

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 **79** 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.

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, property insurance basics, 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.* Students will also need to put in many outside-of-class hours for independent and/or group study.

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 **Karen Berry Real Estate School** prospective students must do any of the following: Preferred method would be to Visit the school website, K-Bres.com and sign up for the desired course date. You may also email 4KBRES@gmail.com or contact the school by phone, 910-232-4844 to schedule to sign up in person.

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 residential and commercial sales, as well as, commercial property management transactions. Also covered topics are 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 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.

The Post 303 - NC Law, Rules, and Legal Concepts

Topics addressed in this course include general North Carolina licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management in NC, and miscellaneous NC 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 or the first day of the Postlicensing course occurs while the individual is taking another Postlicensing course at the same school or a different school if such enrollment results in the individual being in class for more than 30 instructional hours in any given seven day period.

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 notify the school well in advance of the beginning of class to allow enough time for the school to verify the accommodations may be met. [Karen Berry 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.

Detailed Schedule of Tuition and Fees

[Karen Berry Real Estate School](#) accepts the following forms of payment: Cash, Check, Paypal, or any major credit cards. Tuition must be received by the first day of class. KBRES does offer a split payment plan option. A deposit of can be paid in advance in order to reserve your class seat prior to the start of the course. The remainder needs to be paid by the first day of class.

Tuition Schedule:

Broker Prelicensing Course: [\\$395.00](#). Textbook* IS included in *Broker Prelicensing Course* Tuition as well as study guides and handouts. At least a minimum deposit of \$125 must be paid to reserve your class seat prior to the start of the course. The remaining \$270 needs to be paid by the first day of class. You

may pay full \$395.00 Tuition prior course start date. The penalty for a check returned for non-sufficient funds will be \$40.00

Broker Postlicensing Courses: \$180.00 per 30-hour course. Required *NC Real Estate Manual* is not included in *Broker Postlicensing Course* Tuition. At least a minimum deposit of \$90.00 must be paid to reserve your class seat prior to the start of the course. The remaining \$90.00 needs to be paid by the first day of class. You may pay full \$180.00 Tuition prior course start date. The penalty for a check returned for non-sufficient funds will be \$40.00. Please notify the school prior to the start of class if you have or will need to purchase the current edition of the *NC Real Estate Manual* from KBRES (see NOTE below).

NOTE: Each student is required to use the current edition of the *NC Real Estate Manual* in each *Broker Postlicensing Course*. The printed version of the textbook/Manual may be purchased from the School. The printed or online version may be directly purchased from the North Carolina Real Estate Commission (<http://www.ncrecpubs.org/>). Please notify the school prior to class if you will need to purchase a book from KBRES. The *NC Real Estate Manual* price through KBRES will be \$57.00. Post 303 Course has an additional required text - the NCREC License Law and Rule Booklet. The booklet can be purchased directly from the NCREC at the same website noted above. You may purchase the booklet from the school for \$5.00. Please notify the school prior to class if you will need to purchase a booklet from KBRES.

Karen Berry Real Estate School DOES allow allow students to use the online versions of the *NC Real Estate Manual* during classes. However, the student may ONLY use their device for viewing the digital manual or other instructor directed tasks. Violations of technology use will result in the immediate denial of being able to use the online/digital manual on any device and the hardcopy will need to be purchased. Each student MUST bring his/her copy of the *NC Real Estate Manual* to every Postlicensing class session.

Course Cancellation or Rescheduling / Refunds

Karen Berry Real Estate School reserves the right to cancel or reschedule a course as needed. Outside of inclement weather or emergencies, students enrolled in a rescheduled or cancelled course will be given a minimum 24 hour notice of the cancellation or revised course schedule. In the event of inclement weather or area emergencies, KBRES follows the lead of local county schools. Rescheduled classes will be made up, as soon as possible, by adding classes to the initially scheduled final date unless a better option is available.

If a course is cancelled, students will have the option to receive a full refund or their funds can be credited to a future class.

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: 1) to receive a refund less a \$35 admin/doc fee for the prelicensing course or 2) their funds can be credited to a future class as long as the course is taken within six months.

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 after day three of the Prelicensing course or after day one of any Postlicensing course will not be entitled to a refund of any portion of paid Tuition. Any student who terminates after the course deadlines or fails the course due to attendance or test grades, will be able to retake the course at a discounted price as long as the course is taken within the next six months. The discount rate for the prelicensing class is \$185.00 and the postlicensing course in \$75.00.

Student Progress and Grades

Student Conduct

Students are expected to conduct themselves in a professional manner. Students must be attentive to classroom instruction and refrain from activities that may be distracting to other students or the instructor. Dismissal without recourse will be imposed for behavior that, in the sole judgment of instructor or staff, reflects negatively on **Karen Berry Real Estate School**, is deemed to be harmful to others, is unrelated to course discussion, or disrupts class time or instruction for the other students. Some Examples of Prohibited Conduct include sleeping, reading materials other than course materials, performing office work, carrying on a conversation with another student, making or receiving calls, emails or texts, spending class time on tech devices outside of class room assigned activities, loudly rattling or shifting of papers, or repeatedly interrupting and/or challenging the instructor in a manner that disrupts the teaching of the course.

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 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 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 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) 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:

[KBRES] 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.

[KBRES] 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; 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. To be eligible for a retake, the student must make at least a 73% on the initial end-of-course exam.

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 [KBRES], a student may retake a *Broker Prelicensing Course* for \$200, subject to the following conditions: Student must make at least a 60% on the initial end-of-course exam. The time and date would be scheduled by KBRES and the course retake should be taken within 6 months of the last scheduled class of original course.

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 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, preferably within two weeks.

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 [KBRES], a student may retake a *Postlicensing Education Program* course for no fee, subject to the following conditions: Student must make at least a 60% on the initial end-of-course exam. The time and date would be scheduled by KBRES and the course retake should be taken within 6 months of the last scheduled class of the original course.

Additional School Policies

Inclement Weather

In the event of inclement weather or a local or national emergency, KBRES follows the lead of the County School system. Any rescheduled classes due to weather or other emergency will be added to the end of class. The teacher may coordinate with the students on a better time for the class. Should a course be cancelled, the student will receive a full refund or the opportunity to take another class within the next 9 months.

Course Schedules

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

Use of Technology in the Classroom for Post Licensing Classes only unless otherwise directed

[Karen Berry Real Estate School] is not responsible for lost or stolen electronic devices.

[KBRES] DOES provide wireless Internet access. If wireless Internet access is provided, [KBRES] is not responsible for disruptions in or problems with the service.

[KBRES] DOES NOT allow the use of laptops, tablets, and similar devices in the classroom unless the student is using the online version of *NC Real Estate Manual* for the post licensing classes. They will only be able to use the devices in the Post Courses provided they do not distract from the learning environment and they following the guidelines noted below.

If and when 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, playing games or other device actions not dealing with the current class discussion 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, student will receive one warning. If after being warned or reminded of student's violation(s), the student continues to even appear to be doing disruptive behavior, KBRES can immediately deny the student the ability to use any device in class. Student will then be required to purchase the current *NC Real Estate Manual* in order to complete the course.
- If the wireless Internet access is disrupted during a *Postlicensing Education* course, [KBRES] will provide a printed copy of the *NC Real Estate Manual* to any student who had been using the online subscription. The loaned *NC Real Estate Manual* must be returned at the end of the class. A student who fails to return a loaned *NC Real Estate Manual* textbook will need be to purchase the book from KBRES before being able to take the final exam.
- 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 KBRES can immediately deny the student the ability to use any device in class. Student will then be required to purchase the current *NC Real Estate Manual* in order to complete the course.
- Sound on electronic devices must be muted during class sessions.
- The possession and use of electronic devices (other than a basic calculator) is strictly prohibited during all quizzes and exams.

Visitors / Guests

Courses at [KBRES] are open to enrolled students only. Enrolled students MAY NOT bring visitors or guests to the classroom.

CERTIFICATE OF TRUTH AND ACCURACY

I certify that the policies and information contained in this bulletin are true and correct and that the [Karen Berry School of Real Estate school] will abide by the policies herein.

[Karen Berry]

School Director

[Karen Berry Real Estate School]

[This section intentionally left blank.]



**[Karen Berry Real Estate School]
CERTIFICATION**

This agreement between **[Karen Berry Real Estate School]** (hereinafter "SCHOOL") and _____ (hereinafter "STUDENT"), is entered into this ____ day of _____, 20____, and constitutes the complete agreement of the parties.

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

_____ *Broker Prelicensing Course* (____ classroom hours)

Broker Postlicensing Education Courses (30 classroom hours each):

_____ #301 - Broker Relationships and Responsibilities (BRR)

_____ #302 - Contracts and Closing (C&C)

_____ #303 – NC Law, Rules, and Legal Concepts and NCLRLL

2. Course schedule(s) is/are as follows:

<u>Course</u>	<u>Start Date</u>	<u>End Date</u>	<u>Class Schedule (Days / Times)</u>
Pre-licensing	_____	_____	_____
BRR	_____	_____	_____
C&C	_____	_____	_____
NCLRLL	_____	_____	_____

3. STUDENT agrees to pay tuition for the course(s) indicated above in the total amount of \$_____, such tuition to be paid as follows: _____

4. Special Accommodations Provided [if any]: _____

5. 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.

Signature of STUDENT

Signature of **[Karen Berry Real Estate School]**
Official