



Basic School for North Carolina Registers of Deeds

November 28-29, 2023

The University of North Carolina at Chapel Hill

Instructor: Professor Charles Szypszak

Tuesday, November 28

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 - 2:30	Real Estate Instruments
2:30 - 2:45	Break
2:45 - 4:30	Real Estate Instruments, Recording

Wednesday, November 29

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 - 12:30	Lunch
12:30 - 1:00	Assumed Business Names
1:00 - 2:15	Indexing
2:15 - 2:30	Break
2:30 - 3:00	Indexing Exercise
3:00 - 4:15	NCARD Certification Exam