



Basic School for North Carolina Registers of Deeds

November 29-30, 2022

The University of North Carolina at Chapel Hill

Instructor: Professor Charles Szypszak

Tuesday, November 29

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

Wednesday, November 30

9:00 - 9:30	Public Records
9:30 - 10:15	Vital Records
10:15 - 10:30	Break
10:30 - 11:30	Marriage Licenses
11:30 - 12:00	Assumed Business Names
12:00 - 1:00	Lunch
1:00 - 2:15	Indexing
2:15 - 2:30	Break
2:30 - 3:00	Indexing Exercise
3:00 - 4:15	NCARD Certification Exam