

Section 6

Licensing & Education



1. Maya is a provisional broker. She completes the correct CE by June 10, 2018, but fails to pay the \$45 renewal fee by June 30, 2018.
 - a) What will be the status of Maya's license on July 1, 2018? _____
 - b) May Maya continue working with clients and customers? _____
 - c) What must Maya do to reinstate her license on active status until Dec. 31, 2018?
Step 1: _____
Step 2: _____
2. Tyler has an inactive NC broker license. He pays his renewal fee every year but has not taken any CE for six (6) years. One of Tyler's friends wants to sell her house and asks him to recommend a broker.
 - a) May Tyler refer his friend to a broker and collect a referral fee? _____
 - b) Would the answer to (a) change if Tyler makes the referral while his license is inactive, but he activates his license before his friend's house closes six (6) months later? _____
 - c) What must Tyler do to regain active license status?
Step 1: _____
Step 2: _____
Step 3: _____
3. Milton is the designated broker-in-charge for XYZ Realty. 4 full brokers and 2 PBs are affiliated with his office. Milton completes the correct CE by June 10 but forgets to renew his license by June 30.
 - a) What will be the status of Milton's license on July 1? _____
 - b) What will be the license status of the six (6) affiliated licensees? _____
 - c) What must Milton do to reinstate his license on active status? _____
 - d) Once Milton's license is active, what must he do to regain BIC Eligible status and BIC designation? _____

LEARNING OBJECTIVES

After completing this Section, you should be able to:

- define license categories and statuses;
 - explain how to maintain a current and active license;
 - describe how to attain *BIC Eligible* status;
 - explain how to request or terminate BIC designation;
 - explain how to regain *BIC Eligible* status and BIC designation.
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LICENSE CATEGORIES AND STATUSES

Category: Individual Broker License

North Carolina is a “broker only” state, meaning there are not separate salesperson and broker licenses. Instead, there are several categories of the individual broker license as follows:

Provisional Broker (PB) Status

- Entry-level license status.
- A PB must be under the supervision of a BIC to be on active status and legally provide brokerage services.
- To remove provisional status, a PB must complete the 90-hour Postlicensing education program.

Broker (B) Status

- Primary individual license status.
- A “full” broker can engage in brokerage:
as an affiliated agent of a real estate brokerage company
(firm or sole proprietorship) under a broker-in-charge (BIC),

OR

independently as a sole proprietor or an entity. In such case, the broker must also be designated as BIC.

BIC Eligible Status

This status is granted to a broker who has...

- satisfied the qualification requirements for BIC Eligible status;
- submitted a *Request for BIC Eligible Status and/or BIC Designation* form (REC 2.25);
and
- successfully completed the *12-hour Broker-in-Charge Course* within one year prior to or 120 days after submitting form REC 2.25.

NOTE: For full explanation of obtaining and maintaining BIC Eligible Status, see pages 102-103 of this section.

Broker-in-Charge (BIC) Designation

- A broker with BIC Eligible status may be designated as broker-in-charge (BIC).
- Each real estate firm or sole proprietorship must have a BIC for each office.
- A BIC is responsible for:
 - (1) assuring that all brokers employed at the office are maintaining active, current licenses and are maintaining up-to-date information in Commission records;
 - (2) notifying the Commission of firm name or address changes;
 - (3) advertising;
 - (4) maintaining trust/escrow account(s);
 - (5) retaining records;
 - (6) supervising provisional brokers;
 - (7) ensuring that all affiliated brokers are adhering to agency agreement and disclosure requirements; and
 - (8) notifying the Commission in writing that he or she is no longer serving as BIC of a particular office within 10 days following any such change.

Category: Firm License

- This license is issued to a business entity, such as a corporation, limited liability company, limited partnership, general partnership, association, or joint business venture.
- A sole proprietorship does NOT need a firm license because no entity has been created.

Category: Limited Nonresident Commercial License (LCB)

A limited nonresident commercial broker (LCB) license is a license issued to a person who:

- does NOT live in North Carolina (NC),
- has an active real estate broker or salesperson license in another state,
- wants to enter NC to engage in a commercial transaction, and
- must enter into a Declaration of Affiliation and a Brokerage Cooperation Agreement with a resident NC broker who will be responsible for supervising the nonresident.

This restricted license permits the nonresident to enter NC to engage only in “commercial real estate transactions” as defined in Commission Rule 58A .1802(1).

If the LCB obtains any home, business or delivery address in North Carolina, the individual must apply for and obtain an NC broker license in order to engage in brokerage.

CURRENT AND ACTIVE LICENSURE

To lawfully engage in brokerage activity, an individual or entity must have a **CURRENT** real estate broker license on **ACTIVE STATUS** at the time the licensee provides the brokerage services.

Renewing a license every year allows the person or entity to keep the license; if the person/entity fails to pay the annual renewal fee on time, the person/entity no longer has a license. One may renew and keep a license for years without it being on active status, but those with licenses on **inactive status** may NOT engage in brokerage services during that period.

Current vs. Expired INDIVIDUAL BROKER Licenses



CURRENT license status means the annual renewal fee (\$45) was paid between May 15-June 30.



EXPIRED license status means the renewal fee was not paid prior to June 30 and the person/entity no longer has a license.

ALL LICENSES EXPIRE ON JUNE 30.

Brokers, firms, and LCBs must renew their licenses every year between May 15 and June 30. To continue legally engaging in brokerage, licensees must have Current licenses on Active status.

The \$45 renewal fee...

- must be received by the Commission by 11:59:59 pm on June 30.
- must be paid online at the Commission's website.

There is no grace period. If your license expires on June 30, you may not engage in brokerage activities on July 1. You may not resume brokerage practice until your license has been reinstated and back on "active" status.

Brokers who serve in the military and are on active deployment during the renewal period may be granted special consideration under federal law.

Reinstating an Expired Individual License (21 NCAC 58A .0505)

License expired up to 6 months:

Pay \$90 reinstatement fee online.

NOTE: To regain active status, a license activation form must be submitted.

License expired more than 6 months and up to 2 years:

1. Successfully complete one 30-hour Postlicensing course (course must be completed within 6 months prior to submitting reinstatement application); and
2. submit a reinstatement application with \$90 application fee and all required documentation, including criminal background report.

-OR-

1. Submit a reinstatement application with \$90 application fee and all required documentation, including criminal background report; and
2. pass National and State sections of license exam.

License expired more than 2 years: START OVER AS IF NEVER LICENSED

1. Successfully complete 75-hour NC Broker Prelicensing course;
2. Submit a license application with \$100 original application fee and all required documentation, including criminal background report; and
3. Pass National and State sections of license exam.

For a detailed review of reinstatement requirements, please visit the “Reinstate your License” page on the Commission’s website. You may also contact the Commission’s Education & Licensing Division for specific instructions.

Current vs. Expired FIRM License

Firm licenses must be renewed each year by paying the \$45 renewal fee during the May 15-June 30 period.

The QB (qualifying broker) must renew the entity’s license each year (as well as his/her individual broker license) and periodically verify with the North Carolina Secretary of State’s Office that the company remains in good standing.

An entity that fails to renew its license by June 30 will not have a license as of July 1.

Reinstating an Expired FIRM License (21 NCAC 58A .0505)**Firm license expired up to 6 months:**

Pay \$90 reinstatement fee online.

NOTE: If the QB’s individual broker license is on active status, the firm’s license will be returned to active status as soon as the reinstatement fee is processed.

Firm license expired more than 6 months and up to 2 years:

Submit a firm reinstatement application with \$90 application fee and all required documentation.

Firm license expired more than 2 years:

Submit a firm license application with \$100 original application fee and all required documentation.

Active vs. Inactive INDIVIDUAL BROKER Licenses

To legally receive any income from brokerage activity, including referral fees, you must have an ACTIVE North Carolina license at the time you provide the brokerage service or make the referral.

To maintain active status, brokers* must both timely renew their licenses and complete the appropriate 8 hours of Continuing Education by June 10 each year.

*Provisional Brokers must also timely complete Postlicensing Education and be affiliated with a Broker-in-Charge to maintain active status.

Continuing Education (CE)

MINIMUM REQUIRED CE:

Provisional Brokers and non-BIC Brokers must take:	Brokers with BIC Eligible status* must take:
GenUp (General Update) AND ONE Commission-approved Elective Between July 1 - June 10	BICUP (Broker-in-Charge Update) AND ONE Commission-approved Elective Between July 1 - June 10

*To determine whether you have BIC Eligible status and/or BIC designation, log into your license record on the Commission's website.

If you don't complete the correct CE courses by June 10, your license will be changed to "inactive" status on July 1. You must CEASE all brokerage activity at 12:01 am on July 1. You may not resume brokerage practice until your license is back on "active" status.



I took the Update in May but forgot to take an elective by June 10. Can I go online and take an elective on June 20?

Answer: No. NC licensees may not take courses for CE credit from June 11 through June 30, and providers of NC real estate CE courses are not allowed to offer CE during the period. This period is used as an administrative period, during which CE providers upload CE course results and the Commission updates its databases to determine which licensees will have active status as of July 1.



My license is Inactive because I didn't take CE. What do I need to do to reactivate it?

Answer: It depends on how long your license has been on inactive status.

Individual broker license on Inactive status with NO CE deficiency:

Submit the License Activation form (REC 2.08 - available online).

Individual broker license on Inactive status for LESS THAN 2 license years with a CE deficiency:

Complete the current year's CE requirement in full (i.e., take the General Update + 1 Commission-approved elective),

AND

take either 1 or 2 approved electives to make up for the number of hours you did not complete during the preceding license year;

AND THEN

submit the License Activation form (REC 2.08 - available online).

Individual broker license on Inactive status for MORE THAN 2 license years with a CE deficiency:

Successfully complete two 30-hour Postlicensing courses (courses must be completed within 6 months prior to submitting activation form),

AND

complete the current year's CE requirement in full (i.e., take the General Update + 1 Commission-approved elective);

AND THEN

submit the License Activation form (REC 2.08 - available online).

NOTE:

The Commission doesn't automatically activate licenses.

A broker (or the BIC with whom the broker will be affiliated) must submit the License Activation form (REC 2.08) to notify the Commission of the broker's desire for Active status and of the office with which s/he will be affiliated and doing business.



Since entities don't take education, what determines whether a firm's license is on active or inactive status?

The firm must have a QB (Qualifying Broker) whose license is on active status. As long as the firm has an actively licensed QB, and the firm's license is timely renewed, the firm license will remain active.

If the QB's license expires or is inactive on July 1, the firm's license will also be inactive, meaning no brokers may engage in brokerage under the firm's umbrella. While losing a BIC only takes one office down, ***losing a QB takes the entire firm down.***

In such case, the firm license cannot be activated until either the QB's license has returned to active status or the firm appoints a new QB. Note that even if the firm license is active, the firm cannot legally perform brokerage at any office location without a designated BIC.

Postlicensing Education

To maintain active status, Provisional Brokers (PBs) must timely complete the 90-hour Postlicensing education program.



What are the Postlicensing courses?

Answer: Post 301-Broker Relationships & Responsibilities, Post 302-Contracts & Closing, and Post 303-NC Laws, Rules, and Legal Concepts.
Course syllabi are available on the Commission's website.



Do I have to take the Postlicensing courses in a certain order?

Answer: No. Postlicensing courses may be taken in any sequence. However, the Commission recommends that you follow the course number sequence (301, 302, & 303), as course materials were developed with that sequence in mind.



When do I have to complete the Postlicensing courses?

Answer:

Examples of Postlicensing Education Deadline Dates	
License Issuance Date	Anniversary Dates / Postlicensing Education Deadlines
August 3, 2018	August 3, 2019; August 3, 2020; and August 3, 2021
February 25, 2019	February 25, 2020; February 25, 2021; and February 25, 2022
July 14, 2020	July 14, 2021; July 14, 2022; and July 14, 2023



Can I take all three Postlicensing courses within the first year?

Answer: Yes. You may take all three courses during the first or second year after initial licensure and the “provisional” status of your license will be removed upon their completion. You may not enroll in two Postlicensing courses concurrently that exceed a total of 30 instructional hours in a seven-day period. Refer to Rule 58A.1904.



Can I get CE credit for Postlicensing courses?

Answer: No. Postlicensing courses do not provide CE credit.



Are there course exams in Postlicensing courses?

Answer: Yes, and you must pass the end-of-course examinations to pass the courses.



What happens if I don’t take the Postlicensing courses before the deadlines?

Answer: You must complete at least one Postlicensing course in each of the first three years following initial licensure in order to retain eligibility to actively engage in real estate brokerage. If you do not take the courses before the deadlines, your license will be placed on inactive status. You may NOT perform any brokerage activities or collect brokerage fees (including referral fees) while your license is Inactive. Refer to Rule 58A.1902.



Where can I take the Postlicensing courses?

Answer: The courses are offered by the same schools that conduct the Prelicensing course. A list of approved schools is available on the Commission’s website.

SUMMARY: Maintaining a Current and Active License

Provisional Brokers	“Full” Brokers (non-BIC)	Brokers-in-Charge AND Brokers with BIC Eligible Status
<p>Renew license each year between May 15-June 30</p> <p>Complete GenUP + 1 Elective by June 10 each year (after first renewal)</p> <p>Complete one 30-hour Postlicensing course by license anniversary date each of the first 3 years</p> <p>Maintain affiliation with a broker-in-charge</p>	<p>Renew license each year between May 15-June 30</p> <p>Complete GenUP + 1 Elective by June 10 each year</p>	<p>Renew license each year between May 15-June 30</p> <p>Complete BICUP + 1 Elective by June 10 each year</p>



Sally has renewed her “full” broker license every year but hasn’t taken any CE since 2011.

- a. What is the status of Sally’s license? _____
 - b. How many classes must Sally take to activate her license? _____
 - c. Which classes must she take? _____
 - d. Will Sally’s license be “active” once she completes the course(s)? YES / NO
Why or Why not? _____
 - e. Assume Sally was a Broker-in-Charge before her license changed to “inactive” status.
Will that change the courses she should take now to reactivate? YES / NO
 - f. When she reactivates, will she be a Broker-in-Charge? YES / NO
-

BIC ELIGIBLE STATUS AND BROKER-IN-CHARGE DESIGNATION

As of July 1, 2018, in order for a broker to designate as a BIC for a sole proprietorship, real estate firm, or branch office, a broker must **FIRST** have BIC Eligible status.

Obtaining BIC Eligible Status

To qualify for and obtain BIC Eligible Status, a broker must:

1. hold a **“full” broker license** (not provisional) **on active status**;
AND
2. have acquired at least **2 years of full-time** or 4 years of part-time real estate **brokerage experience within the previous 5 years** or be a North Carolina licensed attorney with a practice that consisted primarily of handling real estate closings and related matters in North Carolina for 3 years immediately preceding application;
AND
3. submit the ***Request for BIC Eligible Status and/or BIC Designation form (REC 2.25)***;
AND
4. complete the Commission’s ***12-hour Broker-in-Charge Course*** no earlier than one year prior to and no later than 120 days after submission of form REC 2.25.



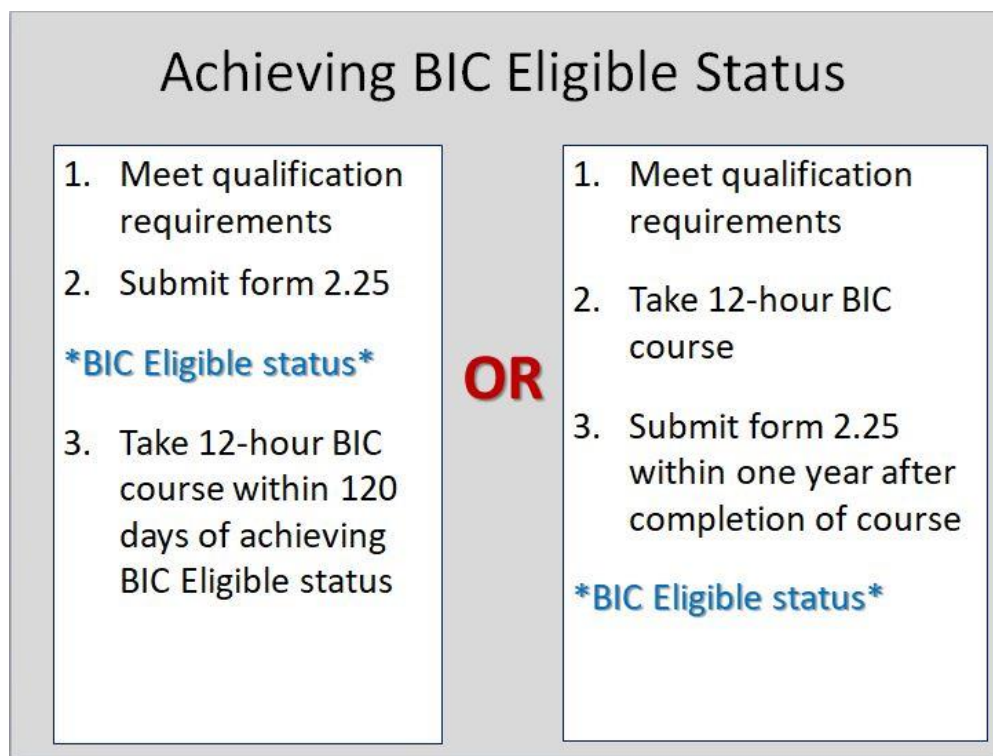
What is “full-time” brokerage experience?

Answer: The intent is that the individual’s primary occupation is real estate brokerage. Accordingly, the rough formula is:

50 weeks/year at 40/hours per week = 2000 hours/year x 2 years = 4000 hours total.

Thus, if a broker has acquired 4000 hours of brokerage experience within a five year period, the broker may request BIC Eligible status.

Note: Merely taking the *12-hour Broker-in-Charge Course* does NOT automatically make you BIC Eligible. You will not gain BIC Eligible status until you submit the ***Request for BIC Eligible Status and/or BIC Designation form (REC 2.25)***.



What will happen if I obtain BIC Eligible status, but I don’t complete the 12-hour Broker-in-Charge course within 120 days?

Answer: Your BIC Eligible status will be terminated, and it will not be re-granted until the course is completed.



I am a nonresident. Do I have to take the 12-hour Broker-in-Charge Course?

Answer: Yes. The Commission offers a distance version of the *12-hour Broker-in-Charge Course* for nonresidents. Contact the Commission’s Education and Licensing Division for more information and to register.

Broker-in-Charge Designation

Once a broker has obtained BIC Eligible status, the broker may step in and out of active Broker-in-Charge designation by submitting a request form.

As long as the broker maintains BIC Eligible status by timely renewing his/her license and completing the correct CE each year, the broker will not be required to take the *12-hour Broker-in-Charge Course* upon redesignation.

Requesting Broker-in-Charge Designation:

Submit the *Request for BIC Eligible Status and/or BIC Designation form (REC 2.25)*. You must indicate the firm or sole proprietorship for which you will be serving as BIC.

Terminating Broker-in-Charge Designation:

If another broker submits a *Request for BIC Eligible Status and/or BIC Designation form* to be designated as the BIC at your office, your BIC designation will be automatically terminated when the new BIC's form is processed.

However, if you wish to be removed as BIC immediately, you may submit a *Request for Termination of Affiliation form (REC 2.22)* or you may send an email message to the License Services section of the Commission's Education and Licensing Division at ls@ncrec.gov.



I am not BIC Eligible, but I need to be designated as BIC right away. Can I request BIC Eligible status and BIC designation at the same time?

Answer: Yes. The *Request for BIC Eligible Status and/or BIC Designation form (REC 2.25)* enables a broker to request both statuses at the same time.

Maintaining BIC Eligible Status and BIC Designation

A broker may maintain BIC Eligible status and BIC designation by:

- renewing his/her license between May 15-June 30 each year;
AND
- completing the BICUP (Broker-in-Charge Update) course plus 1 Commission-approved elective by June 10 each year.



When do I have to begin taking the BICUP course?

Answer: Immediately. As of July 1, 2018, Commission Rule 58A .0110(h) states:

A broker holding BIC Eligible status shall take the Broker-in-Charge Update Course during the license year of designation, unless the broker has satisfied the requirements of Rule .1702 of this Subchapter prior to designation.



1. Broker Jake completes the General Update (GenUp) course and a four-hour elective on March 13, 2019. On April 3, 2019, he submits a *Request for BIC Eligible Status and/or BIC Designation* form (REC 2.25) to the Commission and it is processed on April 10, 2019.

Does Jake need to take the BICUP course by June 10, 2019? Why or why not?

2. Broker April submits a *Request for BIC Eligible Status and/or BIC Designation* form (REC 2.25) to the Commission and it is processed on April 25, 2019. April has not completed her CE for the current license year.

Which CE courses must April take in order to maintain BIC Eligible status, and when must she complete the courses?

Loss of BIC Eligible Status and BIC Designation

BIC Eligible status and BIC designation will be lost if:

- the broker's license is inactive, expired, surrendered, suspended, or revoked, OR
- the broker fails to take the BICUP course during any license year.



What happens to the licenses of affiliated brokers in an office if a BIC's license expires or goes inactive?

When a BIC's license expires or goes inactive on July 1, his/her office may not continue to provide brokerage services. The "full" brokers will still be on active status but will no longer affiliated with the company, and all provisional brokers will be on inactive status.



How can the office get back in business while the former BIC is expired or inactive?

Answer:

It depends on whether the former BIC was acting only as BIC for an office or was both BIC for the office and QB for the entity.

If the former BIC was serving only as BIC...

The firm still has an active license, but brokerage services may NOT be legally provided at this office location without a designated BIC.

The QB may appoint a new broker to serve as BIC and direct that broker to submit a ***Request for BIC Eligible Status and/or BIC Designation form (REC 2.25)*** to the Commission. Once the form is processed, the newly designated BIC must file activation/affiliation forms (REC 2.08) to re-associate all full and provisional brokers with the office.

If the former BIC was both the BIC and the QB...

The firm's license will be on inactive status (assuming the firm's license was timely renewed) because it doesn't have a QB.

As long as the QB's license is on inactive status the firm's license will also be on inactive status, meaning the company may NOT legally engage in brokerage anywhere in NC. The firm's license will remain on inactive status until EITHER the former QB activates his/her individual license OR the QB is replaced. To inform the Commission of a new QB, the ***Change in Qualifying Broker form (REC 2.20)*** must be submitted.

Then, the QB may appoint a broker to serve as BIC and direct that broker to submit a ***Request for BIC Eligible Status and/or BIC Designation form (REC 2.25)*** to the Commission. Once the form is processed, the newly designated BIC must file activation/affiliation forms (REC 2.08) to re-associate all full and provisional brokers with the office.

Regaining BIC Eligible Status and Broker-in-Charge Designation

A broker who attains but later loses BIC Eligible status must complete the following steps in the order indicated to regain the status.

1. Do whatever is necessary to return the license to active status, i.e., pay reinstatement fee and/or complete required continuing education;
THEN
2. Submit the ***License Activation form (REC 2.08)*** to the Commission;
THEN
3. Complete the Commission's ***12-hour Broker-in-Charge Course***,
AND THEN
4. Submit the ***Request for BIC Eligible Status and/or BIC Designation form (REC 2.25)*** requesting BIC Eligible status (and BIC designation if needed).

NOTE: You must meet the qualification requirements for BIC Eligible status as prescribed by Rule 58A .0110(e)(6)(b).

ANSWERS TO DISCUSSION QUESTIONS

For Discussion on page 91

1. Maya is a provisional broker. She completes CE on April 22, 2017, but she fails to pay the \$45 renewal fee by June 30, 2017.
 - a. What will be the status of Maya's license on July 1? **Answer:** Expired
 - b. May Maya continue working with clients and customers?
Answer: No: she does not have a license.
 - c. What must Maya do to reinstate her license on active status between July 1-Dec. 31, 2017?
Step 1: Answer: Pay the \$90 reinstatement fee online at www.ncrec.gov.
Step 2: Answer: Submit an Activation form, showing affiliation with a BIC.
2. Tyler has an inactive NC broker license. He pays his renewal fee every year but has not taken any CE for six (6) years. One of Tyler's friends wants to sell her house and asks him to recommend a broker.
 - a. May Tyler refer his friend to a broker and collect a referral fee?
Answer: No. Tyler's license must be on Active status when he makes the referral in order to legally collect a referral fee.
 - b. Would the answer to (a) change if Tyler makes the referral while his license is inactive, but he activates his license before his friend's house closes six (6) months later?
Answer: NO, because his license was inactive at the time he made the referral, which was the activity requiring a license.
 - c. What must Tyler do to regain active license status?
Step 1: Successfully complete 2 postlicensing courses.
Step 2: Complete the current year's GenUp and one Commission-approved elective.
Step 3: Submit the License Activation form (REC 2.08). Note: Both postlicensing courses must have been completed within six months of submission of the form.
3. Milton is the broker-in-charge for XYZ Realty. 4 full brokers and 2 PBs are affiliated with his office. Milton completes the correct CE by June 10 but forgets to renew his license by June 30.
 - a. What will be the status of Milton's license on July 1?
Answer: Expired. Milton will no longer have a license.
 - b. What will be the license status of the six (6) affiliated licensees?
Answer: The full brokers will still be on active status, but each at their home address and no longer affiliated with the company; the two provisional brokers will be on inactive status at their home addresses because they no longer have a supervising BIC.
 - c. What must Milton do to reinstate his license on active status?
Answer: Milton must:
pay the \$90 reinstatement fee online before December 31; and
submit the License Activation form (REC 2.08).
Note: Milton is able to immediately reactivate his license only because he completed the required education the preceding license year; in other words, there was no CE deficiency; he just didn't pay his money on time.

- d. Once Milton's license is active, what must he do to regain BIC Eligible status and BIC designation?

Answer:

Step 1: Complete the Commission's *12-hour Broker-in-Charge Course*, regardless of when Milton last took it.

Step 2: Submit the *Request for BIC Eligible Status and/or BIC Designation* form (REC 2.25) to request BIC Eligible status and BIC designation.

Step 3: Submit affiliation forms online (REC 2.08) to re-associate his six agents.

For Discussion on page 100

Sally has renewed her "full" broker license every year but hasn't taken any CE since 2011.

- a. What is the status of Sally's license?

Answer: Inactive.

- b. How many classes must Sally take to activate her license?

Answer: 4 classes totaling 68 hours (two 30-hour postlicensing courses PLUS GenUp PLUS an elective)

- c. Which classes must she take?

Answer: Two 30-hour Postlicensing courses PLUS current year's GenUp PLUS one Commission-approved elective.

- d. Will Sally's license be "active" once she completes the course(s)?

Answer: No, because she still needs to submit the License Activation form.

- e. Assume Sally was a Broker-in-Charge before her license changed to "inactive" status. Will that change the courses she should take now to reactivate?

Answer: NO, because she lost BIC Eligible status when her license became Inactive.

- f. When she reactivates, will she be BIC or BIC Eligible?

Answer: No. She still needs to take the 12-hour BIC Course and file form REC 2.25.

For Discussion on page 103

1. Broker Jake completes the General Update (GenUp) course and a four-hour elective on March 13, 2019. On April 3, 2019, he submits a Request for BIC Eligible Status and/or BIC Designation form (REC 2.25) to the Commission and it is processed on April 10, 2019.

Does Jake need to take the BICUP course by June 10, 2019? Why or why not?

Answer: No, because Jake completed the GenUp course prior to receiving BIC Eligible status.

2. Broker April submits a Request for BIC Eligible Status and/or BIC Designation form (REC 2.25) to the Commission and it is processed on April 25, 2019. April has not completed her CE for the current license year.

Which CE courses must April take in order to maintain BIC Eligible status, and when must she complete the course(s)?

Answer: April must take the BICUP and one elective by June 10, 2019.