



South Carolina Department of Labor, Licensing and Regulation

South Carolina Auctioneers' Commission

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CRITERIA APPROVAL FOR AUCTION SCHOOLS, SPONSORS, AND INSTRUCTORS

DEFINITIONS

APPROVED or APPROVAL means certified. Entities which meet the requirements of the SCAC (South Carolina Auctioneers Commission) will be considered “Approved” to provide education under the guidelines of the Commission.

An **AUCTION SCHOOL** provides a course of study which meets the requirements set forth by the SCAC. The course shall consist of a minimum of 80 hours of instruction in specific aspects of auctioneering and will prepare students to take the state exam for auctioneer licensing. All courses must be taught by SCAC approved instructors in SCAC approved subjects.

A **SPONSOR** will provide a course of study in auction related subjects consisting of 2 to 8 hour classes, which may be used by licensees as continuing education units towards renewal of auction licenses. A certificate of completion shall be provided to each student indicating; date of class, courses and instructors and hours earned within 14 days.

An **INSTRUCTOR** will provide specific auction related classes, which may be used by licensees as continuing education units towards renewal of auction licenses. Instructors may be employed by SCAC approved auction schools and SCAC approved sponsors of courses.

REQUIREMENTS FOR APPROVAL AND RENEWAL OF APPROVAL

1. An **Auction School** will provide the following to qualify for SCAC approval:
 1. A list of instructors with a copy of each instructor’s resume.
 2. A descriptive outline of each course.
 3. A copy of all exams, outlines, hand-outs or materials to be used.
 4. Certification of approval in other states or current credentials and qualifications of the school/sponsor.
 5. A schedule indicating the total hours offered.
2. A **Sponsor** will provide the following information to qualify for SCAC approval:
 1. A list of instructors with a copy of each instructor’s resume.
 2. A description of each course.
 3. A copy of all outlines, hand-outs or teaching materials to be used.
 4. Certification of approval in other states or current credentials and qualifications of the school/sponsor.
3. An **Instructor** will provide the following information to qualify for SCAC approval:
 1. A resume outlining applicant’s experience, education, and qualifications to teach.
 2. An outline of each course to be approved.
 3. Copies of all outlines, hand-outs, or teaching materials to be used in each class.
 4. Copies of promotional material presented to students, sponsors, or schools.

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 minute) hours of instruction and must obtain a minimum passing grade of 70% on a final exam provided by the school and approved by the SCAC.
- B.** A minimum of two Instructors, specializing in various aspects of auctioneering, is required to conduct the course. The Instructor must be identified as professional auctioneers and all Instructors must be considered proficient in an occupation related to the auctioneering profession. The School must use SCAC approved Instructors teaching SCAC approved courses. The School may utilize the services of an attorney, accountant, real estate broker, and persons knowledgeable in antiques, farm machinery, industrial equipment, purebred livestock, automobiles, bankruptcies, or advertising.
- 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 Laws, Rules and Regulations and the functions and members of the South Carolina Auctioneers' Commission.
- D.** A diploma or certificate of graduation shall be issued to each student upon completion, which indicates 80 hours completed with a passing score on the exam.
- E.** Upon approval a School shall be required to provide LLR with an update of any change in the instruction staff, curriculum, hand-outs, instructional material, schedules, or principles.
- F.** The SCAC requires, at a minimum, the following list of course subjects:
 - Bid calling and voice control
 - Auctioneers' Law, Rules, and Regulations, and ethics
 - Business liquidations,
 - Uniform Commercial Code Real estate auctions
 - Estate and bankruptcy auctions
 - Antiques furniture, antique glassware, and collectibles
 - Art, rugs, jewelry, household goods, and guns
 - Automobile
 - Farm and industrial equipment
 - Cattle and livestock
 - Advertising, contracts, accounting, banking, closing statements
 - Computer technology and office equipment
 - Hygiene and personal appearance
 - Course review and testing

EXEMPTION FROM APPROVAL BY THE 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 it's meeting of these 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, states whose requirements meet SCAC requirements, and any courses approved by the South Carolina Real Estate Commission.

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 divisions of SC state government 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.

RESCISSION OF APPROVAL

The SCAC may rescind approval of Auction School, Sponsor or Instructor found to be out of compliance with SCAC requirements. Complaints and actions taken against an approved entity will be posted publicly by LLR. Circumstances for which the SCAC may take action include:

1. The use of incompetent Instructors by a School or Sponsor
2. Instructor(s) teaching non-approved courses
3. A School having an unacceptable failure rate on the SC state exam
4. Failing to offer quality courses taught by competent instructors
5. Providing LLR with false information on student attendance or grades
6. Teaching abbreviated hours (50 minute minimum)
7. Teaching courses that are directed to selling a product or service

RESPONSIBILITIES OF LLR

LLR will maintain records of, and a roster of, all approved Auction Schools, Sponsors, and Instructors. The roster will be posted on the LLR-SCAC website.

LLR will provide a copy of this policy to any Auction School, Sponsor, or Instructor who requests approval.

LLR will review all criteria to confirm requirements have been met and will approve or place on the agenda of the next regular SCAC meeting for approval.

RESPONSIBILITIES OF THE SCAC

The SCAC staff will be responsible for the acceptance or denial 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.