

# **The NC Real Estate School, LLC**

**an Education Provider for the NCREC**

4318 Bland Road  
Raleigh, NC 27609

## **POLICIES AND PROCEDURES DISCLOSURE**

**September 2021**

**The NC REAL ESTATE SCHOOL, LLC**  
**an Education Provider for the NCREC**

**Carolyn H. Hriso - Owner**  
**Carolyn H. Hriso - School Director**

### **Faculty:**

**Carolyn H. Hriso - Instructor**  
**James R. Hriso - Instructor**

### **PURPOSE of SCHOOL:**

The NC Real Estate School, LLC, **an Education Provider for the NCREC** conducts the “Broker Prelicensing Course” required to qualify for 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 as well as the required Continuing Education Courses needed to complete 8 hours of CE per year which is a requirement of the NCREC.

### **Education Provider Certification:**

The NC Real Estate School, LLC, is certified by the North Carolina Real Estate Commission (NCREC) as an Education Provider. Any complaints concerning the School should be directed in writing to:

**Carolyn H. Hriso**  
School Director  
4318 Bland Road  
Raleigh, NC 27609  
OR

**North Carolina Real Estate Commission**  
ATTN: Education and Licensing Division  
PO Box 17100, Raleigh, NC 27619

Per “Commission Rule 58H .0205”: The School must provide each student with a copy of this Policies and Procedures Disclosure prior to payment of any non-refundable tuition or fee. The Policies and Procedures Disclosure, which is required and approved by the North Carolina Real Estate Commission (NCREC), outlines School/Education Provider Policies plus the rights and obligations of the School/Education Provider and the student. A copy of our Policies and Procedures Disclosure is available for each student to review and download when they register for classes on the Education Provider Website. Student will enter their name and check acknowledgement box to confirm they have received their copy of the Policies and Procedures Disclosure. This certification will be retained on the Education Provider website.

NO STUDENT SHALL BE DENIED ADMISSION ON THE BASIS OF AGE, SEX, RACE, COLOR, FAMILIAL STATUS, NATIONAL ORIGIN, HANDICAP STATUS OR RELIGION.

## Prelicensing and Postlicensing Courses

### Broker Prelicensing Course

#### **Purpose of the Course:**

The primary objectives of the *Broker Prelicensing Course* are (1) to provide students with the basic knowledge and skills necessary to act as licensed real estate brokers in NC in a manner that protects and serves the public interest and (2) to prepare students for the NC real estate license examination. At this School the Prelicensing course consists of a total of 75 classroom hours of instruction, including the end-of-course examination.

After passing a test at the end of 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* which is available on the Commission's website at [www.ncrec.gov](http://www.ncrec.gov).

#### **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, the North Carolina Real Estate License Law and North Carolina Real Estate Commission Rules and Trust Account Guidelines. *Real estate mathematics is an important component of this course and calculations will be required.*

#### **Course Enrollment Requirements:**

The minimum age requirement to obtain a real estate license in North Carolina is 18 years.

To enroll in the *Broker Prelicensing Course* at The NC Real Estate School, LLC, an Education Provider for the NCREC. Prospective students must log onto the School web site [www.thencrealestateschool.com](http://www.thencrealestateschool.com), register for the class and pay the registration fee.

### Broker Postlicensing Education Program

#### **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 Commission Rule 58A .1902: Provisional Brokers must complete, within 18 months following initial licensure a "Postlicensing" education program consisting of ninety (90) hours of classroom instruction in subjects determined by the Commission" [G.S.93A-4(a)1]. The program consists of three 30-hour courses. They do not have to be taken in any sequence, to retain eligibility to actively engage in real estate brokerage.

The *90-hour Postlicensing Education Program* consists of three 30-hour courses prescribed by the Commission which may be taken in any sequence. However, the Commission recommends the following course number sequence (301, 302, & 303), as course materials were developed with that sequence in mind. When a provisional broker has timely completed all three (3) courses, the provisional status of the broker's license will be automatically removed and terminated by the 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 Enrollment Requirements:

*Per Commission Rule 58H .0209: A school shall not enroll an individual in a Postlicensing course if the first day of the Postlicensing course occurs while the individual is enrolled in a Prelicensing course.*

## Continuing Education

### CE Course Description

#### **General Update Course (GENUP - Mandatory 4 hours)**

Contains update information from the NCREC relating to new laws, modified laws, new rules and modified rules effective in the fiscal year beginning July 1 and ending in 12 months on June 30.

#### **Broker-In-Charge Course (BICUP - Mandatory for Brokers-in-Charge - 4 hours)**

Contains update information from the NCREC relating to new laws, modified laws, new rules and modified rules effective in the fiscal year beginning July 1 and ending in the 12 months on June 30. Also contains new information for Brokers-in-Charge about laws and rules pertaining to the management of real estate brokers, firms and trust funds.

#### **Electives**

Courses are selected each year on industry topics.

## Online Courses

Courses that are self-paced and delivered and available virtually, including pre-license, post-license and continuing Education (CE) containing like information as described for virtual classes.

## Registration & Enrollment

### Procedure for Requesting Special Accommodations

The NC Real Estate School, LLC, certified as an Education Provider by the NCREC, complies with the Americans with Disabilities Act 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 notify the Education Provider Director, Carolyn H. Hriso, prior to the first-class meeting.

## Detailed Schedule of Tuition and Fees

The NC Real Estate School, LLC, certified as an Education Provider by the NCREC, accepts credit card payment at the time of registering for the class on the Education Provider's web site, or by check at the first-class meeting. The penalty for a check returned for non-sufficient funds will be: \$35.00.

### Tuition Schedule:

**Broker Pre-licensing Course:** \$360.00 including the Textbook. **Unless otherwise requested, class materials will be mailed to student upon registration.**

**Broker Post-licensing Course:** \$199.00 Tuition per 30-hour course. Textbook is not included in the tuition cost. NOTE: Each student is required to use the current edition of the "NC REAL ESTATE MANUAL" and "NORTH CAROLINA LICENSE LAW and COMMISSION RULES" booklet in each Postlicensing course. The NC Real Estate School, LLC, certified as an Education Provider by the NCREC, allows students to use the online versions of the "NC Real Estate Manual" and "North Carolina License Law and Commission Rules" booklet during classes. Each student must bring his/her copy of the required publications to every Postlicensing class session.

### Continuing Education:

General Update \$50.00 Tuition per 4-hour course

Elective \$50.00 Tuition per 4-hour course

BicUp \$50.00 Tuition per 4-hour course

## Course Cancellation or Rescheduling

The NC Real Estate School, LLC, certified as an Education Provider by the NCREC, reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given notice as soon as possible of the cancellation or revised course schedule.

## Withdrawals and Transfers / Refunds

***If you cancel up to 48 hours prior to the class start date:***

There is a \$75 service charge. The remainder will be refunded.

***If you cancel **up to 48 hours prior to the class start date** and received your materials:***

1. You may return your materials and will be charged the \$75 service charge and issued a refund once we receive your undamaged materials. **OR**
2. You may keep your materials and will be charged \$100 in addition to the \$75 service fee (total of \$175). The remainder will be refunded.

***If you cancel within 48 hours of the class start date, there will be no refund issued. However, you will be credited the full registration fee for a future class at the NC Real Estate School, LLC, for a term of 12 months or calendar year whichever is the longest time period.***

***Please note: It may take 2-3 days for your credits to appear on your bank card statement.***

# Student Progress and Grades

## Student Conduct

Students are expected to conduct themselves in a professional manner. Dismissal without recourse will be imposed for behavior that, in the sole judgment of instructor or staff, reflects negatively on The NC Real Estate School, LLC, an Education Provider for the NCREC.

## Attendance

*Broker Prelicensing Course* students must attend a minimum of 80% of all scheduled classroom hours. *Postlicensing Education Program* students must attend a minimum of 90 % of all scheduled classroom hours. An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

Attendance will be closely monitored, including late arrivals and early departures at the beginning or end of every class session or any scheduled break times. All class time missed is recorded for each student and will be counted towards the allowed missed class time.

## Eligibility Requirements for Course Completion Certificate

To pass the *Broker Prelicensing Course* and receive a course completion certificate, a student must

- a) meet the attendance requirements
- b) timely submit completed in-class and take-home assignments
- c) pass the end-of-course exam with a minimum score of 80 %

To pass a *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 %.

The end-of-course exam will be administered as a digital exam either on the last scheduled day of the course or the next regular class day or determined by the Education Provider.

Each student will be expected to review Exam Rules and Important System Requirements in detail. Failure to follow instruction may result in a failing grade.

## Exam Rules:

1. Prior to the start of the exam, you will need to perform an environmental scan of your room, your desk, and blank scratch paper. You must show both sides of each sheet of scratch paper during the environmental check.
2. When you are taking a PreLicensing or Postlicensing exam, you may NOT leave the testing area while the exam is in progress.
3. You will be recorded by video and audio.
4. You cannot communicate with others verbally or with a device such as a mobile phone or tablet.
5. Multiple screens are not permitted for the exam. You must complete the exam from a single screen with all additional screens and monitors turned off and unplugged (cords visible).
6. You are allowed a basic calculator (no graphing calculators or cell phones allowed).
7. This is a closed book examination. You may NOT refer to your notes or textbook during the exam.

8. The proctoring system will flag incidents when you attempt to open another browser or attempt to print the screen. All questions are watermarked with your unique candidate code. The proctoring system retains the audio, video, and screen shots of your computer screen (taken every few seconds).
9. **Suspected cheating incidents will be reported to the North Carolina Real Estate Commission which may result in license denial or revocation.**
10. **Exam Confidentiality: Students may not communicate any information concerning the content of the exam to any person other than his or her Prelicensing or Postlicensing course instructor.**
11. Choose the one BEST answer from the four possible choices provided. Read each question and all answer choices carefully.

If a student is discovered to be cheating in any manner during an exam, the student will be immediately dismissed, will receive a failing 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 .0210(h)*].

## Important System Requirements

1. You must have an active Internet connection with a minimum speed of 256 Kbps and front-facing camera, a microphone, and speakers / headphones. A laptop or desktop is required.
2. Use a good quality external microphone or built-in microphone on a laptop.
3. Ensure that you complete the “preflight” check in advance to avoid last minutes technical snags. Please make sure to perform the system check on the computer you will use for the exam.
4. The list of supported browsers are Google Chrome (Latest Version) (49+), Mozilla Firefox (Latest Version) (21+), Internet Explorer (11+) and Microsoft Edge.

## Before Exam Instructions

During your exam, you will be recorded (audio and video) and every few seconds screen shots are taken. Do not leave the area until you complete your exam and click submit. Do not close the tab until you receive confirmation that the upload has finished. Your internet upload speed may impact this time.

The proctoring program will note attempts to access browser tabs, take screen shots, use your phone, talk to other people along with other red flags. Please note that the Commission may discipline a student for cheating which may result in license denial or revocation.

## After-Exam Instructions

Your Education Provider will contact you shortly with the results.  
This may take up to 72 business hours.

## End-of-course Exam Make-up and Re-take

### Broker Prelicensing Course:

The NC Real Estate School, LLC, certified as an Education Provider by the NCREC WILL NOT allow a *Broker Prelicensing Course* student who does not take the end-of-course exam on the last scheduled day of a course to take a makeup exam.

However, a student who does not take the end-of-course exam on the last scheduled day of a course may test one time when retakes are scheduled for that class at a one time cost of \$35.

The NC Real Estate School, LLC, certified as an Education Provider by the NCREC will allow a *Broker Prelicensing Course* student who takes but does not pass the end-of-course exam to retake the end-of-course exam one time at a cost of \$35. However, all retakes must be taken at the Education Provider’s designated retake dates for your class.

*Per Commission Rule 58H .0210(f): A Prelicensing or Postlicensing course student who does not pass the end-of-course exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the end-of-course exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.*

At The NC Real Estate School, LLC, certified as an Education Provider for the NCREC, a student may retake a *Broker Prelicensing Course* for one-half the original cost if it is scheduled and completed within 12 months of their original class enrollment.

### **Broker Postlicensing Education Courses:**

A *Postlicensing Education Program* student who does not take the end-of-course exam on the last scheduled day of a course may take it as a makeup one time within 30 days of the last scheduled day of the course at a time and date stated by the School / Education Provider.

A *Postlicensing Education Program* student who takes but does not pass the end-of-course exam may retake the end-of-course exam one time; however, all retakes must be within 30 days of the last scheduled day of the course at a time and date stated by the School / Education Provider.

*Per Commission Rule 58H .0210(f): A Prelicensing or Postlicensing course student who does not pass the end-of-course exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the end-of-course exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.*

At The NC Real Estate School, LLC, certified as an Education Provider for the NCREC, a student may retake a *Postlicensing Education Program* course for one-half the original cost if done within 12 months from the date of their original class registration.

## Additional School Policies

### Inclement Weather

In the event of inclement weather or a local or national emergency, the School will follow the actions of the Wake County School District.

### Course Schedules

Course schedules are published separately from this bulletin. Schedules are posted on the School's website [www.thencrealestateschool.com](http://www.thencrealestateschool.com).

### Use of Technology in the Classroom

The NC Real Estate School, LLC, certified as an Education Provider for the NCREC, is not responsible for lost or stolen electronic devices.

The NC Real Estate School, LLC, certified as an Education Provider for the NCREC, does provide wireless Internet access at its offices.

If wireless Internet access is provided, the School / Education Provider for the NCREC, is not responsible for disruptions in or problems with the service at its offices.

The NC Real Estate School, LLC, certified as an Education Provider for the NCREC, does allow the use of laptops, tablets, and similar devices in the classroom provided they do not distract from the learning environment.

If such devices are permitted, the following guidelines will be enforced:

- 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 they will be asked to leave the class and their absence will count towards the time allowed to be missed.
- 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, they will be dismissed from the remaining time of that class.
- Sound on electronic devices must be muted during class sessions.
- The possession and use of electronic devices (other than a basic calculator) are strictly prohibited during all quizzes and exams.

### Visitors / Guests

Courses at The NC Real Estate School, LLC, certified as an Education Provider for the NCREC, are open to enrolled students only. Enrolled students may not bring visitors or guests to the classroom without prior approval of the School Director.



**CERTIFICATE OF TRUTH AND ACCURACY**

*I certify that the policies and information contained in this bulletin are true and correct and that the The NC Real Estate School, LLC, certified as an Education Provider by the NCREC, will abide by the policies herein.*

*Carolyn H. Hriso, BS, BA, M.Ed, DREI, GSI, CMBA, SRES, ABR*

*School Director*

*The NC Real estate School, LLC, Certified as an Education Provider by the NCREC*

**[This section intentionally left blank.]**

**THE NC REAL ESTATE SCHOOL, LLC**  
 CERTIFIED AS AN EDUCATION PROVIDER BY THE NCREC  
**CERTIFICATION**

This agreement between The NC Real Estate School, LLC, (hereinafter “SCHOOL / EDUCATION PROVIDER”) and \_\_\_\_\_ (hereinafter “STUDENT”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, and constitutes the complete agreement of the parties.

- SCHOOL/EDUCATION PROVIDER agrees to provide STUDENT the course(s) indicated below in accordance with the requirements prescribed by the North Carolina Real Estate Commission.

\_\_\_\_\_ **Broker Pre-licensing Course (75 instructional hours)**

\_\_\_\_\_ **Broker Post-licensing Education Courses (30 instructional hours each)**

\_\_\_\_\_ #301 – Broker Relationships and Responsibilities (BRR)

\_\_\_\_\_ #302 – Contracts and Closings (CC)

\_\_\_\_\_ #303 – NC Law, Rules, and Legal Concepts (NC LR& LC)

**North Carolina Real Estate License #** \_\_\_\_\_

- Course Schedule(s) is/are as follows:

| <u>Course</u>        | <u>Start Date</u> | <u>End Date</u> | <u>Class Schedule (days/times)</u> |
|----------------------|-------------------|-----------------|------------------------------------|
| <b>Pre-licensing</b> | _____             | _____           | _____                              |
| <b>BRR</b>           | _____             | _____           | _____                              |
| <b>CC</b>            | _____             | _____           | _____                              |
| <b>NC LR&amp; LC</b> | _____             | _____           | _____                              |

- STUDENT agrees to pay tuition for the course(s) indicated above in the total amount of \$ \_\_\_\_\_, such tuition to be paid as follows: by check, credit card or cash prior to beginning of class.

- Special Accommodations provided (if any): \_\_\_\_\_

- By their signatures on this page, the official signing for SCHOOL certifies delivery of a copy of SCHOOL’s Bulletin to STUDENT and STUDENT acknowledges receipt of such Bulletin.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The NC Real Estate School, LLC, Certified as an Education Provider by the NCREC**

**Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_