

PUBLIC SERVICE COMMISSION
STATE OF NORTH DAKOTA

M E M O R A N D U M

TO: Commissioners Fedorchak, Christmann, and Kroshus
Steve Kahl, Executive Secretary
John Schuh, General Counsel

FROM: Konrad Crockford, Director
Compliance Division

DATE: April 27, 2021

RE: Continental Auctioneers School - Auction School Course Approval - Online

Under N.D. Admin. Code § 69-08-01-01, an auction school must apply to the Commission to have its courses of study approved for use by North Dakota residents. The in-residence course for Continental Auctioneers School (CAS), Buffalo Center, Iowa was approved on January 18, 1994. On April 19, 2021, CAS filed with the Commission a request for auction school course approval for their online course. Commission Staff worked with school personnel to obtain all required information and the requested information was recently filed. To be approved, a course of study must:

- a. Require students to complete at least 60 hours of study in the presence of school instructors with at least 40 hours under the supervision of a licensed auctioneer with at least five years of experience.
- b. Provide instruction in ethics, bid calling, sales management, advertising, contracts, accounting and bookkeeping, real estate, appraisals, closing statements, license law, uniform commercial codes, tax collection, bulk sales, and firearms.
- c. Maintain a grading system that permits the issuance of diplomas or certificates only to students who successfully demonstrate competence in all required areas of study. The auction school must provide the Commission with a copy of the test instruments and grading standards used to determine student competence.

CAS exceeds the required hours. Their program provides 80-hours of instruction in the specific areas of study relating to the auction business. CAS also provided the following additional information relating to the online course only:

- a. Clarification on how the online course will meet the requirements above.
- b. Ensuring the integrity of their test instruments.
- c. Validation of a student's identity during enrollment.
- d. Verification of a student's identity during the course.
- e. Tracking of a student's attendance and course progress.
- f. Absence and Makeup Policy.
- g. Clarification on how the online course will meet these requirements.

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The online course has been approved in all the other states that have approved CAS' Live Program.

The school uses a grading system that permits the issuance of diplomas to students who successfully demonstrate competence in all required areas of study.

The request for approval is in order and I recommend the Commission approve the online course of study for Continental Auctioneers School, Buffalo Center, Iowa, for use by North Dakota residents.

A motion and order are attached.

Attachments