

# School Bulletin

## School Bulletin First Real Estate School Hendersonville, NC. 828 440 1064

Date of Bulletin: November 29, 2016

Name of School: First Real Estate School

Name of School Owner: Ronnie D. Climer

Name of School Director: Ronnie D. Climer

Instructor: Ronnie D. Climer

### School Licensure and Approval:

The School is licensed by the North Carolina Real Estate Commission to conduct Real Estate Broker Prelicensing and Broker Postlicensing courses.

### Purpose of the School:

The purpose of First Real Estate School is to conduct Broker Prelicensing courses that are required to qualify for the license exam to become licensed as a real estate provisional broker in North Carolina. Also, the school's purpose is to offer educational courses that will provide students with the basic knowledge and skills to act as competent real estate brokers.

First Real Estate School will conduct Broker postlicensing courses. Postlicensing coursework is NOT required to renew a North Carolina license. Payment of the annual renewal fee is needed to renew this license. If the licensee does not do the required postlicense and continuing education, the license will be on inactive status. The purpose of postlicensing

courses is to remove the provisional status of the Provisional Broker's license and to provide students with the basic knowledge and skills to act as competent real estate brokers.

### Entrance / Admission Requirement:

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

Each student at First Real Estate School shall execute, prior to the first class session, an enrollment contract which sets forth the basic rights and obligations of both the School and the student. First Real Estate School's enrollment contract has been approved by the North Carolina Real Estate Commission.

### Tuition and Fees, Cancellations, Attendance and Student Conduct Requirements:

#### TUITION AND FEES

#### BROKER PRELICENSING:

Broker Prelicensing course tuition is \$300. Tuition includes classroom attendance, the required NC Real Estate textbook, and all course handouts and materials. An enrolling student in the Broker Prelicensing course who already has a copy of the current textbook will be given \$25 credit toward the tuition. A student that does not pass the Broker Prelicensing end-of-course exam may one time retake the course test without having to retake the entire course. If the student does not pass 2 attempts of the end of course exam, then they can attend the prelicensing course within six months at a reduced tuition of \$150. No textbook will be provided for repeat students. Students enrolling in the prelicensing course after six months from failing 2 attempts of the first time taking the prelicensing course will pay tuition in full.

#### BROKER POSTLICENSING:

Broker postlicensing course tuition is \$180 per 30 hour course, plus cost for the textbook. Tuition includes classroom attendance, and all course handouts and materials. An enrolling student in the Broker postlicensing course who already has a copy of the current edition of the NC Real Estate Manual will pay the tuition cost only. A student that does not pass the Broker postlicensing end-of-course exam is offered a one time retake of the course test without having to retake the entire course.

First Real Estate School accepts cash, checks and postal money orders. Tuition is due in full at the start of the course. Payment that is dishonored will be subject to a \$25 fee. Student will not be allowed to take the end of course test if payment has not been cleared.

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### **Rescheduling / Cancellation of Courses:**

Should any course be postponed for more than two weeks or should the course be cancelled due to inclement weather, the students shall be entitled to a full refund of any tuition paid once the course has started. Rescheduling of the cancelled course will be done as soon as possible to accommodate the student getting the required course needed in a timely manner.

### **Withdrawal / Transfer / Refund Policy :**

A student that cancels their reservation or changes to a different schedule prior to the start of a course may do so. Since no prepayment for any classes are required at First Real Estate School when registering the student will pay first day of new class.

Once a student is in a class and after the second day of class has started, any student that "drops out" will not be entitled to a refund but may transfer to another class within 6 months

from original start date of the class, and must have the current textbook. If they want to attend the same class and is after 6 months, then full tuition will be due.

### **Attendance requirements:**

The Prelicensing course is scheduled for seventy five instructional hours. The postlicensing course is scheduled for 30 hours each course. Eighty per cent minimum attendance is required in order to be eligible to receive a course completion certificate. The final exam will not be administered to any student not meeting the attendance requirements. Instructors will take attendance for each class session. This includes documenting late arrivals and early departures.

### **Student conduct:**

Rudeness has no place in our classroom. Talking while others are talking is considered rude. Profanity is considered rude. The goal of the school is to provide a pleasant atmosphere for learning. Each student agrees to conduct himself or herself in a manner that supports that goal. Students are expected to complete homework assignments. If you bring a cell phone to class, your instructor does not want to see it or hear it. Keep it out of sight and silent. Possession of any communication device during the exam could be viewed as a cheating incident. Any instance of cheating on the school exam will result in the student forfeiting any rights in the course. The cheating incident will be reported to the North Carolina Real Estate Commission. You will not need a computer in class. Do not bring a computer to class. Pets, children and other visitors are not welcome at First Real Estate School. Documented service animals always welcome at First Real Estate School.

### **Requests for Special Accommodations**

Students requiring special accommodations must contact the

School prior to the beginning date of the course.

First Real Estate School 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.

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### **Purpose of Broker Prelicensing Course:**

The purpose of this course is to provide instruction in basic real estate principles and practices. This course consists of 75 hours of instruction which includes the end-of-course exam. Satisfactory completion of this course will provide essential education in the fundamentals of real estate brokerage law and practice. Successful completion of this course will fulfill the educational requirements to take the North Carolina Real Estate license exam.

### **Description of Course:**

The primary topics included in this course are: real property law, financing, valuation, property taxation, land use controls, fair housing, environmental issues, brokerage relationships and practices, real estate contracts, agent safety, settlement and closing of real estate transactions, landlord and tenant, property management, federal income taxation of real estate, basic house construction, North Carolina License Law, North Carolina Real Estate Commission Rules, and trust account rules.

### **Purpose of Broker Postlicensing Course:**

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 that these courses are taken in number sequence (301, 302, 303,) as course materials were developed with that sequence in mind.

The primary objective of each Postlicense course is to provide instruction at a level beyond that provided in a Prelicense course on topics deemed to be of special importance to licensees. A provisional broker must satisfactorily complete and pass at least one of the 30-hour courses during each of the first three years following the date of their initial licensure in order to retain eligibility to actively engage in real estate brokerage. When a provisional broker has timely completed all three courses, the provisional status of the broker's license will be terminated by the Commission.

The prerequisite for enrollment in a postlicensing course is possession of a current North Carolina broker license on provisional status; however, schools may admit an unlicensed individual to a postlicensing course if the individual demonstrates that he or she needs to complete the course for the purpose of qualifying for reinstatement of an expired, canceled, revoked or surrendered license not on provisional status, or may admit any individual regardless of license status if the individual demonstrates that he or she is required to complete the course pursuant to a disciplinary consent order issued by the Commission. Official documentation must be given for these unique needs of the broker postlicensing course if they hold no current license, prior to start of class.

Pursuant to North Carolina Real Estate Commission Rule 21 NCAC 58A.1904, the Commission may deny or withdraw credit for a postlicensing course that a provisional broker begins taking while already enrolled in another postlicensing course at the same school or a different school if participating in the two course concurrently results in the provisional broker attending postlicensing course sessions that total more than 21 classroom hours in any given seven-day period." The school will not knowingly enroll student in a postlicense class if student is taking another course.

## **Course Description:**

### **Course 301 – Brokerage Relationships & Responsibilities**

A review of agency relationships in real estate transactions and a real estate agent's legal duties to clients and customers, a step-by-step review and discussion of the functions and responsibilities of a real estate agent when working with residential sellers and buyers, a review of issues associated with agent compensation and agent's changing firms, and a review of license status and education issues. 30 hours.

### **Course 302 -Contracts and Closing**

Selected basic contract law concepts, real estate sales contract preparation, sales contract procedures, closing procedures, buyer's due diligence, closing statement preparation, contracts for deed, options, and real estate license status and education issues. 30 hours.

### **Course 303 – Selected Topics**

Commercial real estate brokerage, residential property management, land use controls, loan fraud, brokerage compensation issues, license law issues and case studies, selected fair housing issues and case studies, establishing a brokerage firm, and manufactured and modular homes and issues relating to short sales. 30 hours. Rescheduling / Cancellation of Courses:

Should any course be postponed for more than two weeks or should the course be cancelled, students shall be entitled to a full refund of any tuition paid.

## **Course Completion Policy:**

**Prelicensing** course final examinations shall be provided by the Commission and shall be used by approved instructors and schools. To be allowed to take the final exam, the student must comply with the attendance rules. The final exam will be administered on the last scheduled day of the course. The

student must receive a score of 75% or better to pass. If a student does not pass the Prelicensing course exam, that student can retake a different end-of-course exam within 30 days of the last day of course. Time and date set by the school. If the student does not pass the second end-of-course exam within the thirty (30) days, they must take the entire course over under original attendance requirements. If a student enrolls in a second course within six months after the end of the failed course, the tuition will be \$150. Any student registering to retake the Broker prelicensing course more than six months after initially failing course will have to pay full tuition and must have the current textbook.

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**Postlicensing** course final examinations shall be provided by the Commission and shall be used by approved instructors and schools. Students allowed to take the final exam must comply with the attendance rules and completion of any required in-class or homework assignments. The final exam will be administered on the last scheduled day of the course. The student must receive a score of 75% or better to pass. A student that does not take the final exam on the last day of class or pass the Broker postlicensing end-of-course exam when scheduled, the school will offer one retake of the test, without having to retake the entire course as long as the final exam retake is within 90 days of the last day of course. If the student does not pass the course exam within the 90 days, which is scheduled at a time and date stated by the school, they must take the entire course over under original attendance requirements. If a student enrolls in a previously failed course within six months after the end of the failed course, the tuition will be \$150 and the student must have the current textbook. Any student registering to retake the failed Broker postlicensing course more than six months after initial failed course will have to pay full tuition and must have current textbook. Student conduct:



Rudeness has no place in our classroom. Talking while others are talking is considered rude. Profanity is considered rude. The goal of the school is to provide a pleasant atmosphere for learning. Each student agrees to conduct himself or herself in a manner that supports that goal. Students are expected to complete homework assignments. Any instance of cheating on the school exam will result in the student forfeiting any rights in the course. The cheating incident will be reported to the North Carolina Real Estate Commission. If you bring a cell phone to class, your instructor does not want to see it or hear it. Keep it out of sight and silent. You will not need a computer in class. Do not bring a computer to class. Pets, children and other visitors are not welcome at First Real Estate School.

### **Commendations and Complaints:**

Any commendation or complaints concerning this School or its course policies should be addressed to:

Attn: Education Division  
North Carolina Real Estate Commission  
P.O. Box 17100  
Raleigh, North Carolina 27619-7100

### **Certification:**

I certify that the information contained in this bulletin is true and correct and that Ronnie D. Climer will abide by these policies included here.

*Ronnie D. Climer, Director*