

Basic School for North Carolina Registers of Deeds November 18-19, 2025

Instructor: Professor Charles Szypszak

Tuesday, November 18

9:30 - 9:35	Introduction
9:35 - 10:30	Introduction to the Office; Laws and Rules
10:30 - 10:45	Break
10:45 - 11:30	Register of Deeds Responsibilities
11:30 - 12:00	Using the Guidebook Exercise
12:00 - 1:00	Lunch
1:00 - 2:15	Real Estate Instruments
2:15 - 2:30	Break
2:30 - 4:30	Real Estate Instruments, Recording

Wednesday, November 19

9:00 - 9:30	Public Records
9:30 - 10:10	Vital Records
10:10 - 10:25	Break
10:25 - 11:20	Marriage Licenses
11:20 – 11:40	Assumed Business Names
11:40 – 12:00	Fraudulent and Frivolous Documents, System Security
12:00 - 1:00	Lunch
1:00 – 2:15	Indexing
2:15 - 2:45	Indexing Exercise
2:45 - 3:00	Break
3:00 – 4:00	NCARD Certification Exam