



NC Commissioner of Banks

Location: 316 W. Edenton Street, Raleigh, NC 27603
Mail Address: 4309 Mail Service Center, Raleigh, NC 27699-4309
Telephone: 919/733-0589 Fax: 919/733-2978 Internet: www.nccob.org

Office Use Only
Date _____ Mbbcourse.doc
Approved _____ Denied _____
#

Renewal Application For Course Approval
(As required under the N.C. Mortgage Lending Act)

Instructions: Currently approved education providers requesting renewal for courses must complete this form. **Submit completed form along with a check made payable to: Department of Commerce / Banking Commission. Mail to: Office of the Commissioner of Banks, Attn: Director of Continuing Education, 4309 Mail Service Center, Raleigh, NC 27699-4309.** The Office of the Commissioner of Banks will strive to approve applications within 45 business days of receipt. The deadline for renewal is **June 30**. No hand written copies will be accepted.

Nonrefundable Renewal Application fee - \$100

1. Organization sponsoring the activity:

Name:

Address:

City, State, Zip:

Phone:

Fax:

Web Address:

E-Mail:

Contact Person:

2. List all approved courses that are to be renewed in the table below:

Course Title	Course Number	Credit Hours	Method of Presentation*
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

C - classroom

CO - correspondence

D - distance learning/web based

3. Please list the state(s) where you are currently approved as a continuing education provider.

FORM MAY BE DUPLICATED WITHOUT MODIFICATION

Education Provider Agreement

Name:

Address:

City, State, Zip:

Provider agrees to:

1. File with the Commissioner of Banks a course schedule no less than 30 days prior to course offering that includes dates, time and location for each class by utilizing the Education Management System. Access granted upon approval.
2. Properly monitor participant's attendance and attention.
3. Issue certificates of attendance/completion with approved course number to any participant who satisfactorily completes approved course offerings.
4. Maintain student's records for 3 years.
5. Submit a class roster to the Commissioner of Banks within 15 business days of students who successfully completed the course. Electronic roster filing access will be granted upon approval.
6. Notify the Commissioner of Banks no less than 5 days prior to course cancellation.
7. Report any material changes including addition of or substitution of instructors in the information submitted to the Commissioner of Banks no less than 30 days prior to proposed use.
8. List all approved instructors below:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.

I certify that the information herein is true to the best of my knowledge and agree to the guidelines as stated above.

Date

Authorized Signature/Title