

Continuing Education Online Quick Reference of Class Rules

1. You may start and stop your course as often as needed. There is no downloading.
2. Your continuing education class must be completed within 30 days of registration.
3. We are not allowed to give you an extension in time. Be sure to complete your course before the deadline. The maximum time allowed is 30 days.
4. If you have technical difficulties or questions call Dearborn at **1-888-213-5124**.
5. When you have completed your class fill out the Certification Statement
6. Fax the Certification Statement to our office at 1-888-417-4833
7. You will receive a Completion Certificate in the mail within 2 weeks
8. We will report your completion to the NCREC within 2 weeks.
9. Your certificate will be mailed once your class has been reported.
10. If you are reactivating an inactive license, you do not need to wait for the certificate or for us to report your completion to the NCREC before starting work. You only need to fill out the NCREC activation form, **mark that your classes have been completed within the last 30 days** and mail it to the NCREC. You may begin working again immediately. On your word that you have completed your classes, they will allow you to start selling real estate again while they verify your completion.

For a full complete list of details, check our website at www.atsce.com/online. Please read the information posted on the website before calling our office. We cannot make exceptions to the rules.

We appreciate your business.

Advantage Training Systems, Inc
NCREC Sponsor # 1304

Certification Statement

“I certify that I personally completed each assigned module of online instruction”

Course Title

Course Completion Date:

Name (exactly as it appears on your license)

NC Real Estate License Number

Date

Student Signature

Email address

Please fax this form to Advantage Training Systems, Inc. at 1-888-417-4833