

1 21 NCAC 57A .0204 is amended as published in 33:12 NCR 1332-1337 with changes as follows:

2
3 21 NCAC 57A .0204 CONTINUING EDUCATION

4 (a) All registered trainees, real estate appraiser licensees, and certificate holders shall, upon the renewal of their
5 registration, license, or certificate in every odd-numbered year, ~~present evidence satisfactory to the Board of having~~
6 ~~obtain~~ obtained continuing ~~education~~ education, as required by this ~~section~~ Rule. Trainees and appraisers who
7 initially registered with the Board after January 1 of an odd numbered year are not required to show continuing
8 education credit for renewal of their registration in that odd numbered year.

9 (b) Each trainee, licensee, and certificate holder who ~~is required to must~~ complete continuing education pursuant to
10 Paragraph (a) of this Rule ~~must shall~~ complete 28 hours of continuing education before June 1 of every odd
11 numbered year. Except as provided in Paragraphs (g) and (h) of this Rule, such education ~~must shall~~ have been
12 obtained by taking courses approved by the Board for continuing education purposes, at schools approved by the
13 Board to offer such ~~courses~~ courses, as set forth in 21 NCAC 57B .0603. Such education ~~must shall~~ relate to real
14 estate appraisers maintaining and increasing their skill, knowledge, and competency in real property appraising,
15 appraisal and must [shall] contribute to the goal of improving the knowledge, skill and competence of trainees, and
16 licensed and certified real estate appraisers. There is no exemption from the continuing education requirement for
17 trainees or appraisers whose status has been upgraded to the level of licensed residential, certified residential, or
18 certified general appraiser since the issuance or most recent renewal of their registration, license, or ~~certificate, and~~
19 ~~courses taken to satisfy the requirements of a higher level of certification shall not be applied toward the continuing~~
20 ~~education requirement~~ certificate. Trainees, licensees, and certificate holders shall not take the same continuing
21 education course more than once during the ~~two-year~~ two-year continuing education cycle.

22 (c) Each appraisal continuing education course ~~must shall~~ involve a minimum of three and one-half classroom hours
23 of instruction on real estate appraisal or related ~~topics~~ topics, such as the application of appraisal concepts and
24 methodology to the appraisal of various types of property; specialized appraisal techniques; laws, rules or guidelines
25 relating to appraisal; standards of practice and ethics; building construction; financial or investment analysis; land
26 use planning or controls; feasibility analysis; statistics; ~~accounting; or similar topics; or accounting~~. The trainee,
27 licensee, or certificate holder ~~must shall have attended~~ attend at least 90 percent of the scheduled classroom hours
28 for the course in order to receive credit for the course.

29 (d) Each trainee, licensee, and certificate holder who is required to complete continuing education pursuant to
30 Paragraph (a) of this Rule ~~must shall~~, as part of the 28 hours of continuing education required in Paragraph (b) of
31 this Rule, complete the seven hour National USPAP update course between October 1 of an odd-numbered year and
32 June 1 of an even numbered year, as required by the Appraiser Qualifications Board of the Appraisal Foundation,
33 Foundation, or its equivalent. ~~USPAP is updated every even numbered year, and each~~ Each trainee, licensee, and
34 certificate holder shall take the most recent USPAP update course prior to June 1 of every even numbered year.

35 (e) A trainee, licensee, or certificate holder who elects to take approved continuing education courses in excess of
36 the requirement shall not carry over into the subsequent years any continuing education credit.

1 (f) Course sponsors ~~must~~ shall provide a certificate of course completion to each trainee, licensee, and certificate
2 holder ~~successfully completing who completes~~ a ~~course~~ course, as set forth in 21 NCAC 57B .0603. In addition,
3 course sponsors ~~must~~ shall send directly to the Board a certified roster of all who ~~successfully~~ completed the course.
4 This roster ~~must~~ shall be sent within 15 days of completion of the course, but not later than June 15 of each year. In
5 order to renew a registration, license, or certificate in a timely manner, the Board must receive proof of satisfaction
6 of the continuing education requirement prior to processing a registration, license, or certificate renewal application.
7 Proof of satisfaction shall be made by receipt of a roster from a school or course sponsor showing the courses
8 completed by the applicant or by submission of an original certificate of course completion. If proof of having
9 satisfied the continuing education requirement is not provided, the registration, license, or certificate shall expire and
10 the trainee, licensee, or certificate holder shall be subject to the provisions of Rules .0203(e) and .0206 of this
11 Section.

12 (g) A current or former trainee, licensee, or certificate holder may request that the Board grant continuing education
13 credit for a course taken by the trainee, licensee, or certificate holder that is not approved by the Board, or for
14 appraisal education activity equivalent to a ~~Board approved~~ Board approved course, by making such request and
15 submitting a non-refundable fee of fifty dollars (\$50.00) as set out in G.S. 93E-1-8(d) for each course or type of
16 appraisal education activity to be evaluated. Continuing education credit for a non-approved course shall be granted
17 only if the trainee, licensee, or certificate holder provides satisfactory proof of course completion and the Board
18 finds that the course satisfies the requirements for approval of appraisal continuing education courses with regard to
19 subject matter, course length, instructor qualifications, and student attendance as set forth in 21 NCAC 57B .0603.
20 Appraisal education activities for which credit may be awarded include teaching appraisal courses, authorship of
21 appraisal textbooks, and development of instructional materials on appraisal subjects. Up to 14 hours of continuing
22 education credit may be granted in each continuing education cycle for participation in appraisal education
23 activities. Trainees or Trainees, licensed or certified appraisers who have taught an appraisal course or courses
24 approved by the Board for continuing education credit are deemed to have taken an equivalent course and are not
25 subject to the fee prescribed in G.S. 93E-1-8 (d), provided they submit verification satisfactory to the Board of
26 having taught the course(s). A trainee, licensee, or certificate holder who teaches a ~~Board approved~~ Board approved
27 continuing education course ~~may~~ shall not receive continuing education credit for the same course more than once
28 every two years, regardless of how often he or she teaches the course. Requests for equivalent approval for
29 continuing education credit ~~must~~ shall be received before June 15 of an odd-numbered year to be credited towards
30 the continuing education requirement for that odd-numbered year. Equivalent approval shall be granted only for
31 courses that are 7 hours or longer, and shall only be granted for a minimum of 7 hours.

32 (h) A trainee, licensee, or certificate holder may receive continuing education credit by taking any of the ~~Board~~
33 approved Board approved precertification courses, other than Basic Appraisal Principles and Basic Appraisal
34 Procedures, or their approved equivalents. Trainee, licensees, and certificate holders who wish to use a
35 precertification course for continuing education credit ~~must~~ shall comply with the provisions of 21 NCAC 57B
36 .0604.

1 (i) A licensee or certificate holder who resides in another state, is currently credentialed in another state, and is
2 active on the National Registry in another state may satisfy the requirements of this Section, other than the seven
3 hour National USPAP update course requirement in Paragraph (d) of this Rule, by providing a current letter of good
4 standing from another state showing that the licensee or certificate holder has met all continuing education
5 requirements in the other state. A licensee or certificate holder who became licensed in North Carolina by licensure
6 or certification with another state and now resides in North Carolina may renew by letter of good standing for his or
7 her first renewal as a resident of North Carolina only if the appraiser moved to North Carolina on or after January 1
8 of an ~~odd-numbered odd-numbered~~ year. If an appraiser was a resident of this state before January 1 of an odd-
9 numbered year, the appraiser ~~must~~ shall comply with the requirements of this section regardless of how the license
10 or certificate was obtained.

11 (j) A trainee, licensee, or certificate holder who returns from active military duty on or after February 1 of an odd-
12 numbered year ~~is allowed to~~ may renew his or her registration, license, or certificate in that odd-numbered year even
13 if the required continuing education is not completed before June 1 of that year. All required continuing education
14 ~~must shall~~ be completed within 180 days of when the trainee, licensee, or certificate holder returns from active duty.
15 ~~Failure to complete the required continuing education within 180 days is grounds for revocation. The Board may~~
16 ~~revoke the registration, license, or certificate in accordance with 93E-1-12 if the required continuing education is not~~
17 ~~completed within 180 days.~~ This Rule Paragraph applies to an individual who is serving in the armed forces of the
18 United States and to whom G.S. 105-249.2 grants an extension of time to file a tax return.

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20 *History Note: Authority G.S. 93B-15; 93E-1-7(a); 93E-1-10;*

21 *Eff. July 1, 1994;*

22 *Amended Eff. July 1, 2019; July 1, 2014; January 1, 2013; July 1, 2011; July 1, 2010; January 1,*
23 *2008; March 1, 2007; March 1, 2006; July 1, 2005; July 1, 2003; August 1, 2002; April 1, 1999*

1 21 NCAC 57A .0407 is amended as published in 33:12 NCR 1332-1337 with changes as follows:

2
3 21 NCAC 57A .0407 SUPERVISION OF TRAINEES

4 (a) A certified real estate appraiser may engage a registered trainee to assist in the performance of real estate
5 appraisals, provided that the appraiser:

6 (1) has been certified for at least three years;

7 (2) has no more than three trainees working under him or her at any one ~~time.~~ time as follows:

8 (A) ~~a~~ A certified residential appraiser may have two trainees working under his or her
9 supervision at any one time. Once at least one of those trainees has completed 50 percent
10 of the required appraisal experience required by 21 NCAC 57A .0201(c), (d), or (e), to

11 ~~upgrade,~~ a certified residential appraiser may add another ~~trainee.~~ trainee; and

12 (B) ~~a~~ a certified general appraiser may have three trainees working under his or her supervision.

13 (3) Prior to the date any trainee begins performing appraisals under his or her supervision, the supervisor
14 shall inform the Board of the name of the trainee by filing a Supervisor Declaration Form with the
15 Board. The form may be found on the Board's website at www.ncappraisalboard.org. The supervisor
16 shall also inform the Board when a trainee is no longer working under his or her supervision by
17 using the Supervisor Declaration ~~Form;~~ Form. The form shall include the following information:

18 (A) name and registration number of trainee;

19 (B) name and certification number of supervisor;

20 (C) date the trainee completed the supervisor/trainee course;

21 (D) date the supervisor completed the supervisor/trainee course;

22 (E) whether the supervisor has had any disciplinary action within the past three years or
23 pending complaints against his or her license;

24 (F) signature of both the supervisor and trainee (only required for association).

25 ~~(3)-(4)~~ (4) actively and personally supervises the trainee on all appraisal reports and appraisal related
26 activities until the trainee is no longer under his or her supervision;

27 ~~(4)-(5)~~ (5) reviews all appraisal reports and supporting data used in connection with appraisals in which the
28 services of a trainee is utilized, and assures that research of general and specific data has been
29 adequately conducted and properly reported, application of appraisal principles and methodologies
30 has been properly applied, that the analysis is sound and adequately reported, and that any analysis,
31 opinions, or conclusions are adequately developed and reported so that the appraisal report is not
32 misleading;

33 ~~(5)-(6)~~ (6) complies with all provisions of Rule .0405 of this Section regarding appraisal reports;

34 ~~(6)-(7)~~ (7) reviews and signs the trainee's log of appraisals, appraisals prepared in accordance with

35 Paragraph (c) of this Rule. The which must [shall] be updated at least every 30 days. In

36 addition, the supervisor shall make available to the trainee a copy of every appraisal report

37 where the trainee performs more than 75 percent of the work on the appraisal; and

1 (7)-(8) has not received any disciplinary action regarding against his or her appraisal license or
2 certificate from the State of North Carolina or any other state within the previous three
3 years. For the purposes of this Section, disciplinary action means an active suspension, a
4 downgrade of a credential, a revocation, or any other action that affects restricts a supervisor's
5 ability to engage in appraisal practice.

6 (b) Active and personal supervision includes direction, guidance, and support from the supervisor. The supervising
7 appraiser shall have input into and full knowledge of the appraisal report prior to its completion, and shall make any
8 necessary and appropriate changes to the report before it is transmitted to the client. In addition, the supervisor shall
9 accompany the trainee on the inspections of the subject property on the first 50 appraisal assignments or the first
10 1500 hours of experience, whichever comes first, for which the trainee will perform more than 75 percent of the
11 work. After that point, the trainee may perform the inspections without the presence of the supervisor provided that
12 the supervisor is satisfied that the trainee is competent to perform those inspections, and that the subject property is
13 less than 50 miles from the supervisor's primary business location. The supervisor shall accompany the trainee on all
14 inspections of subject properties that are located more than 50 miles from the supervisor's primary business location.

15 (c) The trainee shall maintain a log on a form that includes each appraisal performed by the trainee, the type of
16 property appraised, type of appraisal performed, complete street address of the subject property, the date the report
17 was signed, the experience hours claimed, the name of the supervisor for that appraisal, the supervisor's license or
18 certificate number, and whether the supervisor accompanied the trainee on the inspection of the subject property.
19 The log shall show all appraisals performed by the trainee and shall be updated at least every 30 days. A log form is
20 available on the Board's website at www.ncappraisalboard.org.

21 (d) An appraiser who wishes to supervise a trainee shall attend an education program regarding the role of a
22 supervisor before such any supervision of a trainee begins. This course shall be taught only by instructors approved
23 by the Board in accordance with 21 NCAC 57B .0614.

24 (e) Trainees shall assure ensure that the Appraisal Board has received the Supervisor Declaration Form on or before
25 the day the trainee begins assisting the supervising appraiser by contacting the Board by telephone or email at
26 ncab@ncab.org. The form may be found on the Board's website at www.ncappraisalboard.org. Trainees shall not
27 receive appraisal experience credit for appraisals performed in violation of this Paragraph.

28 (f) Supervising appraisers shall not be employed by a trainee or by a company, firm, or partnership in which the
29 trainee has a controlling interest.

30 (g) If a trainee signs an appraisal report or provides significant professional assistance in the appraisal process and
31 thus is noted in the report as having provided such assistance, the appraiser signing the report shall have notified the
32 Appraisal Board before the appraisal is signed that he or she is the supervisor for the trainee. If more than one
33 appraiser signs the report, the appraiser with the highest level of credential shall be the declared supervisor for the
34 trainee. If all appraisers signing the report have the same level of credential, at least one of them shall be declared as
35 the trainee's supervisor before the report is signed.

36 (h) Only one trainee may receive credit for providing real property appraisal assistance on an appraisal report.

37 History Note: Authority G.S. 93E-1.6.1; 93E-1-10; 93E-1-12;
38 Eff. July 1, 1994;

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*Amended Eff. July 1, 2019: January 1, 2015; July 1, 2014; January 1, 2013; July 1, 2010;
September 1, 2008; January 1, 2008; March 1, 2007; March 1, 2006; July 1, 2005; August 1,
2002; April 1, 1999.*

1 21 NCAC 57B .0306 is amended as published in 33:12 NCR 1332-1337 with changes as follows:

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3 21 NCAC 57B .0306 INSTRUCTOR REQUIREMENTS

4 (a) Except ~~for guest lecturers as set forth as indicated~~ in Paragraph (b) of this Rule, all qualifying courses or courses
5 deemed equivalent by the Board shall be taught by instructors who ~~possess the fitness for licensure required of~~
6 ~~applicants for trainee registration or real estate appraiser licensure or certification and either the minimum appraisal~~
7 ~~education and experience qualifications listed in this Rule or other qualifications that~~ are found by the Board to be
8 equivalent to those listed ~~below~~. ~~These qualification requirements shall be met on a continuing basis~~. The minimum
9 qualifications are as follows:

10 (1) ~~for residential Residential appraiser-courses courses, the instructor shall:~~

11 ~~(A) have completed~~ 200 classroom hours of real estate appraisal education ~~equivalent to the~~
12 ~~residential appraiser education courses prescribed as set forth~~ in Rules .0101 and .0102 of this
13 ~~Subchapter Subchapter; and~~

14 ~~(B) have~~ two years' full-time experience as a certified residential or general real estate appraiser
15 within the previous five ~~years years, with at years. At~~ least one-half of ~~such the~~ experience ~~must~~
16 ~~[shall] be~~ in residential property ~~appraising; and appraising. Instructors must shall also~~

17 ~~(C) be~~ certified as a residential or general real estate appraiser.

18 (2) ~~for general General appraiser courses courses, the instructor shall:~~

19 ~~(A) have~~ 300 classroom hours of real estate appraisal education ~~equivalent to the general appraiser~~
20 ~~education courses prescribed as set forth~~ in Rules .0101, ~~.0102 .0102,~~ and .0103 of this ~~Subchapter~~
21 ~~Subchapter; and~~

22 ~~(B) have~~ three years' full-time experience as a general real estate appraiser within the previous five
23 ~~years years, with at years. At~~ least one-half of ~~such the~~ experience ~~must [shall] be~~ in income
24 property ~~appraising; and appraising. Instructors must shall also be~~

25 ~~(C) has been be~~ a certified general real estate appraiser ~~and have been so certified~~ for at least five
26 years.

27 (3) ~~for USPAP USPAP: courses, the instructor shall: certification by the Appraiser Qualifications~~

28 ~~Board of the Appraisal Foundation as an instructor for the National USPAP Course. The instructor~~
29 ~~must shall~~

30 ~~(A) be~~ a certified residential or a certified general ~~appraiser appraiser;~~ and

31 ~~(B) be certified by the Appraiser Qualifications Board of the Appraisal Foundation as an instructor~~
32 ~~for the National USPAP Course. appraiser.~~ If a USPAP instructor fails to renew or loses his or her
33 certification by the Appraiser Qualifications Board, the instructor ~~must shall~~ ~~immediately~~ stop
34 teaching and notify the Appraisal Board of the loss of certification.

35 (4) ~~for statistics, Statistics, modeling and finance courses, the instructor shall: finance: must~~

36 ~~(A) have~~ previously completed this ~~class; class,~~ or ~~must [shall]~~

1 (B) have completed 3 semester hours of statistics in an from a regionally accredited college or
2 university.

3 (b) Guest lecturers who do not possess the qualifications ~~stated in set forth in~~ Paragraph (a) of this Rule may be
4 utilized to teach collectively up to one-fourth of any course, provided that each guest lecturer possesses education
5 and experience directly related to in the particular subject area about which the lecturer is teaching.

6 (c) Instructors shall conduct themselves in a professional manner when performing their instructional duties and
7 shall conduct their classes in a manner that demonstrates knowledge of the subject matter being taught and mastery
8 of the following basic teaching skills:

- 9 (1) The ability to communicate effectively through speech, including the ability to speak
10 clearly at an a appropriate rate of speed and with appropriate grammar and vocabulary;
- 11 (2) The ability to present instruction in an accurate, logical, orderly, and understandable [a] manner, to
12 utilize illustrative examples, examples as appropriate, and to respond appropriately to questions
13 from students;
- 14 (3) The ability to effectively utilize varied instructive techniques other than straight lecture,
15 such as class discussion or other techniques;
- 16 (4) The ability to effectively utilize instructional aids to enhance learning;
- 17 (5) The ability to maintain an effective a learning environment and control of a class; and
- 18 (6) The ability to interact with adult students in a manner that does not offend or criticize them.

19 encourages students to learn, that demonstrates an understanding of students' backgrounds, that avoids offending the
20 sensibilities of students, and that avoids personal criticism of any other person, agency or organization.

21 (d) Upon request of the Board, an instructor or proposed instructor ~~must shall~~ submit to the Board a ~~videotape or~~
22 ~~DVD recording~~ in a manner and format which that depicts the instructor teaching portions of a qualifying course
23 course. ~~specified by the Board and which [that] demonstrates that the instructor possesses the basic teaching skills~~
24 ~~described in Paragraph (c) of this Rule.~~

25 (e) The inquiry into determining whether to approve an instructor fitness shall include consideration of whether the
26 instructor has ever had any disciplinary action taken or has a disciplinary action pending. ~~on~~ against his or her
27 appraisal license or certificate or any other professional license or certificate in North Carolina or any other state, or
28 whether the instructor has ever been convicted of or pleaded pled guilty to any criminal act or has criminal charges
29 pending. An instructor shall not have received any disciplinary action [regarding] against his or her appraisal license
30 or certificate from the State of North Carolina or any other state within the previous two years. For the purposes of
31 this Section, disciplinary action means a reprimand, suspension (whether active or inactive), or a revocation. This
32 inquiry may include consideration of whether disciplinary action or criminal charges are pending.

33 ~~(f) Instructors shall not have received any disciplinary action regarding his or her appraisal license or certificate~~
34 ~~from the State of North Carolina or any other state within the previous two years. For the purposes of this Section,~~
35 ~~disciplinary action means a reprimand, suspension (whether active or inactive), or a revocation.~~

36 (g) Proposed qualifying course instructors who do not meet the minimum appraisal education and experience
37 qualifications listed in Paragraph (a) of this Rule, and who seek to have their qualifications determined by the Board

1 to be equivalent to the qualifications listed in Paragraph (a) of this Rule, ~~must~~ shall supply the Board with copies of
2 sample appraisal reports or other evidence of experience.

3 (h) Persons desiring to become instructors for qualifying courses ~~must~~ shall file an instructor application for
4 qualifying education and be approved approval with by the Board. The application may be accessed at the Board's
5 website at www.ncappraisalboard.org. There is no fee for application for instructor approval. Once an instructor has
6 been approved to teach a specific qualifying course, that person may teach the course at any school or for any course
7 sponsor approved by the Appraisal Board to offer qualifying courses. The form shall include the following
8 information:

9 (1) instructor's name, address, phone number and email address;

10 (2) list of course provider(s) the instructor will be teaching for;

11 (3) programs the instructor is seeking approval for;

12 (4) instructor's Licensing/Certification History;

13 (5) whether the instructor has ever been denied a trainee registration, or appraiser license or certificate
14 in NC or any other state;

15 (6) whether the instructor has any disciplinary action taken against a trainee registration, appraiser
16 license or certificate in NC or any other state;

17 (7) whether the instructor has any current charges pending against any professional license in NC; has
18 had any disciplinary action within the past three years or pending complaints against his or her
19 license;

20 (8) instructor's college education, appraisal education, appraisal experience, and description of work
21 experience; and

22 (9) signature of applicant.

23 (i) Current Appraisal Board members shall not be eligible to teach qualifying courses during their term of office on
24 the Board.

25 *History Note:* Authority *G.S. 93E-1-8(a); 93E-1-10;*
26 *Eff. July 1, 1994;*
27 *Amended Eff. July 1, 2019; July 1, 2014; July 1, 2010; September 1, 2008; March 1, 2007; March*
28 *1, 2006; July 1, 2005; July 1, 2003; August 1, 2002.*
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1 21 NCAC 57B .0606 is amended as published in 33:12 NCR 1332-1337 with changes as follows:

2
3 21 NCAC 57B .0606 COURSE OPERATIONAL REQUIREMENTS

4 Course sponsors ~~must shall~~ ~~at all times assure~~ ~~maintain~~ compliance with ~~the criteria for course approval stated in~~ Rule
5 .0603 of this Section and ~~must shall~~ also comply with the following ~~requirements: requirements relating to scheduling,~~
6 ~~advertising and conducting approved appraisal continuing education courses:~~

- 7 (1) Courses ~~must shall~~ ~~be scheduled and conducted in a manner that limits class sessions to~~ a maximum
8 of eight classroom hours in any given ~~day, day and that includes appropriate breaks for each class~~
9 ~~session.~~ A classroom hour ~~consists shall consist~~ of 50 minutes of classroom instruction and ten
10 minutes of break time. For any class ~~meeting~~ that exceeds 50 minutes in duration, breaks at the rate
11 of ten minutes per hour ~~must shall~~ be ~~scheduled, scheduled and taken at reasonable times.~~
- 12 (2) Course sponsors ~~must shall~~ not utilize advertising of any type that is false or ~~misleading, misleading~~
13 ~~in any respect. If the number of continuing education credit hours awarded by the Board for a course~~
14 ~~is less than the number of scheduled classroom hours for the course, any course advertisement or~~
15 ~~promotional materials which indicate that the course is approved for appraiser continuing education~~
16 ~~credit in North Carolina. Advertisements~~ ~~must shall~~ specify the number of continuing education
17 credit hours awarded by the Board for the course.
- 18 (3) Course sponsors ~~must, shall~~, upon request, provide any prospective student a description of the
19 course content ~~sufficient to give the prospective student a general understanding of regarding~~ the
20 instruction to be provided in the course.
- 21 (4) Courses ~~must shall~~ be conducted in a facility that ~~meets the following requirements: provides an~~
22 ~~appropriate learning environment. At a minimum, the classroom must be~~
23 (a) ~~shall be~~ ~~is~~ of sufficient size to accommodate ~~comfortably~~ all enrolled ~~students, students;~~
24 ~~must contain~~
25 (b) ~~contains~~ a student desk or ~~sufficient~~ worktable space for each ~~student, student; must [shall]~~
26 ~~have adequate light, heat, cooling and ventilation, and must [shall] be~~
27 (c) ~~is~~ free of ~~noise or visual~~ distractions that ~~would~~ disrupt class ~~sessions, sessions; and~~
28 ~~Sponsors are required to [shall]~~
29 (d) ~~complies comply~~ with all applicable local, state and federal laws and regulations regarding
30 safety, health and sanitation. ~~Sponsors shall furnish the Board with inspection reports from~~
31 ~~appropriate local building, health and fire inspectors upon the request of the Board.~~
32 ~~Sponsors must [shall] supply separate restroom facilities for males and females. Classes~~
33 ~~may shall~~ not be held in a personal residence under any circumstances.
- 34 (5) The course sponsor ~~must shall~~ require students to attend at least 90 percent of the scheduled
35 classroom hours in order to ~~satisfactorily~~ complete the course, even if the number of continuing
36 education credit hours awarded by the Board for the course is less than the number of scheduled
37 classroom hours. Attendance ~~must shall~~ be monitored during all class sessions to ~~assure ensure~~

1 compliance with the attendance requirement. Instruction ~~must shall~~ be given for the number of hours
2 for which credit is given. Instructors ~~may shall~~ not accumulate unused break time to end the class
3 early.

- 4 (6) Instructors ~~must shall~~ require **reasonable** student attentiveness during class sessions. Students ~~must~~
5 ~~shall~~ not be permitted to engage in activities that are not related to the instruction being provided.
- 6 (7) Course sponsors for which an application fee is required by Rules .0602(b) and .0611(b) of this
7 Section ~~must shall~~ **fairly** administer cancellation and fee refund policies. In the event a
8 scheduled course is canceled, **reasonable** efforts ~~must shall~~ be made to notify preregistered students
9 of the cancellation and all prepaid fees received from such preregistered students ~~must shall~~ be
10 refunded within 30 days of the date of cancellation or, with the student's permission, applied toward
11 the fees for another course.
- 12 (8) Upon request of the Board, the course sponsor ~~must shall~~ submit to the Board a ~~recording videotape~~
13 ~~in a manner and format which that~~ depicts the instructor teaching portions of any continuing
14 education ~~course. course specified by the Board and which demonstrates that the instructor~~
15 ~~possesses the basic teaching skills described in Rule .0306(c) of this Section.~~
- 16 (9) Course sponsors shall provide the Board with the dates and locations of all classes the sponsor is ~~or~~
17 ~~will be~~ offering in the State of North Carolina at least 30 calendar days before ~~such the~~ class is
18 offered, unless circumstances beyond the control of the course sponsor require that the course be
19 ~~rescheduled rescheduled, such as a weather emergency.~~ If the dates or location of the classes change
20 after such information is provided to the Board, the course sponsor ~~must shall~~ notify the Board of
21 such ~~changes. changes within 5 days of the rescheduled date.~~
- 22 (10) Course sponsors shall provide each student with contact information for the Appraisal ~~Board. Board~~
23 ~~so that students may contact the Board with questions or concerns regarding the course.~~
- 24 (11) If an instructor has any disciplinary action taken on his or her appraisal license or any other
25 professional license in North Carolina or any other state, or if the instructor has been convicted of
26 or ~~pleaded pled~~ guilty to any **misdemeanor or felony, criminal act**, the school or course sponsor ~~must~~
27 ~~shall~~ report that fact to the Board within 15 business days.
- 28 (12) All courses, except those taught on-line via the Internet, ~~must shall~~ have a minimum number of five
29 students enrolled in the course.

31 *History Note: Authority G.S. 93E-1-8(c); 93E-1-10;*
32 *Eff. July 1, 1994;*
33 *Amended Eff. July 1, 2019; January 1, 2013; July 1, 2010; January 1, 2008; March 1,*
34 *2007; July 1, 2005; August 1, 2002.*