



(252) 617-5580 / www.badgerseminars.com

School Bulletin

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Legal Name of School:	Badger Real Estate Seminars
Legal Name of School Owner:	Douglas L. Sinclair
Name of School Director:	Douglas L. Sinclair
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***BONDED:* The SCHOOL carries a NC Performance Bond**

***FACILITIES:* All Facilities are ADA and Insurance/Fire Code Compliant**

Purpose of School

Badger Real Estate Seminars (hereinafter referred to as *The SCHOOL*) provides and conducts the Broker Pre-licensing and Post-Licensing Courses. The Pre-licensing Course is required for a student to qualify for taking the license examination to become licensed as a real estate broker in North Carolina. Post-licensing Education provides instruction at a level beyond that provided in the Broker Pre-licensing Course on topics that are of special importance to licensees.

School Licensure

The SCHOOL is licensed by the North Carolina Real Estate Commission. Any complaints concerning the School should be directed in writing to:

North Carolina Real Estate Commission
ATTN: Education & Licensing Division
P.O. Box 17100
Raleigh, NC 27619

Per Commission Rule 58H .0205: *The SCHOOL* must provide each Pre-licensing and Post-licensing course student with a copy of this School Bulletin prior to payment of any non-refundable tuition or fee. The Bulletin, which is required and approved by the North Carolina Real Estate Commission, outlines School policies plus the rights and obligations of the School and the student. A signed certification that a student received a copy of the Bulletin must be retained by the School.

NO STUDENT SHALL BE DENIED ADMISSION ON THE BASIS OF AGE, SEX, RACE, COLOR, FAMILIAL STATUS, NATIONAL ORIGIN, HANDICAP STATUS, OR RELIGION.

Registration & Enrollment

Procedure for Requesting Special Accommodations

Students requesting special accommodations must provide written specifications from a physician or therapist as to what accommodation(s) are needed. The written accommodation request must be submitted at least five (5) days prior to the course start date to make sure that the School can accommodate the request. See Appendix A:

The SCHOOL complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability as defined by the ADA is deprived of the opportunity to participate in a course.

Broker Pre-licensing Course

Purpose of the Course:

The primary objectives of the Broker Pre-licensing Course are (1) to provide students with the basic knowledge and skills necessary to act as licensed real estate brokers in NC, in a manner that protects and serves the public interest and (2) to prepare students for the NC

real estate license examination. At this School the Pre-licensing course consists of a total of 75 classroom hours, including the 3.5-hour end-of-course examination.

After passing the Pre-licensing course, a student must submit a license application to the NC Real Estate Commission with a Criminal Background Report to be eligible to take the license examination. License application instructions are provided in the free publication “*Real Estate Licensing in North Carolina*” which is available on the Commission’s website at www.ncrec.gov.

Course Description:

Major topics addressed in the Broker Pre-licensing Course include basic real estate concepts, property law, property taxation, land use controls, environmental hazards, brokerage relationships and practices, real estate contracts, real estate financing, closing a real estate sale transaction, real estate valuation, property insurance basics, fair housing laws, landlord and tenant, property management, federal income taxation of real estate, basic construction, basic real estate investment, North Carolina Real Estate License Law, and North Carolina Real Estate Commission Rules and Trust Account Guidelines. Real estate mathematics is an important component of this course and calculations will be required.

Course Enrollment Requirements:

The minimum age requirement to obtain a real estate license in North Carolina is (18) eighteen years of age. To enroll in the Broker Pre-Licensing Course, prospective students must be 18 years or older, have a Social Security Number, be a US citizen, non-citizen national, or a qualified alien under federal law. Prospective students must register and pay for the course online. Enrollment will be closed three (3) days before the start of any scheduled course.

Eligibility Requirements for Course Completion Certificate

To pass the **Broker Pre-licensing Course** and receive a course completion certificate, a student must a) meet the attendance requirements, b) timely submit completed in-class and take-home assignments, c) students must use a non-programmable calculator, and d) pass the end-of-course exam with a minimum score of eighty percent (80%).

Students are **not** permitted to bring laptops, tablets, cell phones or similar electronic devices (other than a basic calculator) to the classroom on exam day. Any student who brings such a device to the classroom on the day of an exam will be required to remove it from the classroom before the exam commences. If a student is discovered to be in possession of such a device or cheating in any other manner during an exam, the student will be immediately dismissed, will receive a failing grade, will not be eligible for any

retake or makeup policies, and will be reported to the NC Real Estate Commission [per Commission Rule 58H .0210(h)].

Broker Post-licensing Courses

Purpose of the Post-licensing Program:

The primary objective of Post-licensing Education Program is to provide instruction at a level beyond that provided in the Broker Pre-licensing Course on topics deemed to be of special importance to licensees.

Per Commission Rule 58A .1902: Provisional Brokers must complete, within eighteen (18) months following initial licensure “a post-licensing education program consisting of ninety (90) hours of classroom instruction in subjects determined by the Commission” [G.S.93A-4(a)1]. The program consists of three, 30-hour courses, all of which must be completed within eighteen (18) months following initial licensure in order to retain eligibility to actively engage in real estate brokerage.

The 90-hour Post-licensing Education Program consists of three 30-hour courses prescribed by the Commission which may be taken in any sequence. The Real Estate Commission recommends the following course number sequence #301, #302, and #303, as course materials were developed with that sequence in mind. When a provisional broker has timely completed all three (3) courses, the provisional status of the broker’s license will be removed by the Real Estate Commission.

Course Descriptions:

Post 301 - Brokerage Relationships and Responsibilities

Topics addressed in this course include: a review of agency relationships in real estate residential and commercial sales and commercial property management transactions, a real estate broker’s legal duties to clients and customers, step-by-step review and discussion of the functions and responsibilities of a real estate broker when working with sellers and buyers, a review of issues associated with transactions in progress when a broker leaves a firm, and, a review of license status and education issues.

Post 302 - Contracts and Closing

Topics addressed in this course include: basic contract law concepts, real estate sales contract preparation, sales contract procedures, buyer’s due diligence, closing procedures,

Real Estate Settlement Procedures Act, closing disclosures preparation, contracts for deed, options, and real estate license status and education issues.

Post 303 – NC Law, Rules and Legal Concepts

Topics addressed in this course include: general North Carolina licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management in NC, and miscellaneous NC laws and legal concepts.

Course Enrollment Requirements:

Per Commission Rule 58H .0209: *A school shall not enroll an individual in a Post-licensing course if the first day of the Post-licensing course occurs while the individual is enrolled in a Pre-licensing course.*

Per Commission Rule 58A .1904, a provisional broker is subject to withdrawal or denial of Post-licensing education credit by the Real Estate Commission if s/he enrolls concurrently in Post-licensing courses (at the same or different schools) that result in the provisional broker being in class for more than 30 classroom hours in any given seven-day period.

End-of-course Exams

Broker Pre-licensing:

The end-of-course exam will be administered on the last scheduled day of a course. However, a student who does not take the end-of-course exam on the last scheduled day of a course may take it as a make-up one time within 30 days of the last scheduled day of the course at a time, and date, stated by *The SCHOOL*.

The SCHOOL Will allow a *Broker Pre-licensing Course* student who takes but does not pass the end-of-course exam to retake the end-of-course exam, if they score at least 65% on the Final Exam.

Per Commission Rule 58H .0210(f): A Pre-licensing student who does not pass the end-of-course exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the end-of-course exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

Broker Post-licensing:

Students taking a Post-licensing course must pass the end-of-course exam by a score of 75% or higher. If they do not pass the initial exam, they may retake the exam within 30 days of the last scheduled day of the course at a time, and date, designated by *The SCHOOL*. If they do not pass the retake exam with a score of 75% or higher, the students must repeat the entire course to receive another testing opportunity.

Detailed Schedule of Tuition, Fees and Materials

The SCHOOL accepts the following forms of payment: Credit Card (i.e., PayPal, Visa, MasterCard, Discover), Personal Check, or Cash. Tuition must be received 3 days prior to the start of a scheduled Pre-licensing or Post-licensing course.

- Pre-Licensing Course tuition shall be \$445 per student.
- Pre-Licensing students who do not pass the end-of-course exam may retake the course for \$200.00 one-time within one year of taking the original course.
- Post-Licensing Course tuition shall be \$175 per course per student.
- Students who have a returned check because of NSF, will be charged \$45.00 for returned check fee, and may lose course credit for the course.
- No course credit will be given for non-payment of a course.

Broker Pre-licensing Course. Included in tuition is NC Real Estate Commission Approved Textbooks:,

1. *North Carolina Real Estate Principles and Practices* (Mangum, latest edition).
2. *Real Estate Prelicense Math Workbook* (Davies/Sinclair/Ross, latest edition)
3. *Badger Student Guide* and other materials will be provided at no cost to students.

Broker Post-licensing. The text, *NC Real Estate Manual*, and the *NC Real Estate License and Commission Rules booklet*, neither is included in tuition. It is required for all Post-Licensing courses.

NOTE: Each student is required to use the current edition of the *NC Real Estate Manual* in each Broker Post-licensing Course(s), and the *NC Real Estate License and Commission Rules booklet*. The printed and online versions may be purchased directly from the Real Estate Commission Website.

Course Cancellations or Rescheduling / Refunds

The SCHOOL reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum of a three (3) day notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the option to carry tuition forward for six (6) months to another course.

Student Participation/Attendance Requirement

Pre-Licensing:

A student must attend a minimum of **80%** of the scheduled class sessions in order to qualify to take the end-of-course exam.

Post-Licensing:

- a) A student must attend a minimum of **90%** of the scheduled class session in order to receive a course completion certificate and credit. Students shall not be admitted to the class session after 10% of the scheduled classroom hours (3 hours) have been conducted.
- b) A student shall refrain from engaging in activities unrelated to the instruction which are distracting to other students or the instructor; or which otherwise disrupt the orderly conduct of a class.
- c) Prohibited Conduct during class: Sleeping, rattling papers, performing office work, making noise, talking with other students, repeatedly interrupting the instructor, having side conversations with other students, etc.

Withdrawal/Transfer Policy

If you are unable to attend a course for which you are registered, *The SCHOOL* will transfer your tuition/fee to another course, if notice is given prior to the beginning of the course.

A student who terminates enrollment in a Pre-licensing or Post-licensing course either with written notice to the School after the start of the course or by no longer attending a course (on or after 10% percent of the allotted class hours) will not be entitled to a refund of any portion of paid Tuition.

Course Completion Reporting

The SCHOOL is responsible for reporting course completion information to the Real Estate Commission via the Internet within 7 days of satisfactory course completion.

Certificates of Course Completion

The Certificate should be retained as the licensee's personal record of satisfactory course completion. It should not be submitted to the REC office unless the Commission specifically requests it.

Additional School Policies

Inclement Weather

In the event of inclement weather or a local or national emergency, students will be informed of class cancellation and notified of make-up dates during next regularly scheduled class attendance date. *The SCHOOL* adheres to the same inclement Weather schedule as County Schools and Local Government Closings.

Course Schedules

Course schedules are published separately from this bulletin and can be found on *The SCHOOL* website, www.badgerseminars.com.

Use of Technology in the Classroom

- *The SCHOOL* is not responsible for lost or stolen electronic devices.
- No outside work may be performed while attending classes. The use of Laptops, iPads, iPhones, cell-phones is strictly prohibited.
- If an instructor discovers that a student is using an electronic device, the student will be asked to turn off the device for the remainder of the class.
- Instructors, at their discretion, may designate times during which students may or may not use their electronic devices during class sessions. If an instructor has directed student(s) to discontinue use, students must put away their devices immediately. If a student does not follow an instructor's direction to discontinue use, the student will be excused from the class.
- The use of electronic devices (other than a basic calculator) is strictly prohibited.

Managing Health Issues

We take the health of our students very seriously. Here is a live class protocol to address the current Coronavirus (COVID-19) risk. Follow these steps to help reduce the spread of any disease.

1. Wipe all door handles often throughout the day.
2. Wipe all desktops, countertops, and tabletops.

3. Place hand sanitizer in each classroom and in high traffic areas where a handwashing sink is not present.
4. Place additional tissues in classrooms.
5. Implement a no handshake rule for everyone, staff and students.
6. Everyone should practice respiratory hygiene—cover a cough or sneeze with a tissue.
7. Staff should stay home if they have a fever, cough, or difficulty breathing.
8. Students should stay home if they have a fever, cough, or difficulty breathing.
9. Consider postponing (better than cancelling) live classes.

Emergency Procedures for Locked Facilities

If a door is open, keep it in the locked position. This ensures the ability to shelter in place quickly. IF a door is shut during class, it must be locked.

Active Shooter Procedures:

Authorities will respond immediately and assertively to a report of an active shooter. They will expect you NOT to run, but to shelter in-place. In the event you hear shots or believe there is an active shooter PLEASE:

- 1) Do Not Run; Stay Calm
- 2) Shield yourself in your immediate surroundings
- 3) Turn off the Lights
- 4) Remain Still and quiet, out of sight
- 5) Stay in place, away from windows.
- 6) Remain in place until released by authorities (Police or Security)

Parking

Parking is in designated areas for long-term parking (see parking availability sheet for class location).

Dress Code

The dress code is casual wear. No holes in clothing that show private body parts. Students must wear shoes.

Smoking Policy

Students may smoke in their automobiles, or in designated areas outside of buildings. Students are prohibited from smoking in the building or classrooms.

Visitors/Guests

Badger Real Estate Seminars Courses are open to enrolled students only. Enrolled students **MAY NOT** bring visitors or guests to the classroom.

CERTIFICATE OF TRUTH AND ACCURACY

I certify that the policies and information contained in this bulletin are true and correct and that

Badger Real Estate Seminars will abide by the policies herein.

Douglas L. Sinclair
School Director

Badger Real Estate Seminars

BADGER REAL ESTATE SEMINARS

Enrollment Contract

This agreement between the **BADGER REAL ESTATE SEMINARS** (hereinafter "SCHOOL") and _____ (hereinafter "STUDENT"), is entered into this _____ day of _____, 20____, and constitutes the complete agreement of the parties.

1. SCHOOL agrees to provide STUDENT the course(s) indicated below in accordance with the requirements prescribed by the North Carolina Real Estate Commission.

_____ **Broker Pre-licensing Course** (75 classroom hours)

Broker Post-licensing Education Courses (30 classroom hours each):

_____ #301 - Broker Relationships and Responsibilities (BRR)

_____ #302 - Contracts and Closing (C&C)

_____ #303 – NC Law, Rules & Legal Concepts (LRL)

2. Course schedule(s) is/are as follows:

<u>Course</u>	<u>Start Date</u>	<u>End Date</u>	<u>Class Schedule (Days / Times)</u>
Pre-licensing	_____	_____	_____
BRR 301	_____	_____	_____
C&C 302	_____	_____	_____
LRL 303	_____	_____	_____

3. STUDENT agrees to pay tuition for the course(s) indicated above in the total amount of \$_____, such tuition to be paid as follows: Credit Card, Cash or Check
4. Special Accommodations Provided [if any]: (none)
5. By their signatures on this page, the official signing for SCHOOL certifies delivery of a copy of SCHOOL's Bulletin to STUDENT and STUDENT acknowledges receipt of such Bulletin.

Signature of STUDENT

Douglas L Sinclair

Signature of **BADGER REAL ESTATE SEMINARS** Official

APPENDIX A: