



## Make It Happen Real Estate Academy

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[www.makeithappenreacademy.org](http://www.makeithappenreacademy.org)

## Policies & Procedures Disclosure

Date of Publication: 06/06/2025

Legal Name of Education Provider: Make It Happen Real Estate Academy

Name of Education Director: Mishonna Perry

Names of Faculty and of Full-Time Officials: Mishonna Perry

### 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](http://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 nonrefundable 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 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

## Broker Prelicensing Course

### Course Description

This Education Provider's Broker Prelicensing Course consists of a total of 96 instructional hours, including the end-of-course examination. 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.

### Course Materials

Textbooks and course materials that are mandatory are included with the purchase of the course. The textbook will be delivered to your home address or will be handed out in the classroom. It is strongly recommended that students bring to class: writing utensils, paper and a standard calculator

### End-of-Course Exam

For the In-Person courses the final exam will be administered on the last day of class in the classroom. For Synchronous (live online), and Blended delivery courses, the end-of-course exam will be administered online on the last day of class. All final exams will be taken online and proctored.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement. The maximum allowable attendance hours missed must not exceed 12 hours.

Students are permitted to bring laptops/tablets and a basic calculator into the testing site on the day of the final exam. For in-person final exam testing students will use their own laptop/tablet and it will be reviewed by the proctor before testing begins.

For the online course, the end-of-course exam will be administered online, and you will be on camera and proctored during the entire exam. The passing score for all final exams is 75%, you will receive a completion certificate within 7 days of course completion.

### Missed Exam

For the In-Person, Synchronous (live online), and Blended delivery courses, the Education Provider WILL NOT allow makeup exams. If you are unable to complete your final exams on the scheduled date you will need to get permission from the Educational Director to schedule a new date to complete your final exam.

For the Distance delivery (self-paced online) course, the Education Provider WILL NOT allow makeup exams. If you are unable to complete your final exams on the scheduled date you will need to get permission from the Educational Director to schedule a new date to complete your final exam.

A Broker Prelicensing Course student who does not take the initial end-of-course exam as scheduled will NOT be allowed to take a makeup exam. The Educational Provider does have the right to grant an exception for extenuating circumstances, but it is up to the discretion of the Educational Provider to allow the student to reschedule a missed final exam.

### Failed Exam

For the In-Person, Synchronous (live online), and Blended delivery courses, the Education Provider WILL allow a Broker Prelicensing Course student who takes the course but does not pass the initial end-of course exam to retake the exam 2 times provided that their initial final exam score was 50%-74%. If your initial exam score was below 50% you will have to retake the course. Any retakes will be scheduled by the Education Provider. The student must attempt and pass the exam no later than 180 days from enrollment.

For the Distance delivery (self-paced online) course, the Education Provider WILL allow a Broker Prelicensing Course student who does not pass their initial attempt of the end-of-course exam to retake the exam 2 times provided that your initial final exam score was 50%-74%. If your initial exam score was below 50% you will have to retake the course. Any retakes will be scheduled by the Educational Provider. The student must attempt and pass the exam within 180 days of enrollment.

### Eligibility Requirements for Course Completion Certificate

To successfully complete the Broker Prelicensing Course and the Broker Post Licensing Courses 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%.

Any Broker Prelicensing Course and Broker Post Licensing Courses must be completed (including passing the end-of-course exam) within 130 days of enrollment.

## All-Inclusive Tuition/Fees

Broker Pre-Licensing Course (includes textbook)

\$500

\*Payments are accepted online via the website (We Do NOT Accept Checks)

## Annual Summary Report

Nothing to report during July 2024-June 2025

## License Examination Performance Report

Nothing to report during July 2024-June 2025

# Broker Postlicensing Courses

A Broker Postlicensing student must already possess a North Carolina Real Estate Broker license prior to registration.

## Course Descriptions

### Post 301 - Brokerage Relationships and Responsibilities - (30 instructional hours)

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 - (30 instructional hours)

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 - (30 instructional hours)

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. Course Material Booklets will be included with your course by the start of class by mail, email or in class .

## End-of-Course Exam

For the In-Person, Synchronous (live online), and Blended delivery Postlicensing courses, the end-of course exam will be administered in person or online based on your course location and all final exams are proctored.

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

Students are permitted to bring laptops/tablets and a basic calculator into the testing site on the day of an exam.

For the Distance delivery (self-paced online) course, the end-of-course exam will be administered online with a proctor on camera. Per Rule 58H .0207(b), a course must be completed (including successful passing of the end-of-course exam) and a completion certificate must be provided within 180 days of course enrollment.

## Missed Exam

For the In-Person, Synchronous (live online), and Blended delivery courses, the Education Provider WILL NOT allow makeup exams. If you are unable to complete your final exams on the scheduled date you will need to get permission from the Educational Director to schedule a new date to complete your final exam.

For the Distance delivery (self-paced online) course, the Education Provider WILL NOT allow makeup exams. If you are unable to complete your final exams on the scheduled date you will need to get permission from the Educational Director to schedule a new date to complete your final exam.

A Broker Post Licensing Course student who does not take the initial end-of-course exam as scheduled will NOT be allowed to take a makeup exam. The Educational Provider does have the right to grant an exception for extenuating circumstances, but it is up to the discretion of the Educational Provider to allow the student to reschedule a missed final exam.

## Failed Exam

For the In-Person, Synchronous (live online), and Blended delivery courses, the Education Provider will allow a Broker Post Licensing Course student who takes the course but does not pass the initial end-of course exam to retake the exam 2 times provided that their initial final exam score was 50%-74%. If your initial exam score was below 50% you will have to retake the course. Any retakes will be scheduled by the Education Provider, but no later than 180 days from enrollment.

For the Distance delivery (self-paced online) course, the Education Provider WILL allow a Broker Post Licensing Course student who does not pass their initial attempt of the end-of-course exam to retake the exam 2 times provided that your initial final exam score was 50%-74%. If your initial exam score was below 50% you will have to retake the course, any retakes will be scheduled by the Educational Provider. The student must attempt and pass the exam within 180 days of enrollment

## Eligibility Requirements for Course Completion Certificate

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%.

Any Broker Postlicensing Course must be completed (including passing the exam) within 180 days of enrollment.

## All-inclusive Tuition/Fees

|   |       |
|---|-------|
| Broker Post Licensing Course 301                          | \$250 |
| Broker Post Licensing Course 302                          | \$250 |
| Broker Post Licensing Course 303                          | \$250 |
| Bundle Package: Broker Post Licensing Courses 301,302,303 | \$600 |
| *Textbook is Included                                     |       |

# General Information

## Registration

To enroll in a course, prospective students must register online via the school website: [www.makeithappenreacademy.org](http://www.makeithappenreacademy.org)

## Attendance

- Students in an in-person or synchronous distance learning Broker Prelicensing Course must attend a minimum of 87.5% of all scheduled instructional hours.
- Students in an in-person or synchronous distance learning 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 the time missed will be recorded for each student.

## 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 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 always remain on camera during instruction. Students are not permitted to connect from a vehicle and will be removed from the course immediately.

Contact Your Instructor if you need assistance with technical support.

## Student Conduct

Students are expected to conduct themselves in a respectable manner. Students are expected to always treat other students and staff with respect. We do not force a dress code on our students, but we do ask that you are mindful of your dress attire in being appropriate for a classroom setting. No weapons are allowed on the premises. No smoking or vaping is allowed on the premises. If a student is found to be disruptive or disrespectful to staff or students, the student will be asked to leave the classroom and placed on disciplinary leave. The student will only be allowed back into the classroom if they are granted access to return by the Educational Director. If the Educational Director does not grant the student access to return to the classroom the student will be unable to participate in any future courses and their current course will be non-refundable. Students who are caught sleeping during class, working on activities outside of the classroom scope, cell phone usage during class or being disruptive will be asked to leave.



## 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 courses, 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 2 [days/ 48 hours] prior to the start of the class.

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

1. Switch to another available course
2. Refunds will only be offered if the course was cancelled by the instructor and there are no other available courses to transfer the student into.

## 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. However, if a student withdraws, they WILL NOT receive a Refund. In such events, the student will have the following options:

1. Students will be transferred to the next available course
2. Refunds will only be offered if the course is cancelled by the instructor and there are no other available courses to transfer the student into.

## Course Offerings

This Education Provider conducts:

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

## Broker Continuing Education Program

### Course Description(s)

Course Title -General Update CE Course (GENUP) (In-Person & Synchronous)

Broker In Charge Update CE Course (BICUP) (In-Person & Synchronous)

\*All CE Courses can be found on the school website: [vmw.makeithappenreacademy.org](http://vmw.makeithappenreacademy.org)

### Course Materials

Students will be provided with 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 or upon registration if registration occurs within less than 48 hours of class start date.

### 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.

### All-Inclusive Tuition/Fees

|                                |         |                           |      |
|--------------------------------|---------|---------------------------|------|
| General Update Course          | (GENUP) | (In-Person & Synchronous) | \$50 |
| Broker In Charge Update Course | (BICUP) | (In-Person & Synchronous) | \$50 |

This fee includes all materials required for each course offered. Payments can be made via the website ([www.makeithappenreacademy.org](http://www.makeithappenreacademy.org)) with a debit/credit card option. We DO NOT accept checks as a form of payment.

# General Information

## Registration

To enroll in a CE Course students will visit our website at [www.makeithappenreacademy.org](http://www.makeithappenreacademy.org) and complete the registration form, select the course they are registering for and submit their payment online. Once the student has completed the registration process, they will receive an email with course instructions and all materials required for the course.

## 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.

## 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 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 always remain on camera during instruction. Students are not permitted to connect from a vehicle and will be removed from the course immediately.

Contact Technical Support: 704-944-5558

Students should test their desktop/laptop camera and microphone prior to class to make sure they are working properly.

## Student Conduct

Students are expected to always keep their camera on in a synchronous environment during class instruction time. Students may turn their cameras off when instructed during break time. Students who are found sleeping, working on outside activities, being disruptive, making phone calls during class and any other disruptive behaviors that the instructor has seen as being disruptive or inappropriate whether it is synchronous or in person will be dismissed from the course without receiving credit for the course and there will be no refund given.

## 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 [2 days/48 hours] prior to the start of the class.

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

- \*Students may transfer over to the next available course date that is offered

- \*If there are no other available course dates offered within a 12-month period, the student will receive a refund for the course that was cancelled.

## Withdrawals and Transfers / Refunds

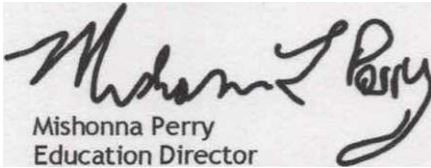
A student may withdraw from a course by giving written notice to the Education Provider prior to the start of the course. In such events, the student will have the following options:

A student may withdraw or transfer to another course by notifying the Education Director and getting approval to make the transfer. If the student decides to withdraw after completing registration and payment and decides they DO NOT want to transfer to a later or different course due to their own personal circumstances, there will 'NOT be a refund given.

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 registration 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.



Mishonna Perry  
Education Director

### CERTIFICATION OF RECEIPT

I certify that I received a copy of It Happen Real Estate Academy's Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Full Legal Name of Prospective Student: