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. You can see information to request a predetermination decision at http://www.ncalb.org/pdfs/Form%201%20NCA.19%20NC%20Resident%20Auctioneer%20Application%20Exam%20Package.pdf 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.

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

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

If my application is not approved by the Board, is there any opportunity to appeal that decision? 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.
- (6) 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 http://www.ncalb.org/publications.cfm with information about the different requirements and contact the board staff for additional information and documentation requirements at info@ncalb.org or call 919-567-2844.

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

NORTH CAROLINA RESIDENT APPLICATION FOR AUCTIONEER LICENSE TO SIT FOR THE STATE AUCTIONEER EXAMINATION

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

You must complete Auctioneering School or complete the two-year apprenticeship program prior to applying for an auctioneer licensee and being allowed to take the North Carolina Auctioneer State Examination. Please see N.C.G.S. 85B-4.

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 examination deadline established by the Board.

All fees may be combined in one check made payable to the North Carolina Auctioneer Licensing Board (NCALB). 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. Applicants will be notified by email (preferred method) the date, time, and place of the auctioneer examination. If applicant does not have an email address, a confirmation package will be sent by regular mail.

FINGERPRINT RESULTS MUST BE RECEIVED PRIOR TO ANY LICENSE BEING ISSUED.

Required Application Documents:

- Required Fees. See 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).
- Qualification for Examination: Documentation of required auctioneering schooling or apprenticeship. See list of documents required on the Auctioneer License Application Instructions.
- 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 Auctioneer License Application Instructions for details.
- Written detailed statement for questions #15 through #21 if you answered "YES." Complete details must be given. Attached a separate statement.

Form 1.1 INCA.19 1 of 3

North Carolina Resident 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. Documentation of required auctioneer schooling or apprenticeship;
 - (a) **School**: Applicants who base their application upon their successful completion of an NCALB approved school of auctioneering must submit a copy of their diploma or certificate of successful completion.
 - (b) **Apprenticeship**: Applicants who base their application upon successful completion of an apprenticeship must submit the following:
 - (1) A log maintained and completed during the two-year apprenticeship period, detailing the exact hours and dates on which the applicant obtained apprenticeship experience. Each entry must be verified and signed by the applicant's supervising auctioneer. *A minimum of 100 hours of experience during the apprenticeship two-year period shall be obtained.* The applicant must obtain a passing score of 75 on the auctioneer exam prior to the expiration of his apprentice auctioneer license.
 - (2) A letter of recommendation from the supervising auctioneer must be included, containing an evaluation of the applicant's performance during the two-year apprenticeship period.
- 4. 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 fingerprints must be obtained by a law enforcement agency, such as the Police Department or Sheriff's Office. The applicant and the official taking the fingerprints must complete the card. The fingerprint lines/ridges must be clearly visible. This card may be obtain from your local Police Department or Sheriff's Office.

DO NOT FOLD THE FINGERPRINT CARD

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

- 5. Social Security Information Form.
- 6. Employee Classification Form.
- 7. Submit a letter of good standing (license status) from each Board or Commission where the applicant holds an active apprentice auctioneer, auctioneer, and/or auction firm license, if applicable.
- 8. Proper Filing Fees as required by 21 NCAC 4B .0202;
 - (a) Completion of an Accredited Auctioneering School \$300.00 (\$50 application fee, \$50 exam fee, \$150 license fee, \$50 recovery fund fee)
 - (b) Completion of two-year Apprenticeship \$200.00 (\$50 exam fee, \$150 license fee)
 - (c) Fingerprint Processing fee: \$38.00
 - *Fingerprint card and fee are not required if applicant is applying to take the exam after completion of the two-year apprenticeship program.

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.

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.

NORTH CAROLINA AUCTIONEER LICENSING BOARD NORTH CAROLINA RESIDENT STATE APPLICATION for AUCTIONEER LICENSE

FOR BOARD USE ONLY

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

License Issued Date	License #
Board Initials:	
FEES	EXAM
Application Fee	Date Grade
Examination Fee	
Background Fee	
Recovery Fund	Hold Until July 1st
Total Fees	Yes

APPLICANTS MUST READ THE ACCOMPANYING INSTRUCTION MATERIALS AND THE

NORTH CAR	JLINA AUCTIONEER	LAWS AND RU	LES BE	FORE FIL	ING THEIR	APPLICATION.
TYPE OR PR	INT (Do not use pencil)	PRINT LEGIB	LY**PRI	NT ONE-	SIDED**DO	NOT STAPLE
1) Indicate qualification	on for Auctioneer License:					
Completio	n of School: \$300.00 [\$50.00	Application; \$50.00 E	Examination	; \$150.00 Lic	eense; \$50.00 Rec	overy Fund]
Completio	n of Apprenticeship: \$200.00	(\$50.00 Examination;	\$150.00 Li	cense).		
2) Are you an active r ions of N.C.G.S. 93B	military-trained auctioneer or a -15.1? Yes No	military spouse seek If you answered yes, conta documentation requiremen	act the office p			•
3) Are you active mili	itary? Yes No	(4) Are yo	u a military	veteran?	Yes No	
5) Full Name	First	Middle Name		Last		
6) Residence Address	Street Address		City		State	Zip (9-digit if known)
7) Mailing Address (if different)	Street Address or PO Box		City		State	Zip (9-digit if known)
8) Legal Resident of	State	Co	untry	(9) Date of Birth	Mo. Day Yr.
10) Home Phone ()		(11) Cell	()		
12) Business ()	(13) Email				
(14) Website			(15) High S	chool Gradua	te or GED	(yes or no)
1 NCA 10		Page 1 of	4			

Form 1 NCA.19

(16)		l any type of auction license in elow and provide a Letter of (heets if needed):			Yes No No ich you are currently li	icensed.		
	Name	Type of License	License Number	State	From mo./yr.	To mo.	/yr.	
			+					
						Yes	No	
(17)	any type in N.C. or	n denied an auctioneer or auc any other state or jurisdiction eparate statement giving com	ı?					
(18)	been disciplined by pending against yo	an auctioneer or auction firm the licensing authorities in N u in connection with any auct a copy of the licensing age etails.)	I.C. or any other state o ioneer or auction firm li	r jurisdictior cense you ho	n, or is there any such adold?	ction —		
(19)	other state or jurison license that you hold	any other business or profess diction, or is there any discip Id?separate statement giving c	linary action pending a	gainst you ii	n connection with any o	other		
(20)	Have you ever been charged or arrested with a criminal offense (other than minor traffic offenses; DUI/ DWI are not minor traffic offenses)? (If "yes", attach a separate statement giving complete details.)							
(21)	minor traffic offens	en convicted of any criminal ses) or is there any criminal cl separate statement giving c	narge now pending again					
(22)	Are there any unpa (If "yes", provide	id judgements of debt now ou name of creditor, amount, d	itstanding against you? ate, current balance, a	nd a <u>compl</u>	ete explanation.)			
(23)	(If "yes", provide	n discharged in bankruptcy or a copy of the bankruptcy oovide a complete explanation	order discharging you	tor in a bank from debts,	ruptcy proceeding? or bankruptcy petition	on if		
(24)	reside in the comm presently nor do w	sement – We, the undersigned nunity in which the applicant are propose to be associated when the or she is of good moral	resides (or has resided) ith the applicant in the	; that we are auction bus:	e not related to the appliness; that the applicant	icant; that we t is well know	e are not wn to us	
	1.	er)	2	Distribution	orser)			
	(Signature of endorser)	ω <i>,</i>		Signature of endorse				
	(Address)	(City)		(Address)	(City)		(State)	
	(Phone)	(Occupation)		Phone)	(Occupation)			
	(Company) How long have	e you known the applicant?		Company) How long ha	ve you known the appli	cant?		
	In what capacity? In what capacity?							

Form 1 NCA.19 Page 2 of 4

(23)		or Highway Nu	g past seven years – I mber	list present addre Ci		State		ets if neede n mo./yr.	a). To mo./yr.
(26)	Are you presently	employed?				Ye	s	☐ No	
(27)	Describe all empl	loyment during	the past seven years	– list present emp	oloyment first	t – (attach	additio	nal sheets in	f needed).
Name of	Company		Street Address or Highway Nun	nber	City		State	Telephone	
Position		Duties					From Mo	o./Yr.	To Mo./Yr.
Name of	Company		Street Address or Highway Nun	nber	City		State	Telephone	
Position		Duties					From Mo	o./Yr.	To Mo./Yr.
Name of 0	Company		Street Address or Highway Nun	nber	City		State	Telephone	
Position		Duties			·		From Mo		To Mo./Yr.
Name of 0	Company		Street Address or Highway Nun	nber	City		State	Telephone	
Position		Duties					From Mo	o./Yr.	To Mo./Yr.
(28)	name, trade na yourself person	me, or assumed nally, such as a	ividual applicant's n name, you must file n LLC, a Corporation ald indicate the name	e such name(s) wit n, a Partnership, o	th the Board. or an Associati	If this nai	me is fo	r a differen	t entity other than
,									
(29)	viewed at the nex	xt regularly sch	each year, regardles eduled monthly meet ly after that meeting.	ting of the Board	(following exa	mination	, if appl	icable) and,	
	Issu	e license as soon	n as possible.	Hold	license until b	eginning	of next	fiscal year ((July 1 st).

Form 1 NCA.19 Page 3 of 4

(30) 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)	(Signature of Notary Public)			
	My Commission	Expires		
	County	State		
(AFFIX SEAL)				

Form 1 NCA.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	Annicont's Coold Convity Nymbor
Applicant's Frinted 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
	ı	
Applicant's Printed Name	Applicant's Signature	Applicant's Social Security Number
		_

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.

	LAST NAME	FIRST	MIDDLE	MAIDEN
	(Print or Type)			
	SOCIAL SECURITY NUMBER (Optional*)	DOB	SEX	RACE
accou person that th	erstand that the North Carolina State Bu ntable in any way for providing this in ns from any and all liability which may ne agency cannot provide a HARD COP losure of social security number is entir	formation to the a be incurred as a Y of the results of	above named agency, and I result of furnishing such in fithis criminal history record	hereby release said agency and aformation. I further understand the check to me.
	lized to assist with accurate identification			
Appli	cant's Signature			
Date				
			ard use only: CA #NCAUCT0000—NC Auc	tioneer Licensing Board
		FIN	NGERPRINT PROCESSING	FEE — \$38.00

(State & Federal)



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 <u>defined</u> 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: ______

North Carolina Auctioneer Examination Information

The Auctioneer Examination is given in Fuquay-Varina six times a year at the Board's office. Contact the office of the Licensing Board or the website-<u>www.ncalb.org</u> if you have questions concerning specific examination dates and deadline filing dates.

The examination was designed to determine if an applicant for auctioneer license has the requisite ability and general knowledge to properly contract, organize, advertise, conduct, and settle a sale of goods or real estate at auction. The examination tests an applicant's practical knowledge of the auction business, including fundamentals of auctioneering, contracts, advertising, settlement statements, and basic mathematics. Specific knowledge of the licensing law, rules and regulations is required, in addition to the Uniform Commercial Code relating to the sale of goods at auction.

Approximately 45% of the examination relates to the North Carolina Auctioneers Law and Rules and Regulations of the Licensing Board; 15% concerns terms, conditions, procedures, and responsibilities associated with the general practice of auctioneering; 2% relates to real estate matters; 18% consists of mathematics; and, 20% involves a hypothetical sales situation that requires preparation of a contract, advertisement, and a final settlement statement.

Following a 15-minute orientation, a maximum of 3 1/2 hours is allowed to complete the written examination. Admission to the Examination Room is <u>not permitted</u> once the written examination has begun. The Licensing Board provides all necessary material, such as work paper and pencils. Although <u>not</u> provided, **calculators may be used if they are noiseless battery (or solar) operated**, and do not possess the capability to store and display words or require a paper tape-printing function to be utilized.

A numbering system is used for the assignment and grading of examinations in order to eliminate any possible prejudice or influence in determining an applicant's score. The examination involves a possible score of 100 points with a required minimum score of 75 to pass the examination. Any person failing the examination for the first time will be re-scheduled for the next examination. No person shall be allowed to take the examination within six months after having failed it a second time.

Examinees must refrain from any conversation and from smoking, eating or drinking in the examination room. Examinees are honor bound to take the examination without referring to any written material and without giving or receiving assistance.

Contact the office of the North Carolina Auctioneer Licensing Board if additional information is needed. **DO NOT** call the office to inquire on the status of your examination, you will be notified by mail within ten days after the examination date. THE EXAMINATION INCLUDES MULTIPLE CHOICE AND LISTING QUESTIONS, ALONG WITH MATHEMATICAL PROBLEMS AND A SPECIFIC SALES SITUATION. INFORMATION AND EXAMPLES OF QUESTIONS OR PROBLEMS FOLLOW:

Form 8 AExam.19 1 of 4

Multiple Choice:

Darken the appropriate letter on the answer sheet that represents your choice. Examples:

- 1. The Auctioneer Licensing Board may deny, suspend, or revoke a license upon which of the following grounds?
 - a) violation of any provision of Chapter N.C.G.S. 85B of the General Statutes
 - b) failure to possess truth, honesty, and integrity
 - c) violation of any federal or state statute or rule relating to the auctioneering profession
 - d) any of these grounds
- 2. An apprentice auctioneer must document at least how many hours of bid calling during the apprenticeship period?
 - a) 25 hours
 - b) 50 hours
 - c) 75 hours
 - d) 100 hours
- 3. Which of the following statements is correct concerning the assigning of lot numbers to items to be sold at auction?
 - a) the Auctioneers Law requires the use of lot numbers
 - b) the assigning of lot numbers is at the auctioneer's discretion
 - c) lot numbers should only be used for expensive or unusual items
 - d) the Bulk Sales Act of the UCC requires the use of lot numbers
- 4. If an auction is conducted "with reserve",
 - a) the auctioneer must sell to the highest bidder, regardless of price
 - b) a retraction of a bid automatically revives a previous bid
 - c) the auctioneer may withdraw the goods at any time prior to the announcement of completion of sale
 - d) the auctioneer must announce the "reserve" amount
- 5. In order to conduct an auction in North Carolina, a licensee must first have a written agreement with the owner of the property to be sold. The licensee is required to do which of the following?
 - a) the agreement must contain the terms and conditions upon which the auctioneer received the goods for sale
 - b) provide the owner with a signed copy of the agreement
 - c) keep at least one copy of the agreement for his own records for two years from the date of the agreement
 - d) all of the above are required by the licensee

Listing:

Place the correct answer in the appropriate space on your answer sheet. Examples:

- 1. The Auctioneer Law requires that written agreements of auction sales be maintained by the licensee for what period of time?
- 2. List two violations of the Auctioneers Law or Rules that can serve as grounds for suspension or revocation of an auctioneer's/auction firm's license.
- 3. No person shall be allowed to take the auctioneer examination within how many months after having failed it a second time?
- 4. The Auctioneer Recovery Fund must maintain a minimum level of what amount for recovery and guaranty purposes?

Form 8 AExam.19 2 of 4

Mathematical Problems:

A space is provided on the answer sheet for tabulations and answers. Examples:

- 1. The auctioneer's contract called for a 12% commission. The proceeds of the sale were \$82,500. What was the amount due the auctioneer?
- 2. A building 75 feet long and 48 feet wide sold at auction for \$32.00 per square foot. The auctioneer was paid a 12% commission and an advertising allowance of \$925.00. What was the total due the client?
- 3. Over a period of four weeks, an auction house had gross receipts of \$2,145.25; \$1,950.00; \$2,758.50; and \$3,500.25. If 75% of the receipts were returned to the consignors, what was the amount earned by the auction house?
- 4. The auctioneer's contract called for a 15% commission. Auction sale proceeds were \$53,750 and the auctioneer's expenses totaled \$1,750. What was the auctioneer's net profit from the sale?

Sales Situation Problem:

This section involves a specific sales situation requiring the services of an auctioneer and/or auction firm. By using the information provided, you will:

- 1. Prepare a proper sales contract, using the standard form provided.
- 2. Prepare an advertisement for the auction sale, including all information required by the Auctioneers Law or Rules and basics of good advertising.
- 3. Prepare a final settlement statement, using the standard form provided.

Form 8 AExam.19 3 of 4

INFORMATION THAT MAY BE HELPFUL IN PREPARING FOR THE EXAMINATION

- 1. Be thoroughly familiar with the North Carolina Auctioneers Law and the North Carolina Auctioneer Licensing Board Rules and Regulations. Copies may be obtained from the office of the Licensing Board or printed from the website-www.ncalb.org.
- 2. An applicant should have sufficient educational background to be able to read with comprehension and have a working knowledge of basic mathematics, including figuring percentages.
- 3. Personal attendance and successful completion of a course in auctioneering at an institution approved and accredited by the North Carolina Auctioneer Licensing Board should adequately prepare an applicant for the examination.
- 4. Some schools of auctioneering offer refresher courses, books, pamphlets, sample forms, and other information that may be helpful.
- 5. Persons experienced in the sale of goods or real estate at auction may be a helpful source of information.
- 6. Become familiar with the preparation of sales agreements, inventory lists, buyers registration forms, final settlement statements, contract forms, and auction advertisement requirements.
- 7. Prior experience as an apprentice auctioneer, or any experience gained by working at auctions as a clerk, cashier or grounds person will be helpful.
- 8. Libraries, bookstores, and online resources may provide material dealing with the general practice of auctioneering.
- 9. Take the time to review all study materials that you complete.
- 10. Arrive at the examination prepared, rested and relaxed. As with any exam, your mental attitude and physical condition are very important.

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Examination Dates and Information

North Carolina Auctioneer Licensing Board

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

> www.ncalb.org info@ncalb.org

2025 Examination Dates:

Deadline Filing Dates: February 6, 2025 January 22, 2025

April 3, 2025 March 19, 2025 May 20, 2025 June 5, 2025

August 7, 2025 July 23, 2025 October 2, 2025 September 17, 2025

December 3, 2025 November 17, 2025

All Application materials are required to be submitted prior to the Application deadline date. Deadline filing date means that the original application must be received at the office of the Auctioneer Licensing Board by this date, not postmarked by this date. Applications that are faxed or emailed will not be accepted.

Applications received after the deadline will be scheduled for the next examination. All dates are subject to change by action of the Licensing Board.

Please read the instructions in the application package carefully to ensure you have submitted all required documents and fees. Incomplete packages submitted could delay the application process.

Specific instructions regarding time and place for the examination will be sent to each applicant by email. If an applicant does not have an email address, a letter will be sent by regular mail.

Examinations will be graded within one week. Applicants will be notified of their scores by email, the preferred method, however if an applicant does not have an email address, a letter will be sent by regular mail.

Please contact this office if you have any questions regarding the application or examination process.



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 13, 2025 ((Monday)

February 10, 2025 (Monday)

March 10, 2025 (Monday)

April 14, 2025 (Monday)

May 12, 2025 (Monday)

June 9, 2025 (Monday)

July 14, 2025 (Monday)

August 11, 2025 (Monday)

September 8, 2025 (Monday)

October 13, 2025 (Monday)

November 10, 2025 (Monday)

December 8, 2025 (Monday)

Application Deadline Dates:

December 31, 2024 (Tuesday)

January 29, 2025 (Wednesday)

February 26, 2025 (Wednesday)

April 2, 2025 (Wednesday)

April 30, 2025 (Wednesday)

May 28, 2025 (Wednesday)

July 1, 2025 (Tuesday)

July 30, 2025 (Wednesday)

August 26, 2025 (Tuesday)

October 1, 2025 (Wednesday)

October 29, 2025 (Wednesday)

November 24, 2025 (Monday)