



South Carolina Department of Labor, Licensing and Regulation

## South Carolina Auctioneers' Commission

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llr.sc.gov/auc

### APPRENTICE AUCTIONEER LICENSE REQUIREMENTS AND APPLICATION PROCESS OVERVIEW

*Before calling in to the Commission Office – You may check your application status online at:*

<https://eservice.llr.sc.gov/SSO/Login/LoginPage>.

#### **Licensure Requirements:**

A person is qualified to receive an apprentice auctioneer license when the following requirements are met:

1. Be at least 18 years of age or older.
2. Submit an official statewide background check from state(s) of residence within the preceding five (5) years.
3. Submit Supervising Auctioneer Endorsement Affidavit.
4. A credit record satisfactory to the Commission. Report is pulled by the Commission following application submission.
5. Successfully pass the Apprentice Auctioneers Examination.
6. Successful completion of apprenticeship.

#### **Application Process:**

*Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period, you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.*

1. **Application** – In addition to a completed application, the following must also be sent:
  - **Application Fee:** \$210 application fee made out to SC Auctioneers Commission. (Fees are non-refundable and non-transferable) A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.
  - **Identification:**
    - Copy of your valid driver's license, state issued ID, or passport
    - Copy of signed Social Security card
  - **Supervising Auctioneer Endorsement Form**
  - **Notarized Verification of Lawful Presence**
  - **Escrow/Trust Account Certification Affidavit**
  - **Legal documentation of name change** (marriage certificate, divorce decree, etc.)
  - **Personal History Questions:** For each "Yes" answers in the Personal History Information, a completed **Explanation of "Yes" Answer form** must be completed. Copies of legal documentation should also be included. Additional information may be requested by the Commission Office or an appearance before the Commission may be necessary.
  - **Background Check:** Request an official statewide background check from each state in which you resided within the preceding five years. South Carolina residents must use [www.sled.sc.gov](http://www.sled.sc.gov). Reports must not be older than thirty (30) days from the date of application.

**2. Documents should be sent directly to the Commission from the issuing agency/institution.**

- **Verification of Licensure:** Contact each state jurisdiction you are currently or have previously been licensed with and have the certificate of licensure sent directly to the Commission office via email at [contact.auctioneers@llr.sc.gov](mailto:contact.auctioneers@llr.sc.gov) or mail.

**3. Examination:** The examination is administered by Prov, Inc. Applicants will not be authorized to take the exam until a complete application is on file.

Applicants will receive notification from Prov when they are authorized to register for the examination. Applicants are responsible for registering and scheduling with Prov. The examination registration fee is to be paid directly to Prov upon registration.

Exam eligible applicants are encouraged to review the [Prov Auctioneer Candidate Information Bulletin](#).

Prov will send examination score reports directly to the Commission office. Please do not send your score report to the Commission office. Examination may not be taken more than one time during any six-month period following the second failure of the examination.

**4. Licensure:** Upon receipt of passed examination from Prov, the Commission will issue the Apprentice Auctioneer license.

Once a completed application has approved, the applicant will be licensed as an apprentice auctioneer. Completion of an apprenticeship requires licensed apprentice participate in 80 hours of supervised training of which 40 hours must be auctioneering, 10 hours must be auction ringing, 20 hours must be clerking, and 10 hours of cashiering. Apprenticeship must last a minimum of 1 year but not more than 2 years.

Once the program is completed, the auctioneer may apply for Auctioneer License.