

Deborah H. Long  
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### **Policies & Procedure Disclosure**



Date of Publication: January 1, 2021

**Legal Name of Education Provider: Deborah H Long**

Advertised Name of Education Provider: Deborah H Long

Name of Education Director: Deborah H Long

Names of Full-Time Officials and Faculty: Deborah H Long

### **Education Provider Certification**

Deborah H Long 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). If you have any concerns about the quality of education you receive from me, I hope you will address them with me personally, but you can also address them with the NCREC. The NCREC can be reached by mail at P.O. Box 17100, Raleigh, NC 27619, at its street address at 1313 Navajo Drive, Raleigh, or by phone at 919-875-3700

NO STUDENT SHALL BE DENIED ADMISSION ON THE BASIS OF AGE, SEX, RACE, COLOR, NATIONAL ORIGIN, FAMILIAL STATUS, HANDICAPPING CONDITION, OR RELIGION. Furthermore, this education provider supports and is in compliance with the NCREC's policy on racial equity.

### **Course Offerings**

Deborah H Long conducts the annual Continuing Education courses needed to maintain a real estate license on active status.

**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)**

Please see [DebbieTheTeacher.com](http://DebbieTheTeacher.com) for currently offered Update and elective course descriptions.

### **Course Materials**

Deborah H. Long will provide each student with a copy of course materials, including a textbook and handouts, as appropriate.

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**

Please see [DebbieTheTeacher.com](http://DebbieTheTeacher.com) (live courses) and [DebbieTheTeacher.TalentLMS.com](http://DebbieTheTeacher.TalentLMS.com) for prices on courses.

Registration, Enrollment, and Conduct

### **Registration**

To enroll in a course at Deborah H. Long, prospective students must pay in advance by check or credit card through the school's portal at [DebbieTheTeacher@gmail.com](mailto:DebbieTheTeacher@gmail.com).

### **Tuition and Fees**

Deborah H. Long accepts the following forms of payment: check or credit card.

Tuition must be received by the date of the course start.

The penalty for a check returned for insufficient funds is \$50 and notification to the NCREC.

### **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.

- 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.

### **Course Cancellation or Rescheduling / Refunds**

Deborah H. Long reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum 24 hours notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will receive a full refund.

### **Withdrawals and Transfers / Refunds**

A student may withdraw from a course by giving written notice to me prior to the start of the course. In such event, the student will have the following options: \$5 cancellation fee + full refund.

A student who terminates enrollment in a course either with written notice to me or by no longer attending a course on or after 20 minutes into the course will not be entitled to a refund of any portion of paid Tuition.

### **Student Conduct**

Students are expected to conduct themselves according to the rules of engagement established by the instructor at the beginning of the course. Certain behaviors could result in dismissal or ejection from the course, such as sleeping, talking out of turn, surfing the internet, texting, making or accepting phone calls, working on activities not connected to the course, etc.

### **Cheating**

If a student is discovered to be cheating in any manner on an assignment during a course, 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**

Deborah H. Long 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 contact the school in sufficient time to make reasonable accommodations.

### **Inclement Weather**

In the event of inclement weather or a local or national emergency, please check to see if Orange County school are closed. If so, it is unlikely that class will be held in person. The instructor will email all students affected..

### **Course Schedules**

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

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

I am not responsible for lost or stolen electronic devices. I do not provide wireless Internet access when we meet in a classroom. I allow the use of laptops, tablets, and similar devices in the classroom provided they distract no one, including the user and any recording devices are turned off..

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, the student will be notified of the offense first and dismissed from class with a second offense.
- There may be times during which students may or 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. A student who does not follow an instructor's direction to discontinue use is subject to dismissal.
- Sound on electronic devices must be muted during class sessions.

### **Visitors**

Classroom courses are open to enrolled students only. Non-licensees may enroll in any of my courses.

### **CERTIFICATION OF RECEIPT**

Students will acknowledge that they agree to the terms of engagement at the beginning of each CE course.

### **CERTIFICATION OF TRUTH AND ACCURACY**

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

Deborah H Long  
Education Director