



NORTH CAROLINA
REAL ESTATE COMMISSION

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Executive Director

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April 25, 2018

Mr. Anthony Bowers
At Your Pace Online
531 NE F Street
Grants Pass, Oregon 97526-2311

Dear Mr. Bowers:

I'm pleased to advise you that the Commission has approved the following continuing education elective course(s) to be sponsored by At Your Pace Online:

<u>Course Title</u>	<u>Hours Credit</u>	<u>Course No</u>
<i>O/L: NAR/AYPO Code of Ethics</i>	4	3446

At Your Pace Online's newly assigned Sponsor Code Number is **1552**. Be sure to include this sponsor code number in all correspondence with the Commission regarding Jan At Your Pace Online's sponsorship of continuing education courses. The sponsor code must also be provided on course rosters, course completion reports and other forms prescribed by the Commission in conjunction with the continuing education program.

The title(s) of the course(s) as designated in this letter of approval should be used consistently in all advertisements and on all forms required to be submitted to the Commission or provided to students. The course number assigned by the Commission must be included on each student's Course Completion Report, on the class roster for each session of the course, on each Certificate of Completion issued by the sponsor to students who satisfactorily complete the course, and on the application for renewal of course approval. Please include the course number in any correspondence with the Commission concerning the course.

Approval authorizes At Your Pace Online to sponsor the approved course(s) using the instructor(s) named in the application(s) for course approval. To request approval of additional instructors, the sponsor must submit a separate Instructor Qualifications Statement for each prospective instructor. However, sponsors such as national or state real estate trade

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organizations whose instructor qualification requirements have been found equivalent to the Commission Rule E .0306 may obtain approval of additional instructors by submitting in writing the names of instructors who have met the sponsor's instructor qualification requirements to teach an approved course.

Notice of scheduled courses must be provided to the Commission in writing not later than 10 days prior to a scheduled course date. Course sponsors are strongly urged to submit such notice as far in advance as possible so that course schedule information may be posted on the Commission's website. The notice must include the name and assigned number for the sponsor and, for each scheduled course, the name and assigned number for the course, the scheduled date and time, specific location, and name of the instructor.

Approval of the course(s) is effective immediately and expires June 30, 2017 unless renewed prior to that date. **In order to assure continuous approval, you must renew the course(s) online on or before April 25, 2020. The Renewal Fee is \$50.00.** Please see Commission Rule E .0411 for additional requirements concerning renewal of elective course approval.

Commission rules in Sections .0400 and .0500 of Subchapter 58E impose specific responsibilities on approved course sponsors. You are urged to review these rules carefully and in detail prior to offering or conducting a course.

Thank you for your interest in the real estate continuing education program.

Sincerely yours,



Pamela R. Rorie
Continuing Education Officer

PRR/lss