



East Triangle Real Estate & Small Business School
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Smithfield, NC, 27577
919.550.0252 | school@jcar.realtor
<https://easttrianglerestateschool.com/>

Policies & Procedures Disclosure

Date of Publication: 03.07.2025

Legal Name of Education Provider: East Triangle Real Estate & Small Business School

Name of Education Director: Bonnie White

Names of Faculty and of Full-Time Officials: Kaylei Ayala

Education Provider Certification

This Education Provider 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

This Education Provider conducts:

- the annual *Continuing Education* courses needed to maintain a real estate license on active status.

Broker Continuing Education Program

Course Description(s)-Per Commission Website [HERE](#)

BIC Update - The 2024-2025 BICUP course topics are:

- Environmental Material Facts,
- NCREC Frequently Asked Questions,
- Permits,
- Education Update
- Law and Rules Update, and
- BIC Responsibility and Supervision.

General Update - The 2024-2025 GENUP course topics are:

- Environmental Material Facts,
- NCREC Frequently Asked Questions,
- Permits,
- Education Update, and
- Law and Rules Update.

Course Materials

Students will be provided all course materials by the start of the class. For synchronous offerings, the materials will be emailed to them at least 2 days prior to the start of the class.

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.

For Distance (self-paced online) courses:

Per Commission Rule 58H .0404(c), all students must complete the course within 30 days of the date of registration or the date the student is provided the course materials and permitted to begin work, whichever is the later date.

All-Inclusive Tuition/Fees

In Person General Update: \$20 for Members, \$40 for Non-Members

Synchronous: \$10 for Members, \$20 for Non-Members

*Payment by Credit Card only at time of registration.

*Students must cancel their registration 7 days prior to the class to receive a full refund.

General Information

Registration

To enroll in a course, prospective students must Register online through our website:
<https://easttrianglerestatestateschool.com/>

Attendance

- 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.
- Students who arrive 15 minutes after the course start time, will not be permitted to take the course and will not be refunded.
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Technology Requirements for Online Courses

Students enrolled in one of our Synchronous course offerings may only access the course using a desktop or laptop computer. A webcam and microphone are also required. Any students connecting to the class through a mobile device or tablets will be disconnected. Students will need to download and install the most recent version of Zoom and ensure all hardware and software are working prior to the start of class.

Students must be in a well-lit room so they are visible on camera and must remain on camera at all times during instruction. Students are not permitted to connect from a vehicle and will be removed from the course immediately.

Contact Technical Support if your zoom link is not working. 919.550.0252 xt 2

Student Conduct

To ensure a professional and productive learning environment, all students attending the **Continuing Education Course** are expected to engage respectfully, remain attentive, and contribute meaningfully to discussions. Professionalism is required at all times, and students should treat instructors and fellow participants with courtesy. Disruptive behavior, including inappropriate remarks or side conversations, will not be tolerated. Compliance with course policies is essential, and students must follow all instructions regarding participation, breaks, and completion requirements. Integrity and honesty are expected in all coursework, and any form of dishonesty or misrepresentation may result in disqualification from course credit. Failure to meet these expectations may lead to dismissal from the course without credit. Thank you for helping to maintain a positive and professional learning environment.

Cheating

If a student is discovered to be cheating in any manner, 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 Education Provider reserves the right to cancel or reschedule a course as needed. If a course needs to be canceled or rescheduled, we will strive to provide notice at least 48 hours prior to the start of the class.

If a course is canceled or rescheduled, students will have the following options:

- Reschedule for another course date
- Remove their registration and receive a full refund

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.

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 7 days will not be entitled to a refund of any portion of paid Tuition.

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that this Education Provider will abide by the policies herein.

Bonnie White
Education Director

CERTIFICATION OF RECEIPT

I certify that I received a copy of East Triangle Real Estate School and Small Business' Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Full Name: _____
(PRINTED)

Signature: _____

Date: _____