

**Fayetteville Real Estate School**  
3035 Boone Trail Ext Suit N  
Fayetteville, NC 28303  
910-676-8628  
www.fayettevillerealestateschool.com

## **Policies & Procedure Disclosure**

**Date of Publication:** June 28, 2022

**Legal Name of Education Provider:** ICDFAY Real Estate School

**Advertised Name of Education Provider:** Fayetteville Real Estate School (FRES)

**Name of Education Director:** Nichole Blackman

**Names of Full-Time Officials and Faculty:** Edward Blackman, Nichole Blackman, Vivica Smith

### **Education Provider Certification**

Fayetteville Real Estate School (FRES) 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 (nrec.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**

Fayetteville Real Estate School 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* (CEs) 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 Fayetteville Real Estate School, the *Broker Prelicensing Course* consists of a total of 80 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](http://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 via online (synchronous) thru a 3<sup>rd</sup> party proctoring service, either in the students private setting room of their choice or they may test in the facility at Fayetteville Real Estate School located at 3035 Boone Trail Ext Suit N Fayetteville, NC 28304. The date will be the end date of the course with a specified hour of timeframe it may be utilized.

**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 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 for In-Person, Synchronous, and Blended Courses**

Fayetteville Real Estate School (FRES) WILL allow a Broker Prelicensing Course student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider.

## **Failed Exams**

Fayetteville Real Estate School (FRES) WILL allow a Broker Prelicensing Course student who takes but does not pass the initial end-of-course exam, within 10 points of passing (80%), to retake the end-of-course exam 1 time; however, all retakes must be completed within the deadline stated by the Education Provider. The deadline is within 7 days of the class test date. The cost to retest is \$25 of which needs to be paid and scheduled ahead of time, so accommodations can be made.

## **Eligibility Requirements for Course Completion Certificate**

To successfully complete the *Broker Prelicensing 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 80%.

## **All-Inclusive Tuition/Fees**

Morning / Afternoon Online Course \$500

Morning / Afternoon In – Person 450

Evening In-Person \$475

Evening Online \$525

Students who have paid in full may pick up mandatory materials prior to class on ANY Thursday. Please call prior and verify someone will be in the office and materials are in stock.

## **Annual Summary Report –**

Please note that FRES was not school during this time frame. FRES started as a provider in January of 2022.

During the July 2021 – June 2022 license year, Fayetteville Real Estate School (FRES) had 37 students who initially enrolled in a Broker Prelicensing Course. Of that initial number, 13 of those students successfully passed the course, 19 of those students completed the course but did not pass the end-of-course exam, and 5 students did not complete the course.

## License Examination Performance Report

During the July 2021 – June 2022 license year, Fayetteville Real Estate School (FRES) had 7 students take the license examination for the first time within 30 days of the Broker Prelicensing Course completion date. 5 of those students passed, resulting in a 71.43 % pass rate on the North Carolina license examination.

## 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.

Fayetteville Real Estate School (FRES) DOES allow a student to use the online versions of the NC Real Estate Manual and NC License Law & Commission Rules booklet during classes.

## **End-of-Course Exams**

End-of-course exams will be administered Online on the last day of class. In – person individuals will need to bring a laptop in on the last day of class at FRES 3035 Boone Trail Ext. Suit N Fayetteville, NC 28304. If you don't have one, one will be provided for you.

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 cell phones, smart watches 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 commences.

## **Missed Exams for In-Person, Synchronous, and Blended Courses**

Fayetteville Real Estate School WILL allow a Broker Postlicensing Course student who does not take the initial end-of-course exam as scheduled to take a makeup the exam one time within 3 business days of the last scheduled day of the course at a time and date stated and agreed on by the Education Provider.

## **Failed Exams**

Fayetteville Real Estate School 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 as long as it is within 10 points of passing score of 75%; however, all retakes must be completed within the deadline stated by the Education Provider. The deadline to retest is 3 business days. FRES is not open on Sunday & Monday for retakes. Retest is \$25.

## **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%.

## All-Inclusive Tuition/Fees

Morning / Afternoon Online Course \$250

Morning / Afternoon In – Person 225

Evening / Night In-Person \$250

Evening/Night Online \$275

Throughout the year there are several discounts available.

## 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):

**2022-2023 General Update (GENUP):** 4 hours of instruction for brokers, approved and released by the Commission yearly. This class fulfills the annual continuing education credit for Real Estate Brokers as mandated by the North Carolina Real Estate Commission. The Commission changes the subject matter of this course each year. This year's subject titles are Material Facts, Dual Agency, Licensing and Education, Law & Rule Changes.

**2022-2023 Broker-in-Charge Update (BICUP):** 4 hours of instruction for Brokers in Charge, approved and released by the Commission yearly. This class fulfills the annual continuing education credit for Real Estate Brokers as mandated by the North Carolina Real Estate Commission. The Commission changes the subject matter of this course each year. This year's subject titles are Material Facts, Dual Agency, BIC responsibility, Licensing and Education, Law & Rule Changes.

**Elective: Red Flags:** This is a CE Elective 4 Hour Course (4 CE Credits). Students can increase their value as real estate agents by learning how to recognize "Red Flag signals that may indicate property defects. Topics covered include: Red Flags: What Are They and What Causes Them? Inspecting for Red Flags Inside and Outside the Home, and Red Flags Associated with Environmental Hazards and Hazardous Materials. This course includes detailed home inspection techniques with illustrations and background information on asbestos, radon, lead, and other hazards. Limit your personal risk by being better informed.

**Elective: Ethics** This is a CE Elective 4 Hour Course (4 CE Credits). As a real estate professional, you can help raise the bar and improve the reputation of the industry. You can lead by example. This course will empower you to recognize and respond to ethical dilemmas, inspiring consumer confidence.

Reviewing several articles of the National Association of REALTORS® Code of Ethics and draw from real-life ethical scenarios. This course meets the REALTOR® Code of Ethics Training Requirement.

## **Course Materials**

Fayetteville Real Estate School will provide each student with a copy of course materials in your email on the day of the class. Paper copies must be request in advance for and is an additional \$3. In a zoom meeting, for you convenience, the digital copy will be provided in the chat box at the beginning of the course from the moderator or instructor.

## **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**

These are the standard tuition cost, unless a promotion is being advertised on our site.

Morning / Afternoon Online Course \$70  
Morning / Afternoon In – Person \$65  
Evening / Night In-Person \$70  
Evening/Night Online \$75

## **Registration, Enrollment, and Conduct**

### **Registration**

To enroll in a courses

CEs ... Student must have a license, an email, and payment prior to class starting. In person students need to bring pocket card and ID to class. Online students need zoom, adequate internet speed, internet access, a webcam, and a well-lit environment, sitting upright in a classroom like environment. Must be able to show license and ID via webcam.

Prelicensing... Online students need zoom, adequate internet speed, internet access, a webcam, and a well-lit environment, sitting upright in a classroom like environment. All students need to be at least 18 years of age.

Postlicensing... Student must have a license, an email, and payment prior to class starting. In person students need to bring pocket card and ID to class. Online students need zoom, adequate internet speed, internet access, a webcam, and a well lit environment, sitting upright in a classroom like environment. Must be able to show license and ID via webcam.

## **Tuition and Fees**

Fayetteville Real Estate School accepts the following forms of payment: Cash, Credit, Zelle, PayPal.

Tuition must be received by: 1<sup>st</sup> Day of Class. As classes are made based on the number of students.

## **Attendance**

- Students in an in-person or synchronous distance learning *Broker Prelicensing Course* must attend a minimum of 80% 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.
- 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 or Rescheduling / Refunds**

Fayetteville Real Estate 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 1 days/ 24-hour notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options: Transfer or take the next class that meets enrollment count or receive a refund administered by the director or administrator. The secretary does not have access to provide a refund. You will need to speak with the director.

## **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 or take the next class that meets enrollment count or receive a refund administered by the director or administrator. The secretary does not have access to provide a refund. You will need to speak with the director.

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 1<sup>st</sup> will not be entitled to a refund of any portion of paid Tuition.

## **Student Conduct**

Students are expected to be professional, and respectful. Failure to do so will result in dismissal at the discretion of the instructor or moderator. Examples of poor behavior or conduct include but not limited to: include sleeping, talking out of turn, surfing the internet, texting, making or accepting phone calls, working on activities not connected to the course, driving, sitting in a car, drinking beer, not responding to moderator, logging off for more than 10 mins at a time, etc.



## **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)].

Fayetteville Real Estate School complies with the Americans with Disabilities Act (ADA) 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 must let the instructor know and the

## **Inclement Weather**

In the event of inclement weather or a local or national emergency, we follow the FTCC (Fayetteville Technical Community College) schedule.

## **Course Schedules**

Course schedules are published separately from this Policies & Procedures Disclosure. Schedules are posted on the Education Provider's website [www.fayettevillerealestateschool.com](http://www.fayettevillerealestateschool.com) and are also available upon request.

## **Use of Technology in the Classroom**

Fayetteville Real Estate School is not responsible for lost or stolen electronic devices.

Fayetteville Real Estate School DOES provide wireless Internet access. Password: CEsDueJune10! FRES is not responsible for disruptions in or problems with the service.

Fayetteville Real Estate School DOES allow the use of laptops, tablets, and similar devices in the classroom.

- 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 disruptions and are not acceptable student conduct. If an instructor discovers that a student is using an electronic device for these (or similar) purposes, you will given a verbal warning first, then be asked to leave. Watching porn is an automatic dismissal.
- If the wireless Internet access is disrupted during a course, Fayetteville Real Estate School 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 \$50.
- 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 student will be dismissed from class.

- Sound on electronic devices must be muted during class sessions, including the vibration from being silent.
- The possession and use of electronic devices (other than a basic calculator) are strictly prohibited during all quizzes and exams.

### **Visitors**

Classroom courses at Fayetteville Real Estate School are open to enrolled students only. Enrolled students may not bring visitors to the classroom.

### **Language**

All courses are taught in the English language. It is suggested that you are fluent in the English language.

DO NOT COPY

## CERTIFICATION OF TRUTH AND ACCURACY

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

X

\_\_\_\_\_  
Nikki Blackman  
Education Director

Nichole 'Nikki' Blackman  
Education Director

## CERTIFICATION OF RECEIPT

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

X

\_\_\_\_\_  
Full Legal Name of Propective Student

## NEEDS TO BE ANSWERED

By their signatures on this page, the official signing for SCHOOL certifies delivery of a copy of SCHOOL's Policies & Procedure Disclosure to STUDENT and STUDENT acknowledges receipt of Policies & Procedure Disclosure.

Check ONE:

- NO, I do NOT need accommodations.  
 Yes I need accommodation: Specify:

\_\_\_\_\_  
\_\_\_\_\_

X

\_\_\_\_\_  
Full Legal Name of Student & Date