

Encompass Real Estate School LLC
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Policies & Procedure Disclosure

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Legal Name of Education Provider: Encompass Real Estate School LLC

Advertised Name of Education Provider: Encompass Real Estate School LLC

Name of Education Director: Dani Bucholtz

Names of Full-Time Officials and Faculty: 1

Education Provider Certification

Encompass Real Estate School LLC is certified by the North Carolina Real Estate Commission. The Commission's address is 1313 Navaho Drive, Raleigh, NC 27609. Any complaints concerning the Education Provider or its affiliated instructors should be directed in writing to the Commission. A link to the Complaint Form is provided on the Commission's homepage (ncrec.gov).

Per *Commission Rule 58H.0204*, the Education Provider must provide each prospective student with a copy of the Education Provider's Policies & Procedures Disclosure (PPD) prior to payment of any non-refundable tuition or fee. The PPD, which is required by the NC Real Estate Commission, outlines Education Provider policies plus the rights and obligations of the Provider and the student. A signed certification that a student received a copy of the PPD must be retained by the Provider.

No student shall be denied admission on the basis of age, sex, race, color, national origin, Familial status, handicapping CONDITION, or religion.

Course Offerings

Encompass Real Estate School LLC conducts:

The *Broker Prelicensing Course* required to qualify to take the license examination to become licensed as a real estate provisional broker in North Carolina; and the *Postlicensing Education Program* needed for a provisional broker to remove the provisional status of such license; and the annual *Continuing Education* courses needed to maintain a real estate license on active status.

Broker Prelicensing Course

Purpose of the Course

Successful completion of the *Broker Prelicensing Course* is generally required to qualify for the North Carolina (NC) real estate license examination and to obtain a NC real estate broker license. The primary objectives of this course are (1) to provide students with the basic knowledge and skills necessary to act as licensed real estate brokers in North Carolina in a manner that protects

and serves the public interest and (2) to prepare students for the NC real estate license examination. This course may only be offered by education providers certified by the NC Real Estate Commission. At Encompass Real Estate School LLC, the *Broker Prelicensing Course* consists of a total of 75 instructional hours, including the end-of-course examination. After passing the Prelicensing course, a student must submit a license application to the NC Real Estate Commission to be eligible to take the license examination. License application instructions are provided in the free publication *Real Estate Licensing in North Carolina* (RELINC) which is available on the Commission's website at www.ncrec.gov. The minimum age requirement to obtain a real estate license in North Carolina is 18.

Course Description

Major topics addressed in the *Broker Prelicensing Course* include basic real estate concepts and 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 property 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 Commission Rules, and Trust Account Guidelines. *Real estate mathematics is an important component of this course and calculations will be required.*

End-of-Course Exam

The end-of-course exam will be administered online via a PSI proctor.

- 1) To register for the end-of-course exam go to: <https://www.psonline.com/test-takers/>
- 2) Go to Find Your Test: Type in CE Shop and press the enter key
- 3) On the Schedule an Exam page type in the Search Here box:
- 4) The CE Shop : NC 75-Hour Broker Pre-Licensing Course (NC-75-BPLC) - English
- 5) Click Next
- 6) Choose your Option and continue with your reservation to schedule your date and pay the \$25.00 fee to PSI.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement. Passing score must be at least 75% for Prelicensing exams– no exceptions.

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. 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 begins.

Missed Exams

Encompass Real Estate School LLC WILL NOT allow a *Broker Prelicensing Course* student who does not take the initial end-of-course exam, as scheduled, to take a makeup exam.

Failed Exams

Encompass Real Estate School LLC WILL allow a *Broker Prelicensing Course* student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam 1 time; however retake must be within 15 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Note: *Our end-of-course exams are proctored online through PSI. PSI charges \$25.00 each time you take the exam; the student is responsible for paying for all proctoring through PSI.*

Eligibility Requirements for Course Completion Certificate

To successfully complete the *Broker Prelicensing 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, and
- c) pass the end-of-course exam with a minimum score of 75%.

Tuition/Fees

North Carolina 75 hour Broker Live Pre-Licensing Course \$400.00 (book is additional)

Required Course Materials (choose one of the books below):

Textbooks are additional, see below for two book options:

1) [Click here for the Physical book](#) \$49.00**

2) [Click here for the Online version](#) \$25.00

**We recommend the physical book as it's easier to reference during your online course unless you have dual monitors.

3) End of course exam through PSI \$25.00 per exam

Annual Summary Report

During the July 2020 – June 2021 license year, Encompass Real Estate School had 0 students who initially enrolled in a *Broker Prelicensing Course*.

License Examination Performance Report

During the July 2020 – June 2021 license year, Encompass Real Estate School had 0 students take the license examination for the first time within 30 days of the *Broker Prelicensing Course* completion date.

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.

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.

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.

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.

Encompass Real Estate School LLC DOES allow a student to use the online versions of the *NC Real Estate Manual* and *NC License Law & Commission Rules* booklet during classes. **We recommend the physical book as it's easier to reference during your online course unless you have dual monitors.

End-of-Course Exam

The end-of-course exam will be administered online via a PSI proctor.

- 1) To register for the end-of-course exam go to: <https://www.psonline.com/test-takers/>
- 2) Go to Find Your Test: Type in CE Shop and press the enter key
- 3) On the Schedule an Exam page type in the Search Here box:
- 4) The CE Shop

5) Choose one of the following classes:

- a. The CE Shop : NC - Post 301-Broker Relationships & Responsibilities (NC-301-BRR) - English
- b. The CE Shop : NC - Post 302-Contracts & Closing (NC-302-CC) - English
- c. The CE Shop : NC - Post 303-NC Law Rules & Legal Concepts (NC-303LRLC) - English

6) Click Next

7) Choose your Option and continue with your reservation to schedule your date and pay the \$25.00 fee to PSI.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement. Passing score must be at least 75% for Postlicensing exams– no exceptions.

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. 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 begins.

Missed Exams

Encompass Real Estate School LLC WILL NOT allow a *Broker Postlicensing Course* student who does not take the initial end-of-course exam, as scheduled, to take a makeup exam.

Failed Exams

Encompass Real Estate School LLC WILL allow a *Broker Postlicensing Course* student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam 1 time; all retakes must be within 15 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Note: End-of-course exams are proctored online through PSI. PSI charges \$25.00 each time you take the exam; the student is responsible for paying for all proctoring through PSI.

Eligibility Requirements for Course Completion Certificate

To successfully complete the *Broker Postlicensing 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, and
- c) pass the end-of-course exam with a minimum score of 75%.

Tuition/Fees

North Carolina 30 hour Post Licensing Courses \$199.00/each (book is additional)

Required Course Materials (choose one of the books below):

Textbooks are additional, see below for two book options:

1) [Click here for the Physical book](#) \$49.00**

2) [Click here for the Online version](#) \$25.00

**We recommend the physical book as it's easier to reference during your online course unless you have dual monitors.

3) End of course exam through PSI \$25.00 per exam

Broker Continuing Education Courses

Purpose of the Continuing Education Program

The primary objective of the mandatory *Continuing Education Program* is to help assure that licensees possess the knowledge, skills, and competency necessary to function in the real estate business in a manner that protects and serves real estate consumers and the public interest. Per G.S.93A-38.5, brokers must complete eight (8) credit hours of instruction annually in subjects approved by the Commission in order to retain eligibility to actively engage in real estate brokerage. Per Commission Rule 58A .1702, the eight hours must be comprised of an Update course and four credit hours of elective courses.

Course Description(s)

General Update 2022-2023

Provisional Brokers and non-BIC Brokers must take the *General Update* course and one Commission-approved elective. each year.

BIC Update 2022-2023

BIC'S and BIC eligible brokers should take the BIC Update Class and one commission-approved elective each year.

Using RPR to Better Serve Buyers and Sellers

Learn to serve your clients better by utilizing the Realtors Property Resource software which helps you to find comparables that are not in MLS, search properties nationwide and do CMA's outside of your MLS area.

Radon and Real Estate in North Carolina

Learn everything you need to know about Radon in North Carolina so you can better educate yourself and your clients to best serve them

Course materials

Encompass Real Estate School LLC will provide each student with a copy of course materials. Materials will be sent to student via email at least 48 hours prior to start of course.

Eligibility Requirements for Course Completion Certificate

Per Commission Rule 58A .1705(a):

In order to receive credit for completing an approved continuing education course, a broker shall:

- (1) attend at least 90 percent of the scheduled instructional hours for the course;
- (2) provide his or her legal name and license number to the education provider;
- (3) present his or her pocket card or photo identification card, if necessary; and
- (4) personally perform all work required to complete the course.

Tuition/Fees

General Update 2022-2023 \$50.00

BIC Update 2022-2023 \$50.00

Using RPR to Better Serve Buyers and Sellers \$65.00

Radon and Real Estate in North Carolina \$50.00

*Prices are subject to change at the sole discretion of Encompass Real Estate School

Registration, Enrollment, and Conduct

Registration

To enroll in a course at Encompass Real Estate School LLC, prospective students must visit our website at:

<https://encompassrealestateschool.com/register-and-pay>

Once you register and pay, please email your pocket card (at least 48 hours prior to course start) to info@encompassreschool.com.

Technology Requirements

Please make sure you read the about our real estate school requirements for live streaming classes.

It is important that you read all of the technology and the course requirements listed below for real estate classes. If you do not have access to the technology required, you will not be able to participate in the online course. Cell phones cannot be used and only tablets with the same functionality as a computer or laptop can be used. Computers and laptops must be equipped with webcams, speakers and a microphone or can use a headset with a microphone.

Requirements:

- *Desktop computer/laptop (PC or Apple)/tablet with the same functionality as a computer or laptop*
- *Broadband internet access (preferably wired) – “Broadband” means minimum speeds equivalent Broadband internet access (preferably wired).*
- *Webcam*
- *Headset with microphone, or speakers and a microphone*
- *Keyboard*
- *A strong, consistent internet connection to stream audio and video in both directions*
- *Ability to see the full screen and access a keyboard at the same time*
- *Use of microphone and camera for the duration of the course*
- *Preferred browsers – Google Chrome or Mozilla Firefox (Internet Explorer might work but may perform poorly)*

Tuition and Fees

Encompass Real Estate School LLC accepts the following forms of payment: All major credit and debit cards.

Payment in full is required when you register for any course. We do not accept checks.

Attendance

Students are required to attend at least 90% of each class taken in order to complete the course and receive credit. Students will not be allowed to make up missed session hours for any reason. Attendance is taken at the start of each class and after breaks. Students arriving late, must connect with the instructor on break to check in in order to receive credit (no exceptions). There will be absolutely no refunds due to attendance issues.

- *Early departures from CE courses delivered in-person or via synchronous distance learning are prohibited by Rule 58A .1705.*

- *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.*

Course Cancellation, Rescheduling and Refund Policy

Encompass Real Estate School LLC 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 48-hour notice of the cancellation or revised course schedule.

If Encompass Real Estate School LLC cancels or reschedules any of our real estate courses, the student(s) are entitled to a full refund. Students who withdraw prior to session, prior to start of first session and no shows will not receive a refund but can utilize the full amount paid towards another class within 60 days from original class date.

Withdrawals and Transfers / Refund Policy

Students who withdraw prior to session, prior to start of first session and no shows will not receive a refund but can utilize the full amount paid towards another class within 60 days from original class date. Under no circumstances, will a student dismissed for poor conduct be subject to a refund or be allowed to retake class or use as a credit for another class.

Student Conduct

Students are expected to dress and conduct themselves in an adult-like, professional manner which includes participation, completed homework assignments, no sleeping, no talking out of turn, no surfing the internet, no texting, no making or accepting phone calls, no working on activities not connected to the course, etc.

Dismissal without recourse will be imposed for behavior that, in the sole judgment of instructor or staff, reflects negatively on Encompass Real Estate School LLC. Students dismissed **for misconduct will not be granted credit towards a future class or a refund.**

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)*].

Special Accommodations Request Procedure

Encompass Real Estate School LLC 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. Students requesting special accommodations should contact the school at 980-402-7172 at least one week prior to the start of the course.

Inclement Weather

In the event of inclement weather or a local or national emergency, students are asked to view our website for School closing information.

Course Schedules

Course schedules are published separately from this *Policies & Procedures Disclosure*. Schedules are posted on the Education Provider's website www.encompassrealestateschool.com and are also available upon request.

Use of Technology in the Classroom

- Encompass Real Estate School LLC is not responsible for lost or stolen electronic devices.
- Encompass Real Estate School LLC DOES NOT provide wireless internet access.
- If wireless Internet access is provided, the Education Provider is not responsible for disruptions in or problems with the service.
- We allow the use of laptops, tablets, and other devices in the classroom provided they are used for learning only.

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, they will be given one warning. If a second warning is required, student will be asked to leave class and will not be granted credit for the class or issued a refund.
- If the wireless Internet access is disrupted during a course, Encompass Real Estate School LLC 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, prior to leaving.
- 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 an instructor discovers that a student is using an electronic device for these (or similar) purposes, they will be

given one warning. If a second warning is required, student will be asked to leave class and will not be granted credit for the class or issued a refund.

- 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.

Visitors

Classroom courses at Encompass Real Estate School LLC are open to enrolled students only. We do not permit walk-ins in any class, nor are visitors allowed at any time.

ALL STUDENTS MUST SIGN THIS PRIOR TO CLASS:

Certification of Truth and Accuracy

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that Encompass Real Estate School LLC will abide by the policies herein.

Dani Bucholtz, Education Director

CERTIFICATION OF RECEIPT

I certify that I received a copy of Encompass Real Estate School LLC’s Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Signature of Prospective Student]

Full Legal Name of Prospective Student

Signature

NC License #

Date

Link to this Policies & Procedures Disclosure on our website:
<https://encompassrealestateschool.com/policies-and-procedures>