### **Pre-Licensing/Pre-Education Frequently Asked Questions**

What is the most important application response concern? Be thorough and honest. Incorrect or incomplete response information can and does cause license applications to be denied.

<u>What other application issue frequently creates problems?</u> Failure to realize that the word ever means **EVER**. (The exception is that subsequently expunged criminal history information does <u>not</u> need to be disclosed.)

Will a criminal record keep me from being approved for an auctioneer or auction firm license? Possibly, but each application is reviewed on its own merits, and on a case-by-case basis. Further, any criminal history-based denial decision can only come following consideration and analysis of the factors listed in N.C.G.S. 93B-8.1 (b)(b1) and N.C.G.S. 85B-3.2(d).

I happen to have some criminal record issues in my past. Prior to beginning any education or sending in a license application, is there a way that I can learn if my particular situation will preclude me from being issued a license? YES. Information regarding a predetermination can be found at www.ncalb.org or by contacting NCALB staff.

Do I have to complete auctioneering school before seeking a predetermination decision from the Board? No. If you suspect that your criminal history may ultimately keep you from being approved for a license, you may want to request a predetermination decision from the Board prior to investing the time, energy, and expense involved in attending auction school.

Why does the application ask about financial matters? Upon being issued a license, auctioneers are permitted to assume the fiduciary duty of being trusted with the property (and proceeds from the sale of property) of their auction clients.

Will adverse financial information in my past preclude me from being approved for a license? Possibly. The Board assesses the past and current status of applicants and may deny licensure upon determination that a demonstrated lack of financial responsibility exists.

<u>Do I have to provide a credit report?</u> The Board may require a current credit report in certain circumstances, including bankruptcies, unsatisfied judgments, and worthless check criminal convictions.

Can I get a pre-determination decision regarding financial issues from the Board regarding financial issues prior to submitting a license application? No. North Carolina law requires occupational licensing boards to make criminal history-based predetermination decisions when requested, but not for any other reason.

<u>If my application is not approved by the Board, is there any opportunity to appeal that decision?</u> Yes. Any applicant whose license application has initially been denied has 30 days from the date of notification to request a formal administrative hearing before the Board. This is an opportunity to challenge information, present evidence, present witnesses, and offer testimony prior to the Board reaching any final agency decision.



### North Carolina Auctioneers Licensing Board 108 Ber Creek Drive Fuquay-Varina, NC 27526

### PREDETERMINATION OF LICENSURE

An individual with a criminal history may petition a board at any time, including before an individual starts or completes any mandatory education or training requirements, for a predetermination of whether the individual's criminal history will likely disqualify the individual from obtaining a license.

For instructions on requesting a predetermination, please contact the office at (919) 567-2844 or email <u>info@ncalb.org.</u>

Pursuant to House Bill 770, which was ratified on June 28, 2019, Occupational Licensing Boards have the power to deny a license due to a criminal conviction pursuant to 93B-8.1(b)(b1). However, the following factors must be considered:

- (1) The level and seriousness of the crime.
- (2) The date of the crime.
- (3) The age of the person at the time of the crime.
- (4) The circumstances surrounding the commission of the crime, if known.
- (5) The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
- The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.
- (6a) The completion of, or active participation in, rehabilitative drug or alcohol treatment.
- (6b) A Certification of Relief granted pursuant to NCGA 15A-173.2.
- (7) The subsequent commission of a crime by the applicant.
- (8) Any affidavits or other written documents, including character references.

### MILITARY-TRAINED APPLICANTS/MILITARY SPOUSES

**Licensure for military-trained applicants/military spouses:** If you are a military spouse or a military-trained (applies for some types of occupational licenses) applicant you may be eligible for endorsement without meeting all of the requirements described in this application. Please see <a href="http://www.ncalb.org/publications.cfm">http://www.ncalb.org/publications.cfm</a> with information about the different requirements and contact the board staff for additional information and documentation requirements at <a href="mailto:info@ncalb.org">info@ncalb.org</a> or call 919-567-2844.



North Carolina Auctioneer Licensing Board 108 Ber Creek Drive Fuquay-Varina, NC 27526 www.ncalb.org info@ncalb.org

### APPLICATION FOR RECIPROCAL AUCTIONEER LICENSE

READ CAREFULLY all instructions in this application and the *North Carolina Auctioneer Laws, Rules and Regulations*. Those are available on the Board's website at www.ncalb.org.

The application must be properly completed, signed, notarized, accompanied by all required documents, proper fees, and dated no more than *thirty (30) days* prior to when your application is received by the office of the North Carolina Auctioneer Licensing Board (NCALB). *It must be received, not postmarked, in the NCALB Office on, or before the deadline established by the Board.* 

All fees may be combined in one check made payable to the North Carolina Auctioneer Licensing Board. The correct fees must be submitted. Please note that it is a violation of 21 NCAC 4B .0404 to submit a check to the Board in payment of required fees, which is returned unpaid.

Once the application is received and processed, the application fee is non-refundable.

### FINGERPRINT RESULTS MUST BE RECEIVED BY THE NCALB PRIOR TO ANY LICENSE BEING ISSUED.

### **Required Application Documents:**

- Required Fees. See Reciprocal Auctioneer License Application Instructions for details.
- Copy of applicant's high school diploma or proof of equivalency, college diploma or transcript from high school or college. You must be 18 years old and have graduated from high school or equivalent pursuant to N.C.G.S. 85B-4(b).
- A clear "2 x 2" photograph of the applicant's head and shoulders taken within the past 6 months.
- Fingerprint Card and Authority for Release of Information Form. See Reciprocal Auctioneer License Application Instructions for details.
- Written detailed statement for questions #14 through #20 if you answered "YES." Complete details must be given. Attached a separate statement.
- Designation of Agent for Service Of Process Form pursuant to N.C.G.S. 85B-5(b).
- Evidence of Qualification for reciprocity. **Third party reciprocation is not allowed**. See Reciprocal Auctioneer License Application Instructions for details.

Form 2.1 IRA.19 1 of 3

## Reciprocal Auctioneer License Application Instructions

Each applicant must carefully read and complete (Print clearly) the application in its entirety and provide the following supporting documents:

- 1. A clear, focused passport type photograph (2" x 2") of the applicant's head and shoulders, taken within the last six months, suitable for identification purposes.
- 2. Copy of the applicant's high school diploma or proof of equivalency. The NCALB will only accept a GED or high school diploma issued by accredited institutions. A college diploma, high school transcript or college transcript is acceptable.
- 3. Evidence of qualification for reciprocity: Each applicant must submit a letter of good standing (license status) from each Board/Commission where the applicant holds an active auctioneer license, including an auction firm license and/or a apprenticeship license, if applicable. The applicant must reside in the state that they wish to reciprocate (no third party reciprocation). This Board will accept an electronic letter of good standing if sent directly from that Reciprocate State's Board/Commission. Email address: info@ncalb.org.
- 4. Properly Completed Designation of Agent for Service of Process Form signed and notarized.
- 5. Fingerprint card, Fee, and Authority for Release of Information Form pursuant to N.C.G.S. § 85B-3.2; Each applicant is required to complete an **Authority for Release of Information Form**, a fingerprint card, and pay the processing fee to this Board. The applicant and the official taking the fingerprints must complete the card. *The fingerprint lines/ridges must be clearly visible*.

### DO NOT FOLD THE FINGERPRINT CARD

(You may obtain a fingerprint card at a Sheriff's Office or Police Department) (FORM—FD-258)

- 6. Social Security Information Form.
- 7. Employee Classification Form.
- 8. Proper Filing Fees as required by N.C.G.S 85B-6, which states that a reciprocal applicants be charged \$250, or the amount the applicants home state charges reciprocal applicants from North Carolina, whichever is greater. As a result, applicants will be charged the following fees:

(a) Regular Reciprocal States: \$250 (\$50 application fee, \$150 license fee, \$50 recovery fund fee)

(b) Special Reciprocal States:

Florida \$325.00 (\$75 application fee, \$150 license fee, \$100 recovery fund fee)

Georgia \$350.00 (\$200 application fee, \$150 recovery fund fee)

Louisiana \$275.00 (\$75 application fee, \$150 license fee, \$50 recovery fund fee)

Mississippi \$375.00 (\$100 application fee, \$225 license fee, \$50 recovery fund fee)

Tennessee \$275.00 (\$50 application fee, \$175 license fee, \$50 recovery fund fee)

(c) Fingerprint Processing fee \$38.00

### Please note the following for AUCTION FIRM LICENSE REQUIREMENTS

An "Auction Firm" is defined in N.C.G.S. § 85B-1(6) of the North Carolina Auctioneers Law. The requirements for auction firms are explained in N.C.G.S. § 85B-4.

Should you need a firm license in addition to your auctioneer's license depends upon how you plan to operate your business. If you are uncertain, contact the NCALB office for guidance.

- **Sole Proprietorship:** A licensed auctioneer who is the sole owner of an auction business is not required to obtain an auction firm license, but is required to personally supervise all auction sales, sign all contracts, and review all advertisements.
- **Partnership:** Licensed auctioneers who are partners in an auction business are required to have an auction firm license, as are all other partnerships. This requirement includes partnerships involving spouses or other family members.
- *Corporation:* All corporations are required to obtain an auction firm license.

Note: If you are an applicant for a reciprocal auctioneer license and are working for a business that falls into one of the above categories needing a firm license, then that business must obtain an auction firm license prior to conducting business in this state.

### ESCROW ACCOUNT REQUIREMENTS

N.C.G.S. § 85B-7.1 Handling Clients Funds of the Auctioneers Law, and 21 NCAC 4B .0603 of the Rules and Regulations specifies the requirements concerning escrow accounts. Money, which has come into your possession through an auction sale, which is payable to the auctioneer or firm, and any portion that belongs to others, may not be commingled with your own under any circumstances N.C.G.S. § 85B-8(a)(7). In addition, such funds must be deposited in a trust or escrow account in a bank or savings and loan association **located in North Carolina**, within three business days of receiving the funds. Funds, which are disbursed to the seller on auction day, are not subject to the escrow account requirements; however, the Law and Rules specify certain record keeping requirements.

If you have any questions concerning these requirements or you determine that an auction firm application is needed, you should contact this office or visit www.ncalb.org.

Form 2.1 IRA.19 3 of 3

# NORTH CAROLINA AUCTIONEER LICENSING BOARD **APPLICATION for RECIPROCAL AUCTIONEER LICENSE**

Required with each application:

**PHOTOGRAPH** Attach a clear full-face, passport quality photo (2" x 2") of head and shoulders taken within the past 6 months.



108 Ber Creek Drive Fuquay-Varina, N.C. 27526 Voice (919) 567-2844 Fax (919) 567-2865 E-mail info@ncalb.org Website www.ncalb.org

	FOR BO	ARD USE ONLY	
License Issued Date		License #	
Board Initials:		·	
FEES		E	EXAM
Application Fee		Date	Grade
Examination Fee		_	
License Fee		_	
Background Fee			-
Recovery Fund		Hold Until	July 1st
Total Fees		Yes	

### APPLICANTS MUST READ THE ACCOMPANYING INSTRUCTION MATERIALS AND THE NORTH CAROLINA AUCTIONEER LAWS AND RULES BEFORE FILING THEIR APPLICATION.

TYPE OR PR	RINT (Do not u	se pencil) PRINT I	LEGIBLY	**PRINT O	ONE-SIDE**DO	NOT ST	[APL]	E
(1) Full Name	Last	First			Middle			
(2) Are you an active n Provisions of N.C.O		tioneer or a military spot Yes No If you inform	ı answered yes,		prior to submission of appli			
(3) Are you active mili	itary? Yes	] No (4) A	Are you a mi	litary veteran?	Yes No			
(5) Residence Address	Street Address			City	State	Zip (9-digit i	f known)	
(6) Mailing Address (if different)	Street Address or PO Box			City	State	Zip (9 digit i	if known)	
(7) Legal Resident of	State	County	Country		(8) Date of Birth	Mo.	Day	Yr.
(9) Home Phone (	)		(10) C	ell Phone (	)			
(11) Business (	)	(12)	Email					
(13) Website			(14	·) High School	Graduate or GED		(yes	or no)

Page 1 of 4 Form 2 RA.19

Ìf "y		any type of auction license in and provide a Letter of Good S				sed. (attach a	dditiona
	Name	Type of License	License Number	State	From mo./yr.	To mo./	yr.
			T		<u> </u>		
						Yes	No
(16)	any type in N.C. or	denied an auctioneer or auct any other state or jurisdiction parate statement giving <b>com</b>	1?	other busines	ss or professional license		
(17)	been disciplined by pending against you	an auctioneer or auction firm the licensing authorities in N in connection with any auct a copy of the licensing age tails.)	I.C. or any other state or ioneer or auction firm li	jurisdiction cense you ho	, or is there any such act	ion	
(18)	other state or jurisd license that you hold	any other business or profess iction, or is there any discip d? separate statement giving <u>c</u>	linary action pending ag				
(19)	DWI are not mino	n charged or arrested with or traffic offenses)? separate statement giving <u>c</u>	·	er than <u>mi</u>	nor traffic offenses; D	UI/	
(20)	minor traffic offense	n <b>convicted</b> of any criminal ces) or is there any criminal cl separate statement giving c	harge now pending again		ffenses; DUI/DWI <u>are</u> <u>1</u>	<u>not</u>	
(21)	Are there any unpaid judgements of debt now outstanding against you? (If "yes", provide name of creditor, amount, date, current balance, and a complete explanation.)						
(22)	(If "yes", provide a	discharged in bankruptcy or a copy of the bankruptcy or vide a complete explanation	order discharging you	tor in a bank from debts,	ruptcy proceeding? or bankruptcy petition	n if	
(23)	reside in the commu presently nor do we	ement – We, the undersigned unity in which the applicant to propose to be associated wat he or she is of good moral	resides (or has resided); ith the applicant in the	that we are auction busi	not related to the applications; that the applicant is	ant; that we is well know	are not n to us
	1.		2.		orser)		
	(Printed name of endorser	r)		Printed name of end	orser)		
	(Signature of endorser)			Signature of endorse	er)		
	(Address)	(City)	(State)	(Address)	(City)		(State)
	(Phone)	(Occupation)		Phone)	(Occupation)		
	(Company)			Company)	,		
	_	you known the applicant?		•	ive you known the applic		
	In what capacity	y?		In what capa	city?		

Form 2 RA.19 Page 2 of 4

(24)	List all places of Street Address		ing past seven years – l Jumber	list present addro Ci		ch additio State		ets if neede mo./yr.	ed). To mo./yr.
25)	Are you presently	employed?				Yes	S	No	
26)	Describe all empl	loyment durin	g the past seven years	— list present em <sub>l</sub>	oloyment first	- (attach	additio	nal sheets i	if needed).
Name of	Company		Street Address or Highway Nun	nber	City	S	State	Telephone	
Position		Duties					From Mo	./Yr.	To Mo./Yr.
Name of	Company		Street Address or Highway Nun	nber	City	S	State	Telephone	
Position		Duties					From Mo	./Yr.	To Mo./Yr.
lame of	Company		Street Address or Highway Nun	nber	City	S	State	Telephone	
Position		Duties					From Mo	./Yr.	To Mo./Yr.
ame of	Company		Street Address or Highway Nun	nber	City	S	State	Telephone	
Position		Duties					From Mo	./Yr.	To Mo./Yr.
(27)	name, trade na yourself person	me, or assumenally, such as	ndividual applicant's red name, you must file an LLC, a Corporation ould indicate the name	e such name(s) wi n, a Partnership, c	th the Board. or an Association	If this nan	ne is for	r a differen	nt entity other tha
(28)	viewed at the nex	xt regularly so	each year, regardles theduled monthly meet tely after that meeting.	ting of the Board	(following exa	mination,	if appli	cable) and	
	Issu	e license as so	oon as possible.	Hold	license until b	eginning o	of next f	fiscal year	(July 1 <sup>st</sup> ).

Form 2 RA.19 Page 3 of 4

### (29) This affidavit to be executed by applicant before a Notary Public:

The undersigned, in making this application to the North Carolina Auctioneer Licensing Board, swears (or affirms):

- 1. That he/she is the applicant named herein;
- 2. That he/she has read and understands the North Carolina Auctioneer Licensing Law and the Rules and Regulations of the Licensing Board;
- 3. That he/she agrees to abide by the North Carolina Auctioneers Law and Rules;
- 4. That the answers and information contained herein are true to the best of his/her knowledge and belief;
- 5. That he/she understands that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny permission to take an examination or to deny a license or to withhold renewal of or suspend or revoke a license issued by the Board;
- 6. That he/she understands that the Board may make such inquiry and investigation concerning the applicant's character, record and background as the Board deems necessary, and said applicant further agrees to furnish any additional information or documentation requested by the Board.

Signature of applicant:		
Sworn and Subscribed to before me this	day of	, 20
(Name of Notary Public)	(S	ignature of Notary Public)
	My Commissi	on Expires
	County	State
(AFFIX SEAL)		

Form 2 RA.19 Page 4 of 4

## SOCIAL SECURITY NUMBER INFORMATION

The purpose of the Board collecting your number is to positively identify you among credit history documents and other documents and records where the social security number has been used for identification. This is a requirement pursuant to N.C.G.S.93B-14.

Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number
If you are applying for an auction Person for their disclosure of their	firm license, please provide this form to r social security number.	each Director, Officer, Partner, and/or Designated
Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number
Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number
Applicant 811 med Name	Applicant's Signature	Applicant's Social Security Number
Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number
Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number
Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number
Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number
Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number
Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number



### North Carolina Auctioneer Licensing Board

# Public Notice Statement Required by N.C.Gen. Stat. § 143-764(a)(5), effective December 31, 2017

Any worker who is defined as an employee by N.C. Gen. Stat. §§ 95-25.2(4)(NC Department Of Labor), 143-762(a) (3)(Employee Fair Classification Act), 96-1(b)(10)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or 105-163.1(4)(Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section with the North Carolina Industrial Commission.

Employee Classification Section North Carolina Industrial Commission 1233 Mail Service Center Raleigh, NC 27699-1233 Telephone: (919) 807-2582 Fax: (919) 715-0282

Email: emp.classification@ic.nc.gov

Employee misclassification is **defined** as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 105, or 143 of the North Carolina General Statues by misclassifying an employee as an independent contractor. [N.C. Gen. Stat. § 143-762(5)]

I certify that I have read the Public Notice Statement above and that I understand it.

·
(Check one of the following) I have not been investigated / I have been investigated for employee misclassification and have attached the results of the investigation to this application/renewal.
Printed Name of Applicant:
Signature of Applicant:
Date:

Form 19.E.19

### DESIGNATION OF AGENT FOR THE SERVICE OF PROCESS

KNOW ALL MEN BY THESE PRESENTS:

The undersigned, being an applicant for licensure as a non-resident Auctioneer, Apprentice Auctioneer, a principal or designated person for an Auction Firm, or an Auction Firm, of the State of North Carolina, does hereby irrevocably designate and appoint the Executive Director, North Carolina Auctioneer Licensing Board, State of North Carolina, as his, her, or its agent for the purpose of accepting service of any and all processes issued by any court located within the State of North Carolina, as well as service of all pleadings and other papers, relating in any way to any action, suit or legal proceeding arising out of or pertaining to his, her, or its duties or responsibilities as a non-resident Auctioneer, Apprentice Auctioneer, a principal or designated person for an Auction Firm, or an Auction Firm, in the State of North Carolina. The undersigned further consents, stipulates and agrees that any lawful process served upon the aforesaid agent shall have the same legal force and validity as if served upon the undersigned personally within the State of North Carolina, and that the authority contained herein shall continue in force and effect so long as any liability against the undersigned remains outstanding in the State of North Carolina.

Signature of Applicant (or) Principal or Designated Person of Applicant Firm	Prin	nt Name of Auction Firm (if applicable)
State of	County of	
This will certify that		
personally appeared before the undersigned No and acknowledged the execution of the foregoin for the purposes therein set forth.		named County and State on this date
Sworn and Subscribed to before me this	day of	20
(Name of Notary Public)	(Signat	ture of Notary Public)
My Comm	ission Expires	
(AFFIX SEAL)		
•	ENT FOR AUCTION FIRMS FOR A CORPORATION:	S IF
	_	

(AFFIX CORPORATE SEAL)

### **IMPORTANT**

All information must be completed on the fingerprint card in order for the card to be processed by the State Bureau of Investigation. Any omission will result in the card being returned to the applicant for completed information and having to be resubmitted!

### **AUTHORITY FOR RELEASE OF INFORMATION FORM**

I authorize the North Carolina Department of Justice through the STATE BUREAU OF INVESTIGATION to perform a fingerprint search of the State's criminal history record file and, if applicable, a fingerprint search of the FEDERAL BUREAU OF INVESTIGATION'S files for a national criminal history record check in connection with my application for licensure by the North Carolina Auctioneer Licensing Board - State and Federal - NCGS143B-937 and 85B-3.2. I understand my rights to complete or challenge the accuracy of the information contained in the FBI identification record. The procedures for obtaining a change, correction, or update of an FBI identification records are set forth in Title 28, CFR, 16.34.

**MIDDLE** 

FINGERPRINT PROCESSING FEE — \$38.00

(State & Federal)

**MAIDEN** 

**FIRST** 

(Duint on Towns)					
(Print or Type)					
SOCIAL SECURITY NUM (Optional*)	IBER	DOB	SEX	RACE	
I understand that the North Carolina accountable in any way for providing persons from any and all liability whethat the agency cannot provide a HAI	g this inf nich may RD COPY	Formation to the incurred and of the result	ne above named agency, as a result of furnishing such softhis criminal history re	nd I hereby release said agency th information. I further underst cord check to me.	and stand
*Disclosure of social security numbe be utilized to assist with accurate iden					will
Applicant's Signature					
D.4.					
Date					
			<b>Board use only:</b> OCA #NCAUCT0000—NC	Auctioneer Licensing Board	

**LAST NAME** 



# **Board Meeting Dates**

# North Carolina Auctioneer Licensing Board

108 Ber Creek Drive, Fuquay-Varina, North Carolina 27526 Voice (919) 567-2844 Fax (919) 567-2865

www.ncalb.org

All Application materials are required to be submitted prior to the Application deadline. Be advised that all completed applications are presented to the Auctioneer Licensing Board for review and approval. Licenses are <u>not</u> issued until approval by the Board. Individuals taking the auctioneer licensing exam should follow the examination filing schedule when making application. Board meeting dates are subject to change.

### **Board Meeting Dates:**

January 12, 2026 ((Monday)

February 9, 2026 (Monday)

March 9, 2026 (Monday)

April 13, 2026 (Monday)

May 11, 2026 (Monday)

June 8, 2026 (Monday)

July 13, 2026 (Monday)

August 10, 2026 (Monday)

September 14, 2026 (Monday)

October 12, 2026 (Monday)

November 9, 2026 (Monday)

December 14, 2026 (Monday)

### **Application Deadline Dates:**

December 30, 2025 (Tuesday)

January 28, 2026 (Wednesday)

February 25, 2026 (Wednesday)

March 31, 2026 (Tuesday)

April 29, 2026 (Wednesday)

May 27, 2026 (Wednesday)

June 30, 2026 (Tuesday)

July 29, 2026 (Wednesday)

September 1, 2026 (Tuesday)

September 30, 2026 (Wednesday)

October 28, 2026 (Wednesday)

December 2, 2026 (Wednesday)