



Policies and Procedures Manual

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The Real Estate Academy of NC Policy and Procedures

About

Education Provider: The Real Estate Academy of NC
Education Provider's Address: 220 Springwood Way, Southern Pines, NC 28387
Education Director: Susan Williams
Education Director's Contact Info: 910-546-7704/realestateacademync@gmail.com
Education Provider Certification: #2019

THE REAL ESTATE ACADEMY OF NC is certified by the North Carolina Real Estate Commission. The Commission's address is 1313 Navaho Dr, Raleigh, NC 27609. Their number is (919) 875-3700. Any concerns or complaints should be directed in writing to the Commission. A link to the complaint form is provided on the Commission's website (ncrec.gov).

THE REAL ESTATE ACADEMY OF NC will never discriminate in our policies or practice against any person(s) on the bases of age, sex (gender, gender identity, and sexual orientation), race, color, national origin, familial status, handicap status, or religion.

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Broker Postlicensing Education Courses

Purpose of the Postlicensing Program

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

Per General Statute 93A-4(a1), provisional brokers must complete, within eighteen (18) months following initial licensure, a postlicensing education program consisting of ninety (90) hours of instruction in subjects determined by the Commission in order to retain eligibility to actively engage in real estate brokerage.

The Postlicensing program consists of three 30-hour courses prescribed by the NC Real Estate Commission that may be taken in any sequence. Be aware that a postlicensing course will expire two (2) years after its completion date. When a provisional broker has timely completed all three (3) courses, the provisional status of the broker's license will be automatically terminated by the NC 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, a 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. [Click](#) here to view the course syllabus.

Post 302 - Contracts and Closing

Topics addressed in this course include selected basic contract law concepts, real estate sales contract preparation, sales contract procedures, buyer's due diligence, closing procedures, Real Estate Settlement Procedures Act, closing disclosure preparation, contracts for deed, options, and selected real estate license status and education issues. [Click](#) here to view the course syllabus.

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Post 303 - NC Law, Rules, and Legal Concepts

Topics addressed in this course include general NC licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management in NC, and miscellaneous laws and legal concepts. [Click](#) here to view the course syllabus.

Course Materials

Each student is required to use and have immediate access to the current editions of the *NC Real Estate Manual* and *North Carolina License Law and Commission Rules* booklet during each *Postlicensing* course session.

THE REAL ESTATE ACADEMY OF NC DOES allow a student to use the online versions of the *NC Real Estate Manual* and *NC License Law & Commission Rules* booklet during classes.

Course materials provided for the student include NCREC publications, case studies, NCREC sample forms, charts, website links, and videos,

Instructional Methods

Instruction may take place via in-person or Zoom. Instructional methods include lecture and demonstration, PowerPoint slides, discussion, reading, group problem solving, case studies, scenarios, charts, games, breakout sessions, and videos.

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Tuition and Fees

Post Licensing Courses: \$199 without manual and \$239 with manual

All course tuition includes NC sales tax. Tuition includes:

- Sample forms
- Required activity/study materials
- Course Completion Certificate issued upon the satisfactory completion of the course
- NC Real Estate Commission fees
- Instructor time
- Administrative fees

Students are REQUIRED to use the manual, either hard copy or the online version. The North Carolina Real Estate Commission's "License Law and Rule" booklet is required for the Broker post licensing course 303 "Laws, Rules and Legal Concepts".

Withdrawals and Transfers / Refunds

A student may withdraw from a course by giving written notice to the Education Provider prior to the start of the course. In such event, the student will have the following options: Transfer to alternate class, have a credit for future THE REAL ESTATE ACADEMY OF NC course or be given a refund based on class.

A student who terminates enrollment in a course either with written notice to the Education Provider or by no longer attending a course on or after the scheduled start date will not be entitled to a refund of any portion of paid tuition.

Registration, Enrollment, and Conduct

Registration

To enroll in a course at THE REAL ESTATE ACADEMY OF NC, prospective students must provide documentation to director of eligibility requirements met, have registered either online at www.realestateacademync.com, via email to www.realestateacademync@gmail.com or called 910.546.7704. *Per NC Commission*

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Rule 58A.0101, students will be required to retain and provide pocket card as evidence of licensure, THE REAL ESTATE ACADEMY OF NC mandates compliance with rule.

Enrollment Procedures

To enroll in a course through www.realestateacademync.com, a prospective student should:

- Select the appropriate course
- Add the course to the cart
- Review and accept the Policies and Procedures Disclosure
- Pay for the course on our secure website using a debit or credit card
- Read the confirmation email to review course requirements

Enrollment Requirements

In order to receive credit from the NC Real Estate Commission, a licensee must:

- Be at least 18 years of age
- Hold an NC Real Estate license
- Register for the class through www.realestateacademyofnc.com
- Provide proof of purchase of a current NC Real Estate Manual (for postlicensing classes)
- Pay for all classes through THE REAL ESTATE ACADEMY OF NC offered through prior to the start of course
- Review and accept the Policies and Procedures Disclosure by agreeing to the terms of service prior to the start of class course
- Inform the Education Director if there are any special accommodations required for the completion of any required course exam.

Attendance

- *Students in an in-person or asynchronous Broker Postlicensing Course must attend a minimum of 90% of all scheduled instructional hours.*
- *Attendance will be closely monitored, including late arrivals and early departures from class sessions and from all scheduled breaks, during in-person and synchronous distance learning courses. All time missed will be recorded for each student.*

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End-of-Course Exams

End-of-course exams for in-person classes will be administered by written exam at THE REAL ESTATE ACADEMY OF NC on the last scheduled day of the course, or as determined by Susan Williams, Education Director. Students attending asynchronous classes will submit their final exam on the last scheduled day of the course, or as determined by the director.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

Students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site on the day of an exam for in-person classes. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam commences.

Missed Exams

THE REAL ESTATE ACADEMY OF NC WILL allow a *Broker Postlicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 30 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Failed Exams

THE REAL ESTATE ACADEMY OF NC WILL allow a *Broker Postlicensing Course* student who takes but does not pass the initial end-of-course exam with at least a 65% to retake the end-of-course exam 1 time at no cost; however, all retakes must be completed within 30 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Eligibility Requirements for Course Completion Certificate(s)

To successfully complete a *Broker Postlicensing Course* and receive a course completion certificate, a student must:

- a) meet attendance requirements,
- b) timely submit completed in-class and take-home assignments, and
- c) pass the end-of-course exam with a minimum score of 75%

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Course Completion Certificates will be emailed to the participant at the email address with which they purchased the course.

Student Conduct

Students are expected to always conduct themselves in a professional manner while on premises. Please be advised there is outdoor surveillance at THE REAL ESTATE ACADEMY OF NC (No audio). Dismissal without recourse will be imposed for behavior that, in the judgement of instructor or staff, reflects negatively on THE REAL ESTATE ACADEMY OF NC.

THE REAL ESTATE ACADEMY OF NC does not allow guests or visitors on premises during class hours. No phone calls, online shopping, chatting, or posting to Social Media sites will be allowed during class hours.

Cheating

If a student is discovered to be cheating in any manner during an examination, the student will be immediately dismissed, will receive a failing course 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 .0203(h)*].

Course Cancellation or Rescheduling / Refunds

THE REAL ESTATE ACADEMY OF NC 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 24 hours' notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options: Reschedule to THE REAL ESTATE ACADEMY OF NC alternate date, full refund (minus any processing fees) or credit for upcoming class.

Use of Technology in the Classroom

The Real Estate Academy of NC is not responsible for lost or stolen electronic devices.

The Real Estate Academy of NC DOES provide wireless Internet access.

If wireless Internet access is provided, the Education Provider is not responsible for disruptions in or problems with the service.

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THE REAL ESTATE ACADEMY OF NC does allow the use of laptops, tablets, and similar devices in the classroom for class participation (i.e. use of the electronic version of the NCREC Manual). NO DEVICES are allowed on scheduled test dates.

If such devices are permitted, the following guidelines will be enforced to minimize distraction from the learning environment:

- Students may use electronic devices to enhance their learning, including taking notes, researching class topics, or viewing the on-line version of the *NC Real Estate Manual*. Sending personal emails/texts, shopping online, visiting social networking sites, or playing games are considered to be disruptions and are not acceptable student conduct. If an instructor discovers that a student is using an electronic device for these (or similar) purposes, students may face removal without prejudice.
- If the wireless Internet access is disrupted during a course, THE REAL ESTATE ACADEMY OF NC will provide a printed copy of the *NC Real Estate Manual* to any student who had been using the online subscription. The loaned *NC Real Estate Manual* must be returned at the end of the session. A student who fails to return a loaned *NC Real Estate Manual* textbook will be charged a fee of \$59.00.
- Instructors, at their discretion, may designate times during which students may and may not use their electronic devices during class sessions. If an instructor has directed students to discontinue use of electronic devices, all students must put away their devices immediately. If a student does not follow an instructor's direction to discontinue use, the device will be placed in a secure location within the student's view after warning and returned at the end of class.
- Sound on electronic devices must be muted during class sessions.
- The possession and use of electronic devices (other than a basic calculator) are strictly prohibited during all quizzes and exams.

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CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that THE REAL ESTATE ACADEMY OF NC will abide by the policies herein.

*Susan Williams
Education Director*

CERTIFICATION OF RECEIPT

I certify that I received a copy of THE REAL ESTATE ACADEMY OF NC's Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Full Legal Name of Prospective Student

Date