

# School Bulletin

First Real Estate School  
403 N. Main Street  
Hendersonville, N.C. 28792  
828-440-1064

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## School Bulletin

**Date of Bulletin Publication: July 1, 2018**

**Legal Name of School: First Real Estate School**

**Legal Name of School Owner: Ronnie D. Climer**

**Name of School Director: Ronnie D. Climer**

**Names of Full-Time School Officials and Faculty: Ronnie D. Climer**

## Purpose of School

First Real Estate School 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 of such license.

## School Licensure

**First Real Estate School** is licensed by the North Carolina Real Estate Commission.

Any complaints concerning the School should be directed in writing to:

North Carolina Real Estate Commission  
ATTN: Education & Licensing Division  
P.O. Box 17100  
Raleigh, NC 27619

Per Commission Rule 58H .0205: the School must provide each Prelicensing and Postlicensing course student with a copy of this School Bulletin prior to payment of any non-refundable tuition or fee. The Bulletin, which is required and approved by the North Carolina Real Estate Commission, outlines School policies plus the rights and obligations of the School and the student. A signed certification that a student received a copy of the Bulletin must be retained by the School.

**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 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 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 property 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 estate valuation, fair housing, landlord and tenant, property management, federal income taxation of real estate, basic house 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.

To enroll in the Broker Prelicensing Course at First Real Estate School prospective students must \_\_\_ call school to register 828-440-1064, give all contact information, then a registration confirmation will be emailed to student along with the School Bulletin. No deposit required to register for class

## **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 three (3) years 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, at least one of which must be completed in each of the first three (3) years following initial licensure in order 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 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 sales 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 transactions in progress when an agent 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 disclosures preparation, contracts for deed, options, and real estate license status and education issues.

### **Post 303 – Selected Topics**

Topics addressed in this course include 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, manufactured and modular homes and issues relating to short sales.

## **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 or if that individual has not passed the license examination.

Per Commission Rule 58A .1904, a provisional broker is subject to withdrawal or denial of Postlicensing education credit by the Real Estate Commission if s/he enrolls concurrently in Postlicensing courses (at the same or different schools) that result in the provisional broker being in class for more than 30 classroom hours in any given seven-day period.

## **Registration & Enrollment**

### **Procedure for Requesting Special Accommodations**

Students requesting special accommodations must call school 828-440-1064 requesting special accommodations prior to start of class.

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.

Documented service animals are always welcome at First Real Estate School.

# Detailed Schedule of Tuition and Fees

First Real Estate School accepts the following forms of payment: cash, or personal check. We do not accept credit/debit cards.

Tuition must be received by: Student pays tuition in full when class starts.

The penalty for a check returned for non-sufficient funds will be: \_Payment of check in full with \$25 return fee, to be paid in cash, we do not re-deposit checks.

## Tuition Schedule:

**Broker Prelicensing Course:** \$300 – The tuition includes classroom attendance the required NC Real Estate textbook, and all course handout and materials. An enrolling student in the Broker Prelicensing course who already has a copy of the current textbook will be given a \$20 credit toward the tuition.

**Broker Postlicensing Courses:** \$180 per 30-hour course. Required NC Real Estate Manual is provided in Broker Postlicensing Course Tuition.

*NOTE: Each student is required to use the current edition of the NC Real Estate Manual in each Broker Postlicensing Course.*

First Real Estate School The textbook for Broker Postlicensing will be provided to the student as a loan while in class and to be returned to First Real Estate School before end of course test. If student loses or does not return this textbook the cost of the textbook is \$50. 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 and get to use their own textbook. There is no discount to the tuition if the student already has their own textbook.

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

First Real Estate School reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or canceled course will be given a minimum of 2-week notice of the cancellation or revised course schedule.

If a course is canceled or rescheduled, students will have the following options: \_\_students can change to another schedule. No deposit required before class so, therefore, no refund before the scheduled course is canceled.

## **Withdrawals and Transfers / Refunds**

A student may withdraw from the Broker Prelicensing or a Postlicensing course by giving written notice to the School prior to the start of the course. In such event, the student will have the following options: \_Student to email First Real Estate School of withdrawing from the scheduled class, prior to class start. The student can then schedule another class in the future by calling First Real Estate School to re-register.

A student who terminates enrollment in a Prelicensing or Postlicensing course either with written notice to the School or by no longer attending a course on or after the 2nd day of class, will not be entitled to a refund of any portion of paid Tuition. Should the student want to come back to another class after dropping out tuition in full will be due at time of class.

## **Student Progress and Grades**

### **Student Conduct**

Students are expected to conduct themselves in a professional manner. 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, keep it out of sight and silent. Dismissal without recourse will be imposed for behavior that, in the sole judgment of instructor or staff, reflects negatively on First Real Estate School.

## **Attendance**

Broker Prelicensing Course students must attend a minimum of 85% 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 will be recorded for each student.

## **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, and c) pass the end-of-course exam with a minimum score of 75%.

***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 on the last scheduled day of the course.

Students are NOT permitted to bring laptops, tablets, cell phones or similar electronic devices (other than a basic calculator) and cannot use cellphone as a calculator to the classroom on the day of an exam. Any student who brings such a device to the classroom on the day of an exam will be required to remove it from the classroom before the exam commences. If a student is discovered to be using such a device or cheating in any other 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)].

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

### **Broker Prelicensing Course:**

First Real Estate School will 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 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.

First Real Estate School 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 1 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.

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, First Real Estate School, a student may retake a Broker Prelicensing Course for \$200, after failing the two course tests, and subject to the following conditions: \_\_\_Student must have current textbook. If textbook edition has changed, student will have to purchase a new textbook, and subject to availability of classes.

### **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.

***A Postlicensing Education Program*** student who takes but does not pass the end-of-course exam may retake the end-of-course exam 1 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.

*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 First Real Estate School a student may retake a Postlicensing Education Program course for \$100, subject to the following conditions: Student must have current textbook, and subject to course availability and schedules.

## **Additional School Policies**

## **Inclement Weather**

In the event of inclement weather or a local or national emergency, 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.

## **Course Schedules**

Course schedules are published separately from this bulletin. Schedules are available at the School and upon request by phone, fax, email, or U.S. mail. They are also posted on the School's website

[www.firstrealestateschool.com](http://www.firstrealestateschool.com)

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

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

First Real Estate School – DOES NOT provide wireless Internet access.

First Real Estate School – DOES NOT allow the use of laptops, tablets, and similar devices in the classroom.

***• The use of electronic devices (other than a basic calculator) is strictly prohibited during all quizzes and exams.***

## **Visitors / Guests**

Courses at First Real Estate School are open to enrolled students only.

Enrolled students may not bring visitors or guests to the

classroom without prior approval  
From the school for special circumstances.

**Certificate – I certify that the information contained in this bulletin is true and correct and that First Real Estate School will abide by these policies included here. Ronnie D. Climer**