

**SC AUCTIONEERS' COMMISSION'S CRITERIA  
FOR APPROVAL OF  
AUCTION SCHOOLS, CONTINUING EDUCATION SPONSORS, AND  
INSTRUCTORS**

**1. DEFINITIONS.**

**APPROVED** or **APPROVAL** means certified. Entities which meet the requirements of the SCAC 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 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 SCAC approved instructors in SCAC approved subjects. Auction Schools must operate from a specified location on record with the SCAC.

A **SPONSOR** will provide a course of study in auction related 1, 2, 3 or 4 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 10 days. All classes must be taught by SCAC approved instructors in SCAC approved subjects.

An **INSTRUCTOR** will provide specific auction related 1, 2, 3 or 4 hours classes which may be used by licensees as continuing education units towards renewal of auction licenses. Instructors must be SCAC approved in each subject taught. Instructors may be employed by SCAC approved auction schools and SCAC approved sponsors of courses.

**2. REQUIREMENTS FOR APPROVAL AND RENEWAL OF APPROVAL.**

- A. An **Auction School** will provide the following to qualify for SCAC approval:
1. A list of instructors with a copy of each instructor's SCAC letter of approval.
  2. A descriptive outline of each course and the instructor's name.
  3. A copy of all exams, outlines, hand-outs 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.
- B. A **Sponsor** will provide the following information to qualify for SCAC approval:
1. A list of instructors with a copy of each instructor's SCAC letter of approval.
  2. A description of each course and the instructor's name.
  3. A copy of all outlines, hand-outs or teaching materials to be used in each class.
  4. Current credentials and qualifications of the sponsor.
  5. Copies of current promotional material presented to potential students.

- C. 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.
  
- D. Renewal of approval shall be submitted to LLR (Department of Labor, Licensing, and Regulation) by December 31 of even years on a biennial basis.

**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 minute) hours of instruction and must obtain a minimum passing grade of 75% on a final exam provided by the school and approved by the SCAC.

**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 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. All Instructors must meet the requirements and qualify as an Instructor as required by the SCAC.

**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 graduation. The school will provide, by letter, to LLR with the exact number of hours of instruction each student received and the exam grade each student received.

**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, facilities, schedules, or principles.

**F.** The SCAC requires, as a minimum, the following list of course subjects and hours dedicated to each subject. These hours represent the minimum 80 hours of education.

- 24 hours - Bid calling and voice control
- 4 hours - Antiques furniture, antique glassware, and collectibles.
- 4 hours - Art, rugs, jewelry, household goods, and guns.
- 4 hours - Farm and industrial equipment.
- 10 hours - Auctioneers’ Law, Rules, and Regulations, and ethics.
- 8 hours - Advertising, contracts, accounting, banking, closing statements.

- 4 hours - Real estate at auction.
- 2 hours - Automobile auctions.
- 4 hours - Cattle and livestock auctions.
- 4 hours - Estate and bankruptcy auctions.
- 2 hours - Hygiene and personal appearance.
- 6 hours - Computer technology and office equipment.
- 2 hours - Business liquidations, Uniform Commercial Code.
- 2 hours - Course review and testing.

#### **4. 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, reciprocal states, 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.

#### **5. 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 non-approved Instructors by a School or Sponsor.
2. Approved Instructor(s) teaching non-approved courses.
3. An Auction School having an unacceptable failure rate on the SC state exam.
4. Failing to offer quality courses taught by competent instructors.
5. Failure to provide LLR with student information.
6. Providing LLR with false information on student attendance or grades.
7. Teaching abbreviated hours (50 minute minimums).
8. Teaching courses that are directed to selling a product or service.

**6. RESPONSIBILITIES OF LLR.**

LLR will maintain records of, 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.

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

LLR will post dates of approved continuing education classes offered through approved schools and sponsors on its website.

LLR shall review renewals of approval submitted to LLR by December 31 of even years on a biennial basis.

**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.