

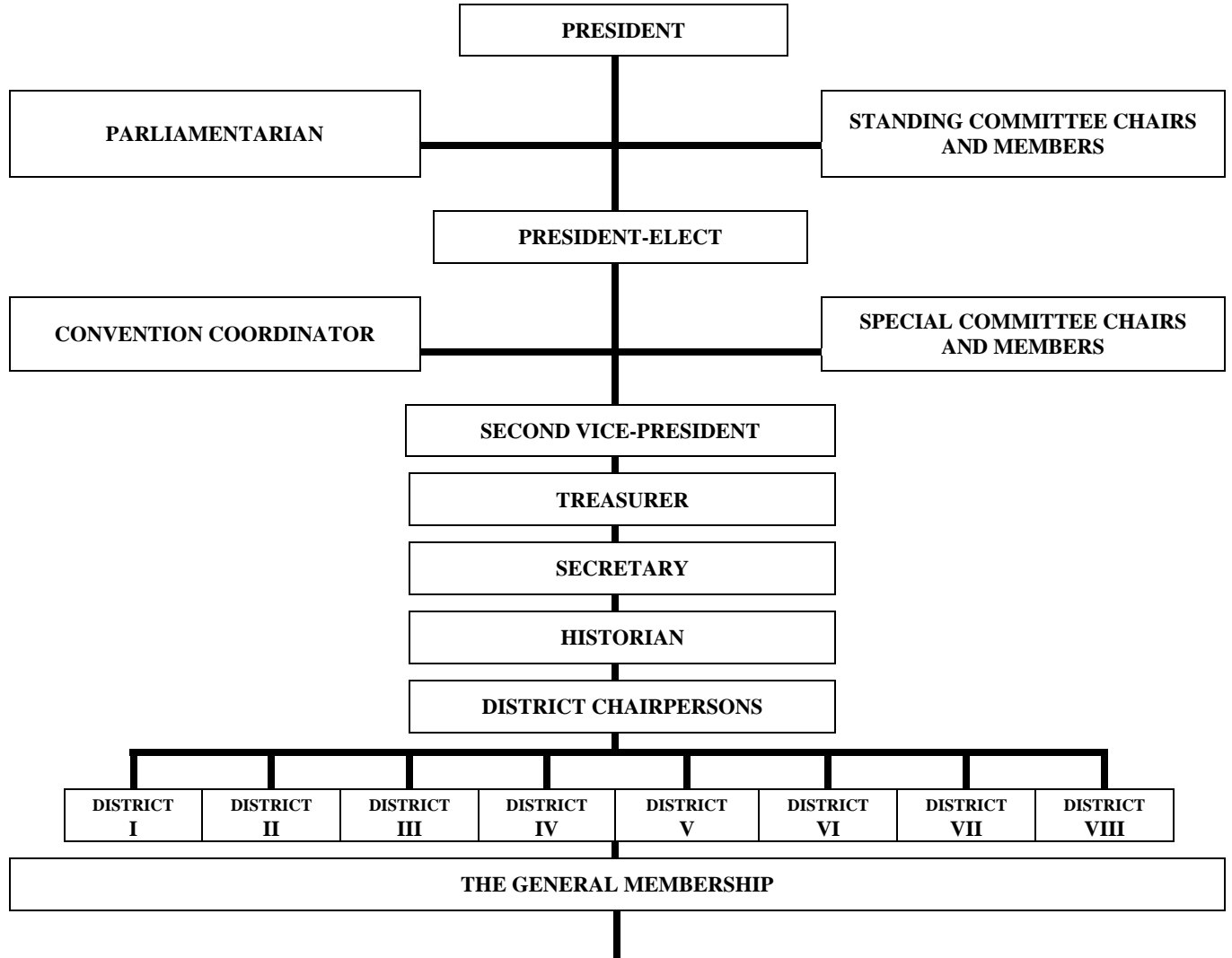
NORTH CAROLINA ASSOCIATION
OF
REGISTERS OF DEEDS



MISCELLANEOUS INFORMATION
AND
FORMS

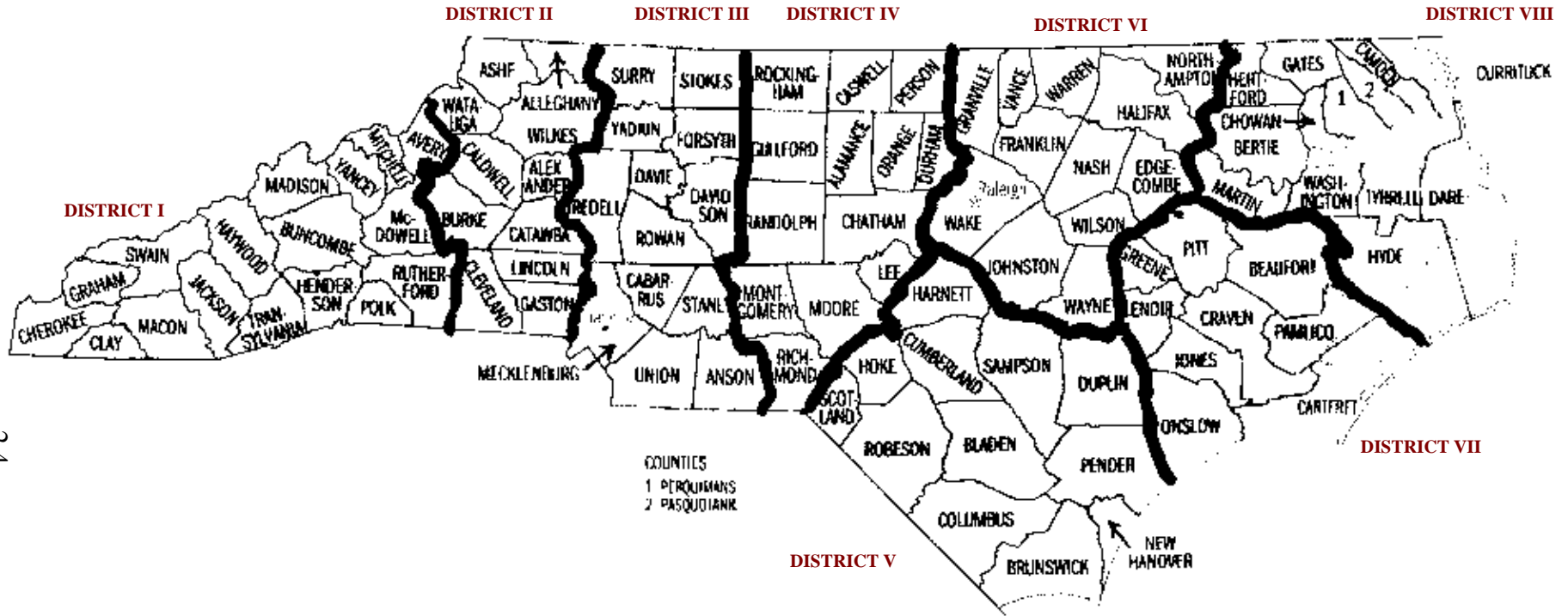
2007 - 2008

ORGANIZATION CHART



DISTRICT I	DISTRICT II	DISTRICT III	DISTRICT IV	DISTRICT V	DISTRICT VI	DISTRICT VII	DISTRICT VIII
Avery Buncombe Cherokee Clay Graham Haywood Henderson Jackson Macon Madison McDowell Mitchell Polk Rutherford Swain Transylvania Yancey	Alexander Alleghany Ashe Burke Caldwell Catawba Cleveland Gaston Lincoln Watauga Wilkes	Anson Cabarrus Davidson Davie Forsyth Iredell Mecklenburg Rowan Stanly Stokes Surry Union Yadkin	Alamance Caswell Chatham Durham Guilford Lee Montgomery Moore Orange Person Randolph Richmond Rockingham	Bladen Brunswick Columbus Cumberland Duplin Harnett Hoke New Hanover Pender Robeson Sampson Scotland	Edgecombe Franklin Granville Halifax Johnston Nash Northampton Vance Wake Warren Wayne Wilson	Beaufort Carteret Craven Greene Jones Lenoir Onslow Pamlico Pitt	Bertie Camden Chowan Currituck Dare Gates Hertford Hyde Martin Pasquotank Perquimans Tyrrell Washington

NCARD MAP & DISTRICTS



2.4

DISTRICT I	DISTRICT II	DISTRICT III	DISTRICT IV	DISTRICT V	DISTRICT VI	DISTRICT VII	DISTRICT VIII
Avery	Alexander	Anson	Alamance	Bladen	Edgecombe	Beaufort	Bertie
Buncombe	Alleghany	Cabarrus	Caswell	Brunswick	Franklin	Carteret	Camden
Cherokee	Ashe	Davidson	Chatham	Columbus	Granville	Craven	Chowan
Clay	Burke	Davie	Durham	Cumberland	Halifax	Greene	Currituck
Graham	Caldwell	Forsyth	Guilford	Duplin	Johnston	Jones	Dare
Haywood	Catawba	Iredell	Lee	Harnett	Nash	Lenoir	Gates
Henderson	Cleveland	Mecklenburg	Montgomery	Hoke	Northampton	Onslow	Hertford
Jackson	Gaston	Rowan	Moore	New Hanover	Vance	Pamlico	Hyde
Macon	Lincoln	Stanly	Orange	Pender	Wake	Pitt	Martin
Madison	Watauga	Stokes	Person	Robeson	Warren		Pasquotank
McDowell	Wilkes	Surry	Randolph	Sampson	Wayne		Perquimans
Mitchell		Union	Richmond	Scotland	Wilson		Tyrrell
Polk		Yadkin	Rockingham				Washington
Rutherford							
Swain							
Transylvania							
Yancey							

Sample Proxy

To be printed on your Official Letterhead

To be used for: _____
(Committee or conference name)

I, the undersigned member in good standing of the North Carolina Association of Registers of Deeds, do hereby constitute and appoint _____
_____ my true and lawful proxy, with full power of substitution, for me and in my name and stead, to cast all votes to which I am entitled to involving matters coming before the membership. Any proxy previously given by the undersigned is hereby revoked.

Witness my hand and seal this the _____ day of _____, 20____ .

_____(Seal)

Notary/Witness
Seal Imprint

**STATEMENT
OF CANDIDACY**

I, _____, Register of Deeds of
_____ County, North Carolina do hereby place my
name as a candidate for the office of _____ of the North Carolina
Association of Registers of Deeds.

I feel that I am qualified for said position because: _____

_____.

I am prepared to participate in the election process as specified in the By-Laws of the
NCARD.

Witness my hand and seal this the _____ day of _____, 20____ .

Respectfully Submitted,

Signature

**APPLICATION FOR THAD EURE AND
MILDRED THOMAS SCHOLARSHIPS
AWARDED BY
NORTH CAROLINA ASSOCIATION OF REGISTERS OF DEEDS**

REQUIREMENTS:

THE APPLICANT MUST BE A CHILD, GRANDCHILD, GREAT-GRANDCHILD, ADOPTED CHILD, OR STEP CHILD OF THE REGISTER OF DEEDS OR RETIRED REGISTER OF DEEDS, WHO HAS SERVED A MINIMUM OF FOUR YEARS AS REGISTER OF DEEDS. STRONG CONSIDERATION WILL BE GIVEN TO THE APPLICANT WITH THE HIGHEST ACADEMIC RECORD.

APPLICANT MUST BE A GRADUATE CANDIDATE OF ANY NORTH CAROLINA HIGH SCHOOL, OR A LOWER CLASSMAN IN AN ACCREDITED COLLEGE, WHO WISHES TO CONTINUE HIS/HER EDUCATION PROCESS IN NORTH CAROLINA. APPLICANT MUST BE REGISTERED AS A FULL TIME STUDENT IN THE FOLLOWING SEMESTER. A RECIPIENT MAY APPLY EACH YEAR HE/SHE IS ENROLLED IN AN INSTITUTION IN NORTH CAROLINA OF HIGHER LEARNING.

SELECTION OF THE RECIPIENT WILL BE BASED ON:

HIGH MORAL AND ETHICAL PRINCIPLES.

HIGH SCHOOL/COLLEGE RECORDS

TWO CHARACTER LETTERS OF RECOMMENDATION (NON-FAMILY MEMBERS).

LEADERSHIP (OFFICES HELD – SCHOOL, CHURCH, OR COMMUNITY).

SPECIAL TALENTS.

DESIRE TO CONTINUE EDUCATION.

ALL APPLICANTS WILL BE SUBJECT TO AN INTERVIEW BEFORE THE NCARD SCHOLARSHIP COMMITTEE.

PRESENTATION OF THE SCHOLARSHIP WILL BE MADE AT THE RECIPIENT'S GRADUATION AWARDS ASSEMBLY. THE PRESENTATION SHALL BE MADE BY THE CURRENT PRESIDENT OF THE ASSOCIATION OR A REGISTER OF DEEDS APPOINTED BY THE PRESIDENT.

THE SCHOLARSHIP WILL BE PAID DIRECTLY TO THE SCHOOL OF THE RECIPIENT'S CHOICE.

PLEASE COMPLETE THE FOLLOWING: (TYPE OR PRINT)

NAME: _____

ADDRESS: _____

AGE: _____

HIGH SCHOOL: _____

COLLEGE PLANNING TO ATTEND: _____

PERSONAL AND FAMILY INFORMATION:

1.	PARENT/GRANDPARENT/GREAT-GRANDPARENT WHO IS/WAS REGISTER OF DEEDS				
	COUNTY				
	ADDRESS OF THE ABOVE				
2.	NUMBER OF CHILDREN IN HOUSEHOLD		AGES		
3.	DO YOU EXPECT TO RECEIVE ANY OTHER SCHOLARSHIP OR FINANCIAL AID			YES	NO
	IF "YES", HOW MUCH				
	LIST SOURCE OF MONIES				
4.	LIST CIVIC/COMMUNITY/CHURCH ACTIVITIES IN WHICH YOU HAVE PARTICIPATED::				
	FRESHMAN YEAR				
	SOPHOMORE YEAR				
	JUNIOR YEAR				
	SENIOR YEAR				
5.	LIST SCHOOL ACTIVITIES IN WHICH YOU HAVE PARTICIPATED:				
	FRESHMAN YEAR				
	SOPHOMORE YEAR				
	JUNIOR YEAR				
	SENIOR YEAR				
6.	LIST ANY AWARDS OR SPECIAL RECOGNITIONS YOU HAVE RECEIVED:				
	FRESHMAN YEAR				
	SOPHOMORE YEAR				
	JUNIOR YEAR				
	SENIOR YEAR				
7.	ATTACH A COPY OF YOUR HIGH SCHOOL/COLLEGE TRANSCRIPT.				
8.	ATTACH TWO LETTERS OF RECOMMENDATION (CHARACTER REFERENCE) FROM NON-FAMILY MEMBERS				
9.	ON A SEPARATE PAGE, DISCUSS HOW YOU PLAN TO USE THIS SCHOLARSHIP AND WHY YOU FEEL THIS SCHOLARSHIP WOULD BE WISELY INVESTED IF AWARDED TO YOU. PLEASE RESPOND IN YOUR OWN HAND WRITING.				

SIGNATURE OF PARENT/GRANDPARENT/GREAT-GRANDPARENT WHO IS CURRENTLY SERVING OR HAS SERVED AS REGISTER OF DEEDS:

X

COUNTY

BY SIGNING AND SUBMITTING THIS APPLICATION, I HEREBY ATTEST
TO THE ACCURACY AND TRUTH OF THE INFORMATION CONTAINED HEREIN.

THIS

DAY OF

20

SIGNATURE OF APPLICANT

PLEASE RETURN THIS APPLICATION TO YOUR COUNTY REGISTER OF DEEDS BEFORE APRIL 1ST.
SCHOLARSHIP WILL BE AWARDED BY MAY 1ST OF EACH YEAR AND PAYMENT WILL BE MAILED TO
THE SCHOOL/COLLEGE/UNIVERSITY WHERE THE RECIPIENT HAS ENROLLED AND BEEN ACCEPTED
FOR ADMISSION.

THAD EURE SCHOLARCHIP APPLICATION
PAGE 3 OF 3 REVISED 9/26/2006



**THE NORTH CAROLINA ASSOCIATION OF REGISTERS OF
DEEDS CERTIFICATION PROGRAM
FOR
REGISTERS OF DEEDS, ASSISTANTS AND DEPUTIES**

The objectives of the Certification Program are as follows:

- 1. To provide Registers of Deeds and their staff with a practical planned learning program.*
- 2. To establish a curriculum to enable Registers of Deeds and their staff to learn the basic requirements of office, as well as to obtain additional skills required for achieving professional goals.*
- 3. To introduce new ideas that will enhance effective performance in the Register of Deeds office.*
- 4. To provide opportunities for enhancement of professional development through attendance and involvement with the North Carolina Association of Registers of Deeds.*
- 5. To emphasize the importance of the office of Register of Deeds and the maintenance of high standards in the office.*
- 6. To provide recognition for the attainment of enhanced managerial and administrative skills through the completion of certification requirements by the awarding of a certificate of certification and pin.*

The Certification Program is a result of the work of the 1985-1986 Creative Concepts Committee chaired by Betty June Hayes. The Certification Program was adopted by the Association at the Annual Conference in 1986. The First Certification Board was appointed in 1986 and built upon the work of the Creative Concepts and Development Committee. The first person certified by the Certification Board was Dennis W. "Bud" Cameron, Register of Deeds of Surry County, on December 3, 1987. From that time until August 17, 2006, 673 Registers of Deeds, Assistants and Deputies have been certified.

A. Eligibility for certification

1. The certification program shall be available to registers of deeds and to deputies and assistants in the register of deeds office.
2. To be certified, the person applying for certification must have been:
 - a. elected or appointed to the office of register of deeds; or
 - b. appointed as a deputy or assistant register of deeds.
3. The person applying for certification must have met the requirements of Part C at the time of application.
4. Once certified, a person must complete certain annual continuing education requirements as provided in Part D in order to maintain the original certification.

B. Certification Board

1. The President of the North Carolina Registers of Deeds Association shall appoint a certification board of seven (7) members. The board shall consist of four (4) registers of deeds, two (2) assistant or deputy registers of deeds, and the immediate past president of the association. An School of Government staff member shall serve as a member of the board ex officio. A quorum for the board shall consist of four (4) members.
2. The terms of office for the initial board shall be: past president – one (1) year; two members – one (1) year; two members – two (2) years; and two members – three (3) years.
3. Terms of office of subsequent board members shall be three (3) years, with two (2) members appointed each year. The immediate past president shall serve a one-year term.
4. Beginning with appointment made in 1988 and each year thereafter, each person appointed to the board, except the immediate past president, shall be a certified register of deeds or certified deputy or assistant register of deeds.
5. No person may be appointed for more than two (2) consecutive terms.
6. The board shall elect annually a chairman, vice-chairman, and secretary-treasurer. The secretary-treasurer shall be custodian of all funds paid to the board and may disburse those funds only upon authorization of the chairman.
7. The Certification Board shall establish the hours and credits required for certification and the hours and credits required to retain the original certification.

C. Requirements for certification

1. The applicant must furnish evidence of completion of the **School for Registers of Deeds at the School of Government** (first offered in January 1987).
2. In addition to completing the required School for Registers of Deeds, the applicant must furnish evidence of completion of **two elective courses**. Elective courses must have been **completed within five (5) years of the date of application** for certification. Each elective course must, at a minimum, carry the equivalence of 5 days of instruction. Eligible elective courses include the following:
 - a. School for Property Mappers (5-day school);
 - b. Courses taught at colleges, universities, the School of Government*, community colleges, and technical institutes on the following subjects:
 - i. computer science;
 - ii. business law;
 - iii. personnel management;
 - iv. financial management;
 - v. real estate law;
 - vi. public relations
 - vii. principles of management;
 - viii. other courses relevant to the duties of the register of deeds' office and approved by the Certification Board.
 - c. Applicants may also combine short courses or seminars to satisfy the elective requirements. The applicant must complete some combination of seminars, workshops or short courses resulting in at least **five (5) days of instruction to complete one elective or ten (10) days of instruction to fulfill both elective requirements**. One day of instruction is equivalent to five (5) contact hours. Qualifying combination courses can be on any of the subjects listed in paragraph b. above, and/or any of the following:
 - i. vital records;
 - ii. land records management;
 - iii. business records and UCC filings;
 - iv. real property law;
 - v. technology of recording, indexing, and retrieving documents;
 - vi. acknowledgments and proofs of execution;
 - vii. other subjects relevant to the duties of the register of deeds' office and approved by the Certification Board.
 - d. **In lieu of completing two (2) elective courses**, a register of deeds, assistant, or deputy, who has served in the register of deeds' office for at least four (4) consecutive years may be certified upon receiving a score of 70 or higher on the comprehensive examination administered by the School of Government at the end of the School for Registers of Deeds.

*The SOG County Administration Course counts as 2 courses; this, it fulfills both electives.
Revised November, 2007

D. Continuing education requirements

1. Once a register of deeds is certified, a total of 10 hours of continuing education credit must be accumulated annually to retain the certification.
2. Once an assistant or deputy register of deeds is certified, a total of 5 hours of continuing education credit must be accumulated annually to retain the certification.
3. Continuing education credits may be accumulated as follows:

annual state conference	6 hours
regional meetings	4 hours
district meetings (limited to 2 meetings per year for a total of 4 hours)	2 hours
educational workshops at district meetings	2 hours
national association meetings	6 hours
attendance at board of commissioners meeting (does not apply to RODs serving as clerk to the board)	2 hours
<i>Completed</i> course at a college or technical school	10 hours
attendance at county budget workshop session	# of hours attended
courses sponsored by county governments	# of hours of classroom instruction
one-day seminars relevant to duties of register of deeds' office	# of hours of classroom instruction
SOG School for Register of Deeds	10 hours
Legislative/Educational Conference	6 hours

4. The year for which continuing education credit hours must be obtained begins at the conclusion of the annual convention of the N.C. Association of Registers of Deeds and runs until the conclusion of the next succeeding annual convention (October to September). When a register of deeds, assistant or deputy, is certified for the first time, the first year for which continuing education credits must be obtained begins to run at the conclusion of the annual convention following the date of certification. A form for reporting continuing education credits will be sent to each certified register of deeds, assistant or deputy, by the Certification Board each year following the annual convention.
5. If a certified register of deeds obtains more than 10 hours of continuing education credits in a year, the excess credits may be carried forward and applied to the next succeeding year or years.
6. If a certified assistant or deputy register of deeds obtains more than 5 hours of continuing education credits in a year, the excess credits may be carried forward and applied to the next succeeding year or years.

E. Recertification

In the event a person fails to meet the continuing education requirements in any year, his or her certification shall be withdrawn. The Board may recertify a previously certified register of deeds, or assistant or deputy, when the applicant for recertification presents to the Board evidence of satisfactory completion of a total number of continuing education hours in the year in which the recertification is sought that equals ten times the number of years in the case of a register of deeds and five times the number of years in the case of an assistant or deputy that have elapsed since the certification was withdrawn. If a register, an assistant or deputy leaves the office after being certified, and then returns to the office and (1) attends the School for Register of Deeds offered through the School of Government, (2) passes the exam and (3) applies for recertification, they will be recertified without having to make up the hours of continuing education credits. The Certification Board has the discretion to consider extenuating circumstances, and, upon a certification holder's request, must rule on whether a failure to comply with continuing education requirements is attributable to extended illness or an emergency situation.

F. Fees

A fee of **\$25.00** must accompany the application for certification.

A fee of **\$15.00** must accompany the application for recertification.

There is no fee required for a change of certification made pursuant to Paragraph I below.

Checks should be made payable to: Treasurer, Certification Board, North Carolina Registers of Deeds Association.

G. Records

1. Applications on the prescribed form and accompanied by the appropriate fee shall be sent to the Treasurer, Certification Board, at the School of Government.
2. The Treasurer of the Certification Board shall maintain all records regarding certification. (School of Government).
3. The Certification Board shall meet at least once a year to review applications for certification and shall meet at other times at the call of the chairman.

H. Evidence of Certification

Certified registers of deeds and deputies and assistants shall receive a recognition pin and a certificate approved by the Certification Board and signed by the Chairman of the Board and by the President of the North Carolina Register of Deeds Association.

I. Change of Certification

A certified assistant or deputy register of deeds that is appointed or elected register of deeds may apply to the board to have the certification changed to register of deeds, and upon proper application the board shall direct that a new certificate be prepared showing the applicant to be a certified register of deeds.

Application for Certification North Carolina Register of Deeds Association

Name: _____ Job Title: _____

County of Employment: _____

Office Mailing Address: _____

Office Phone # _____ Fax # _____

Email Address: _____

Date employed in office: _____ Years Months

Date employed in present position: _____ Years Months

Certification applied for: Register of Deeds Assistant Deputy

Is this a new designation Designation change _____ Recertification _____

>I completed the School of Government's School for Registers of Deeds and attach proof:

Date Completed	Test Score

>I completed the following checked additional education requirement. **IMPORTANT:** Provide the details on the reverse side of this form regarding all courses on which you are relying to satisfy this requirement.

- School for Property Mappers (5-day school), or
- Two elective courses of at least 25 hours of instruction each within 5 years of this application or
- Courses combined for at least 50 hours of instruction within 5 years of this application, or
- Register, assistant, or deputy for past 4 consecutive years and at least 70 score at Reg. of Deeds School

>I have taken the oath as register or assistant or deputy register of deeds, a copy of which is attached.

>I have enclosed a check in the amount of \$25.00 made payable to: **Treasurer, Certification Board**

I hereby certify that the above information is true and correct to the best of my knowledge. I respectfully request that the Certification Board of the North Carolina Registers of Deeds Association approve this application for certification. Upon receiving membership, I will be governed by all rules and regulations adopted by the North Carolina Registers of Deeds Association Certification Board.

Signature of Applicant	Date
Signature of the Register of Deeds	Date

Please mail check and application with supporting documents to:

Carolyn S. Boggs
School of Government
CB# 3330 Knapp-Sanders Building
Chapel Hill, NC 27599-3330

**NORTH CAROLINA ASSOCIATION OF REGISTERS OF DEEDS
EXPENSE REQUISITION FORM**

PAYABLE TO:

NAME: _____

ADDRESS: _____

DATE: _____

OFFICER/CHAIRMAN: _____

COMMITTEE: _____

OTHER: _____

PURPOSE OF EXPENDITURE(S): ATTACH ALL RECEIPTS

FOR PRESIDENT:

DATE APPROVED: _____

SIGNATURE: _____

LINE ITEM: _____

AMOUNT
APPROVED: _____

FOR CHAIRMAN:

DATE APPROVED: _____

SIGNATURE: _____

LINE ITEM: _____

AMOUNT
APPROVED: _____

FOR TREASURER:

DATE APPROVED: _____

SIGNATURE: _____

LINE ITEM: _____

AMOUNT
APPROVED: _____

ALL EXPENDITURES MUST BE APPROVED BY THE PRESIDENT AND COMMITTEE
CHAIRMAN BEFORE DISBURSEMENT CAN BE MADE.