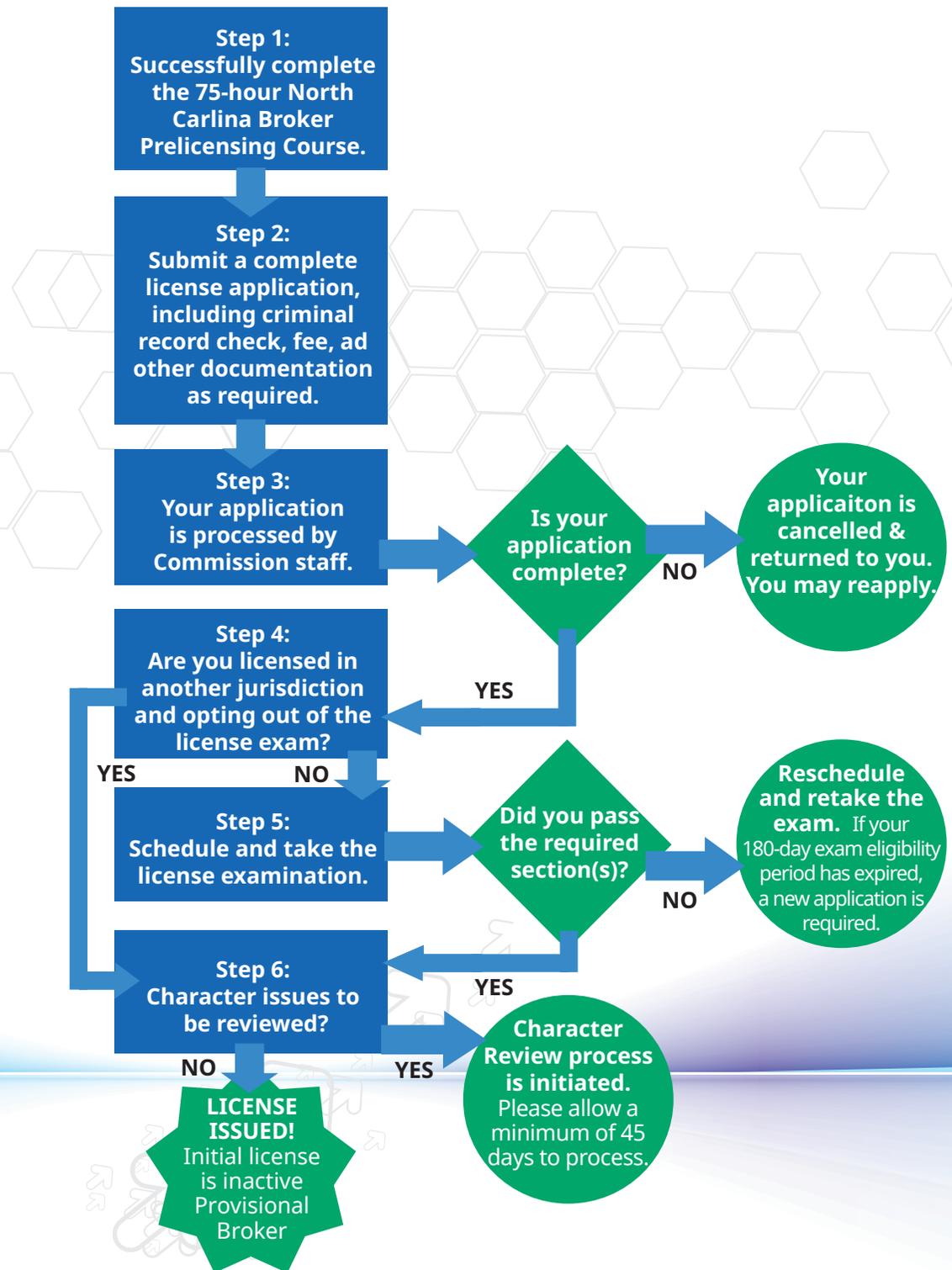
## Step 9. Obtain a NC Privilege License

Individual real estate brokers are specifically required to obtain a privilege license under NCGS §105-41(a)(8); however, a licensed broker who is also a licensed appraiser is only required to get one privilege license which will cover both activities. The state privilege license is governed by the Department of Revenue and must also be renewed yearly by July 1. In order to apply for a privilege license, you must go to the Department of Revenue's website, <http://www.dor.state.nc.us/downloads/privilege.html>

## Step 10. Become a REALTOR®

Apply to a NC Real Estate Association. You should join an Association that your Broker-in Charge belongs to. To apply to the Raleigh Regional Association of REALTORS, visit [RRAR.com](http://RRAR.com) or click here <https://www.rrar.com/raleigh-realtors/membership-information/>. Raleigh Regional Association of Realtors dues are \$541 a year plus a \$300 application fee. Dues are prorated based on the month in which you join.

Membership in the Association has many benefits like becoming eligible to join a North Carolina MLS like the Triangle MLS. Triangle MLS fees are \$150 a quarter.



## What is a REALTOR®

A real estate agent is a REALTOR® when he or she becomes a member of the National Association of REALTORS®, The Voice for Real Estate®, the world's largest professional association. The term "REALTOR®" is a registered collective membership mark that identifies a real estate professional who is a member of the National Association of REALTORS® and abides by its strict Code of Ethics.

Founded in 1908, NAR has grown from its original nucleus of 120 members to 1.4 million today. NAR is composed of REALTORS® who are involved in residential and commercial real estate as brokers, salespeople, property managers, appraisers, counselors, and others who are engaged in all aspects of the real estate industry.

## Why someone should choose a REALTOR®

REALTORS® aren't just agents. They're professional members of the National Association of REALTORS® and subscribe to its strict code of ethics. This is the REALTOR® difference for home buyers:

- 1. Ethical treatment.** Every REALTOR® must adhere to a strict code of ethics, which is based on professionalism and protection of the public. As a REALTOR®'s client, you can expect honest and ethical treatment in all transaction-related matters. The first obligation is to you, the client.
- 2. An expert guide.** Buying a home usually requires dozens of forms, reports, disclosures, and other technical documents. A knowledgeable expert will help you prepare the best deal, and avoid delays or costly mistakes. Also, there's a lot of jargon involved, so you want to work with a professional who can speak the language.
- 3. Objective information and opinions.** REALTORS® can provide local information on utilities, zoning, schools, and more. They also have objective information about each property. REALTORS® can use that data to help you determine if the property has what you need. By understanding both your needs and search area, they can also point out neighborhoods you don't know much about but that might suit your needs better than you'd thought.
- 4. Expanded search power.** Sometimes properties are available but not actively advertised. A REALTOR® can help you find opportunities not listed on home search sites and can help you avoid out-of-date listings that might be showing up as available online but are no longer on the market.
- 5. Negotiation knowledge.** There are many factors up for discussion in a deal. A REALTOR® will look at every angle from your perspective, including crafting a purchase agreement that allows enough time for you to complete inspections and investigations of the property before you are bound to complete the purchase.
- 6. Up-to-date experience.** Most people buy only a few homes in their lifetime, usually with quite a few years in between each purchase. Even if you've done it before, laws and regulations change. REALTORS® handle hundreds of transactions over the course of their career.
- 7. Your rock during emotional moments.** A home is so much more than four walls and a roof. And for most people, property represents the biggest purchase they'll ever make. Having a concerned, but objective, third party helps you stay focused on the issues most important to you.