

SC Auctioneers' Commission
Approval Criteria for Auction Schools, Sponsors and Instructors

1. Definitions.

Approved or Approval means certified. Entities, which meet the requirements of the Commission, will be considered "Approved" to provide education under the guidelines of the Commission.

Auction School provides a course of study that meets the requirements set forth by the Commission. The course shall consist of a minimum of 80 hours of classroom instruction in specific aspects of auctioneering and will prepare students to take the state exam for auctioneer licensing. All courses must be taught by Commission-approved instructors in approved subjects. Auction Schools must operate from a specified location on record with the Commission.

Sponsors will provide a course of study in auction related one, two, three or four hour classes which may be used by licensees as continuing education units towards renewal of auctioneer licenses. All classes must be taught by Commission approved instructors in approved subjects.

Instructors will provide specific auction related one, two, three and four hour classes which may be used by licensees as continuing education units towards renewal of auctioneer licenses. Instructors must be approved in each subject taught. Instructors may be employed by auction schools and sponsors of courses.

2. Requirements for Approval or Renewal of Approval.

An **Auction School** will provide the following to qualify for approval:

1. A list of instructors with a copy of each instructor's Commission letter of approval.
2. A descriptive outline of each course and the instructor's name.
3. A copy of all exams, outlines, handouts or materials to be used in each class.
4. Current credentials and qualifications of the school's principle(s).
5. A schedule indicating the total classroom hours offered.
6. Permanent location and annual dates the school will be conducted.
7. Copies of current promotional material presented to potential students.

A **Sponsor** will provide the following information to qualify for approval:

1. A resume outlining the applicant's experience, education, and qualifications to teach.
2. An outline of each course to be approved.
3. Copies of all outlines, handouts or teaching materials to be used in each class.
4. Copies of promotional material presented to students, sponsors or schools.

Instructors will provide the following information to qualify for approval:

1. A resume outlining the applicant's experience, education, and qualifications to teach.
2. An outline of each course to be approved.
3. Copies of all outlines, handouts or teaching materials to be used in each class.
4. Copies of promotional material presented to students, sponsors or schools.

3. Approval Criteria for Auction Schools.

A. The school must provide a course in auctioneering consisting of a minimum 80 hours of classroom instruction presented in not less than 8 days. Students allowed to successfully complete the course must receive no less than 80 (50 minutes) hours of instruction and must obtain a minimum passing grade of 75% on a final exam provided by the School and approved by the Commission.

B. A minimum of five instructors, specializing in various aspects of auctioneering, is required to conduct the course. At least three of the instructors must be identified as professional auctioneers and all instructors must be considered proficient in an occupation related to the auctioneering profession. No single instructor shall provide more than 20 hours of the classroom instruction during the term. The School must use Commission approved instructors to teach Commission approved courses. The school may utilize the services of an attorney, accountant, real estate broker, persons knowledgeable in antiques, farm machinery, industrial equipment, purebred livestock, automobiles bankruptcies or

advertising. All instructors must meet the requirements and qualify as an instructor as required by the Commission.

C. The courses offered must include subjects associated with all aspects of auctioneering; provide a practical and working knowledge of the auction business and include fundamentals of auctioneering, contract drafting, bid calling, understanding of commissions and fees, advertising, settlement statements, values, salesmanship, ethics, responsibility and a thorough understanding of the SC Auctioneers Law, Regulations, and the functions and members of the SC Auctioneers' Commission.

D. A diploma or certificate of graduation must be issued to each student completing the course. The School will provide the Commission with the exact number of hours of instruction each student received and the exam grade each student received.

E. Upon approval, a School will be required to provide the Commission with any change in the instruction staff, curriculum, handouts, instructional materials, facilities, schedules or principles.

F. Schools are subject to drop-in inspections and full or partial course critiques at the discretion of the Commission.

G. The Commission recommends following the list of course subjects and hours dedicated to each subject. These hours represent a minimum 80-hour school.

24 hours - Bid calling, and voice control (one-hour sessions between courses)

Six hours – Antiques, furniture and collectibles.

Four hours – Art, rugs, and jewelry.

Four hours – Farm and industrial equipment.

Eight hours – Auctioneers' law, rules and regulations, and ethics.

Eight hours – Advertising, contracts, business math, banking, closing statements.

Four hours – Real estate at auction.

Four hours – Automobile auctions.

Four hours – Cattle and livestock auctions,

Four hours – Estate and bankruptcy auctions.

Two hours – Hygiene and personal appearance.

Two hours – Computer technology and office equipment.

Four hours – Business liquidations, Uniform Commercial Code.

Two hours – Course review and testing.

4. Exemption From Approval by the SC Auctioneers' Commission (SCAC).

The SCAC may waive approval in circumstances where an Auction School, Sponsor or Instructor is already approved, licensed or certified by a state, an association or an institute of learning providing the requirements of that approval are equal to or greater than that of the SCAC. It will be the responsibility of the School, Sponsor, or Instructor to demonstrate that it meets the requirements to the satisfaction of the SCAC.

The SCAC will recognize and pre-approve all courses sponsored by the National Auctioneers Association, the Certified Auctioneers Institute, the Auctioneers Association of North Carolina, and any courses approved by the South Carolina Board of Realtors.

The South Carolina Auctioneers Association will be given pre-approval of all courses provided: (1) the SCAA applies for, as provided under Section 2 of this policy, and is accepted as a Sponsor, and (2) demonstrates its standard of approval of instructors is equal to that of the SCAC or greater.

Staff members of LLR support units, sitting SCAC commissioners, members of the Investigative Review Committee (IRC), and representatives of any government agency are exempt from approval and may speak or teach, *without pay*, at classes offered by the SCAC, an Auction School or a Sponsor but may not act as an Instructor *for pay* unless approved by the SCAC.

5. Disciplinary Matters.

The SCAC may take disciplinary action against any approved Auction School, Sponsor or Instructor found to be out of compliance with SCAC requirements or as a result of a complaint filed

with LLR against the approved entity. Complaints and actions taken against an approved entity will be posted publicly by LLR. Circumstances for which the SCAC may take action include:

1. Failure to renew approval.
2. The use of non-approved instructors by a School or Sponsor.
3. Use of approved instructors to teach non-approved courses.
4. An Auction School having an unacceptable failure rate on the SC state exam.
5. Failing to offer quality courses taught by competent instructors.
6. Failure to provide LLR with student information.
7. Providing LLR with false information on student attendance or grades.
8. Teaching abbreviated hours (50 minutes minimum).
9. Teaching courses that are directed to selling a product or service.

The SCAC may discipline an approved entity in one or more of the following methods:

1. Revocation of approval.
2. Place an approval on probation.
3. Require an approved entity to provide the SCAC with student critiques.
4. Require an approved entity to make restitution of student tuition.
5. Place a letter of reprimand in the approved entity's file.
6. Issue a letter of caution.

6. Responsibilities of the Department of Labor, Licensing and Regulation (LLR).

LLR will maintain records and a roster of all approved Auction Schools, Sponsors and Instructors. The roster will indicate if an approval is in current or lapsed status and will be posted on the LLR/SCAC website. The roster will indicate who the approved instructors are for an Auction School and approved subjects for each Instructor.

LLR will provide an application package to any Auction School, Sponsor or Instructor who requests approval. The application package will include a list of all information, documents and exhibits that are required for approval. It will be the responsibility of the applicant to provide such materials. LLR will not be responsible for pre-approval investigations of any applicant.

LLR will review each application and insure that all criteria have been met and will then place the application on the agenda of the next SCAC regular meeting, where the SCAC will consider the applications for approval.

LLR will provide renewal forms to all Auction Schools, Sponsors and Instructors in a timely manner for an annual renewal date of January 1st of each year. All applications for renewal will be presented to the SCAC at its February meeting or the following regularly scheduled meeting.

LLR will upon receipt of a complaint against an approved Auction School, Sponsor or Instructor will present the complaint to the IRC (Investigative Review Committee) for its recommendation to the SCAC.

LLR will post annually the dates of all LLR sponsored continuing education classes to be offered through the SC Auctioneers' Recovery Fund.

7. Responsibilities of the SCAC.

The SCAC will be responsible for the acceptance or denial of applications for approval or renewal of all Auction Schools, Sponsors or Instructors.

The SCAC will be responsible for establishing or amending the standard policy and procedures for the approval of Auction Schools, Sponsors and Instructors as well as the monitoring of all approved entities.

The SCAC will hear complaints filed against any approved Auction School, Sponsor or Instructor as presented by the IRC (Investigative Review Committee).

The SCAC will instruct LLR to inform any approved entity, in writing, of a complaint filed against the entity and will instruct the entity of answer the complaint and/or appear before the Commission. The SCAC will instruct LLR to inform the entity of any action taken at its hearing.