



# Fayetteville Real Estate School

**Policies & Procedures Disclosure  
2024-2025**

**Fayetteville Real Estate School**  
3035 Boone Trail Extension Ste N  
Fayetteville NC 28304  
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## **Policies & Procedures Disclosure**

**Date of Publication:** July 1, 2024

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

**Name of Education Director:** Nichole Blackman

**Names of Faculty and of Full-Time Officials:** Edward Blackman, Curtis Blake Jr.

### **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 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 *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

## Course Description

This Education Provider's *Broker Prelicensing Course* consists of a total of **80** 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

Prelicensing Textbook  
Real Estate Licensing North Carolina Booklet - Published by the NCREC  
Basic Calculator  
Math Workbook  
Access to the Learn Test Pass Online Portal

## End-of-Course Exam

For the In-Person, Synchronous (live online), and Blended delivery courses, the end-of-course exam will be administered in person during the regular class time on the last day of class at Fayetteville Real Estate School located at 3035 Boone Trail Ext Ste N Fayetteville, NC 28304. However, if you have a situation where this is not feasible, we will accommodate via online testing with proper notification in writing no later than 1-week before testing. Please be aware if you proctor wrong or computer specifications are not met, you will need to come in to test or you will be awarded a failing grade. Online Testing is done through a 3rd party proctoring service in the student's private setting of their choice. The date will be the end date of the course with a specified hour of timeframe it may be utilized. Communication is the key to successfully making this work.

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. The only personal items is your key, calculator and 2 pencils.

## Missed Exam

For the In-Person, Synchronous (live online), and Blended delivery courses, the Education Provider 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, but no later than 180 days from enrollment. Missing your original date forfeits your opportunity to retest for a 2<sup>nd</sup> try.

## 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 but does not pass the initial end-of-course exam to retake the exam 1 time as long as they are within 10 points of passing (80%) and within 7

days of the last day of class. Any retakes will be scheduled by the Education Provider, but no later than 180 days from enrollment. The cost to retest is \$25 and is due on the day of retest with cash only.

## 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 %.

Any Broker Prelicensing Course must be completed (including passing the end-of-course exam) within 180 days of enrollment.

## All-Inclusive Tuition/Fees

Morning / Afternoon In - Person \$525  
Morning / Afternoon Online Course \$550  
Evening/Nite In-Person \$525  
Evening/Nite Online \$550  
Retest Fee \$25  
Lost Book / Replacement Fee \$50  
One on One State Exam Tutoring \$50/hr  
In house Proctor \$25  
Refund Fee \$25  
Refund Fee if you already picked up materials \$75  
Audit \$350 non FRES student, \$100 for existing FRES Student

Various promotions are advertised throughout the whole year, which may change the price of the classes.

## Annual Summary Report

During the July 2023 - June 2024 license year, this provider had 313 students who initially enrolled in a *Broker Prelicensing Course*. Of that initial number, 106 of those students successfully passed the course, 156 of those students completed the course but did not pass the end-of-course exam, and 51 students did not complete the course.

## License Examination Performance Report

During the July 2022 - June 2023 license year, this provider had 42 of our students take the 2-part state license examination for the first time within 30 days of completing one of our Broker Prelicensing Courses. 33 of those students passed on their first attempt, resulting in a cumulative 78.57 % pass rate on the North Carolina Examination.

- 0 of these students completed our In-Person instruction method of the Broker Prelicensing Course. [X] of those students passed, resulting in a [X] % pass rate on the North Carolina Examination. (We don't offer in person only.)
- 0 of our students completed our Broker Prelicensing Course by Synchronous instruction method (live online). [X] of those students passed, resulting in a [X] % pass rate on the North Carolina Examination. (We don't offer online only.)

- 1 of our students completed our Broker Prelicensing Course by Distance instruction method (self-paced online). 1 of those students passed, resulting in a 100 % pass rate on the North Carolina Examination.
- 41 of our students completed our Broker Prelicensing Course by a Blended instruction method. 32 of those students passed, resulting in a 78.05 % pass rate on the North Carolina Examination.

## Broker Postlicensing Courses

A Broker Postlicensing student must already possess a North Carolina Real Estate Broker license prior to registration. If you passed, and have your pass sheet from testing, but do not have your license number yet, please call or come in and we will get you scheduled.

### 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.

- Purchase a physical copy of the NCRE Manual here: <https://www.ncrecpubs.org/north-carolina-real-estate-manual-paper>
- Purchase a subscription to the digital version of the NCRE Manual here: <https://rem.ncrec.gov/>
- Obtain a free PDF copy of the North Carolina Real Estate License Law and Commission Rules booklet here: <https://www.ncrec.gov/Pdfs/Rules/NCRECLawAndRules.pdf>
- Purchase a physical copy of the North Carolina Real Estate License Law and Commission Rules booklet here: <https://www.ncrecpubs.org/north-carolina-real-estate-law-commission>.

You may purchase a physical copy of the NCRE Manual at the school for \$50. Please call ahead of time to make arrangements, prior to the class starting, to pick your book up at the office. The Education Provider DOES NOT 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 Exam

For the In-Person, Synchronous (live online), and Blended delivery Postlicensing courses, the end-of-course exam will be administered in person during the regular time on the last day of class at Fayetteville Real Estate School located at 3035 Boone Trail Ext Ste N Fayetteville, NC 28304. However, if you have a situation where this is not feasible, we will accommodate via online testing with proper notification in writing no later than 1-week before testing. Please be aware if you proctor wrong or computer specifications are not met, you will need to come in to test or you will be awarded a failing grade. Online Testing is done through a 3<sup>rd</sup> party proctoring service in the student's private setting of their choice. The date will be the end date of the course with a specified hour of timeframe it may be utilized. Communication is the key to successfully making this work.

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. 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 Exam

For the In-Person, Synchronous (live online), and Blended delivery courses, the Education Provider WILL allow a Broker Postlicensing Course student who does not take the initial end-of-course exam as scheduled to take a makeup exam at a time and date stated by the Education Provider, one time within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider, but no later than 180 days from enrollment. Missing your original date forfeits your opportunity to retest for a 2<sup>nd</sup> time.

## Failed Exam

For the In-Person, Synchronous (live online), and Blended delivery courses, the Education Provider WILL allow a Broker Postlicensing Course student who takes but does not pass the initial end-of-course exam to retake the exam 1 time within 7 days of the original date as long as the tester is within 10 points of passing. Any retakes will be scheduled by the Education Provider, but no later than 180 days from 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

Post Licensing Classes are \$225 - Various discounts or incentives are posted online throughout the year to encourage enrollment. Any student who attended pre at Fayetteville Real Estate School and takes all 3 post with us, get their physical manual included for FREE. Audits are \$100. Refunds cost \$25 to

process and will be deducted from the amount you have already paid. We do not do refunds on any book that have left our office.

## Broker Continuing Education Program

### Course Description(s)

**2024-2025 General Update (GENUP):** 4 hours of instruction for all provisional and non-provisional brokers who are not Brokers-in-Charge and/or do not have BIC-Eligible status and who wish to renew their licenses on active status on July 1, 2025, for the 2025-2026 license year. The 2024-2025 General Update (GENUP) Course is published by the North Carolina Real Estate Commission each license year. This mandatory course addresses trending issues in brokerage, complaints and disciplinary actions, and law and rule changes. This year's subject titles are: Environmental Material Facts, NCREC Frequently Asked Questions, Permits, Education Update, and Law and Rules Update

**2024-2025 Broker-in-Charge Update (BICUP):** 4 hours of instruction that must be completed by all Brokers-in-Charge and brokers who have BIC-Eligible status and who wish to renew their licenses on active status on July 1, 2025, for the 2025-2026 license year. Brokers-in-Charge and brokers with BIC-Eligible status must take the BICUP course each year to satisfy the Update course requirement and to maintain BIC-Eligible status, as prescribed by Commission Rules 58A .1702 and 58A .0110. This year's subject titles are: Environmental Material Facts, NCREC Frequently Asked Questions, Permits, Education Update, Law and Rules Update, and BIC Responsibilities and Supervision

**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), ending temporarily in December 2024. 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.

### Tuition Fees

Typically, CE is \$55, however throughout the year we have discounted classes as well as free classes to increase enrollment. Visit the website regularly, FayettevilleRealEstateSchool.com, for incentives or sign up for our newsletter to stay in the loop. Tuition must be paid in full prior to the class starting. Anyone who hasn't paid before the class starts - will not get credit for the course. There is a refund/admin fee of \$25. We encourage you to sign up for another class that meets enrollment minimum. No show or lateness or misconduct dismissal is NO refund. CE class minimum is 6 for full price students.

### 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 1 day prior to the start of the class as well as dropped in the chat box on zoom prior to the class starting. We provide digital copies at no additional cost. However,

if you wish to have a hard copy there will be a \$5 charge and you need to make admin aware 2 days prior. Simply call the office and ask for the office administrator 910-676-8628.

## 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.

## General Information

### Registration

To enroll in a course, prospective students may do so in multiple ways:

- In - Person - we are located at 3035 Boone Trail Center, Suite N (back side of the building) Fayetteville, NC 28304
- Online - FayettevilleRealEstateSchool.com
- Via phone - Call 910-676-8628

### Attendance

- Students in an in-person or synchronous distance learning Broker Prelicensing Course must attend a minimum of **80 %** of all scheduled instructional hours. (960 mins)
- Students in an in-person or synchronous distance learning Broker Postlicensing Course must attend a minimum of **90 %** of all scheduled instructional hours. (180 mins)
- 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. If you have an internet outage, consider coming into class or go to your local library.

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

Before joining a Zoom meeting on a computer, you need to download Zoom if you don't already have it. Otherwise, you will be prompted to download and install Zoom when you click a join link. You will need to do this before class starts as it is a timely process. Anytime missed from class will be deducted. Be responsible for your readiness. We suggest you log on 20 minutes prior to the class starting.



## System requirements for Zoom:

An internet connection - broadband wired or wireless (3G or 4G/LTE)  
Speakers and a microphone - built-in, USB plug-in, or wireless Bluetooth  
A webcam or HD webcam - built-in, USB plug-in, or:  
An HD cam or HD camcorder with a video-capture card

### Supported operating systems

- macOS X with macOS X (10.11) or later
- Windows 11
- Windows 10, Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 8.0 or higher
- Oracle Linux 8.0 or higher
- CentOS 8 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

### Supported Web Browsers

- Chrome: Within 2 versions of current version
- Firefox: Within 2 versions of current version
- Edge: Within 2 versions of current version
- Safari: Within 2 versions of current version

Class will be monitored closely. Zoom link will be sent prior to the time. We do our best to have it to you the day before and it will be sent the day of - 30 mins prior and 10 mins prior. If you do not have the link, call the office or the instructor 910-676-8628. If you sign up to get the link 5 mins before class start - call the school as we have already started the check in process and will have to do you individually.

## Student Conduct

Students are expected to follow the following guidelines:

Zoom Class Guidelines - **Be aware you need to be in a classroom-like environment. If you can't do it in a regular classroom then it can't be done zoom.** Examples of poor zoom behavior that will get you zero credit and removed from class are, but not limited to the following: Sitting in car, using your phone, driving, getting you hair done, getting you nails done, drinking alcohol, laying in the bed, kids in your lap, animals distracting the class, failure to respond to the moderator, logging off excessively, working etc. Your camera needs to remain on, and you must engage regularly in class conversation by microphone or in chat box. Loop videos/backgrounds are prohibited. You must meet attendance requirements to get a certificate.

Like Instructors, 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, shopping online, watching porn, or working on activities not connected to the course, downloading black market movies etc...

## 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 1 day prior to the start of the class.

If a course is canceled 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 or permission to provide a refund. You will need to speak with the director. Depending on the class, there is a \$25 fee to process refunds that will be deducted from what is already been paid. If you have picked up materials it is \$75 reduction in your refund.

If the instructor has poor connection issues or no connection and class cannot take place as planned, Fayetteville Real Estate School will reschedule the class and time missed. If a student is unable to attend the rescheduled class, the student may choose to be counted absent, reschedule to another course, or receive a 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 the day. Written notice can be through email or walk in with a handwritten note. If no one responds within 24 hrs please kindly call the school at 910-676-8628. 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 only. There is a \$25 refund fee that will be deducted from the amount you have already paid. Anyone who has picked up supplies, there is a \$75 non refundable fee that will be deducted from what you have already paid. We do not accept books or supplies back from any person who has carried them outside the office. The secretary does not have access to provide a refund. You will need to speak with the director directly. If you emailed please give the director time to read it and respond. Refunds to credit cards usually take 5 days depending on the type of card or bank you used.

A student who terminates enrollment in a course may do so either with written notice to the Education Provider or by no longer attending a course on or after the 1<sup>st</sup> day of class will not be entitled to a refund of any portion of paid Tuition. This applies to all courses offered. If you forgot, missed, or came in late to CE class you do NOT get a refund. An act of God or force, wrecks, hospital or emergency weather involving you, are decided base on proof and you speaking with the director.

## Schedules or Inclement Weather

In the event of inclement weather or a local or national emergency, we follow the FTCC (Fayetteville Technical Community College) schedule. This is for INCLEMENT WEATHER only. We do NOT follow the same holiday schedule. Holiday schedules are generally not followed as we want you to know what to expect in becoming or being a broker. We provide brokerage services on holidays! If you have scheduled a cruise or vacation, we suggest you switch classes as there is NO such thing as an excused absence. You are either present or absent - literally.

## 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!

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

- 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, subsequent behavior will be asked to leave. Watching porn or downloading unpurchased media (stealing) is an automatic dismissal with NO return back.
- 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 are strictly prohibited during all 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.

## Communication

We only discuss grades or school issues with the enrolled individual.

**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.

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.

Full Legal Name of Prospective Student:

X \_\_\_\_\_

Full Legal Name of Student & Date

Accommodations: Any student who has a disability and would like to make an accommodation request may do so on this page. Accommodations need to be in writing and turned into the instructor / director immediately on the first day of class. Your request will be reviewed, and accommodation will be made based on the law, reasonable means, and appropriate to each circumstance. If you have not received an answer within 7 days of turning this document in please call the director Nikki Blackman at 910-676-8628. We are committed to facilitating a learning environment that helps you succeed. Use the space below to write up your request if needed.

