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**North Carolina Real Estate Commission**

P.O. Box 17100, Raleigh, NC 27619-7100

Phone: (919) 875-3700 ⏐ Email: [educ@ncrec.gov](mailto:educ@ncrec.gov)

Fax: (919) 877-4216 ⏐ Website: [www.ncrec.gov](http://www.ncrec.gov)

**Note to Private School Applicant:**

The attached *Private School Bulletin Template* has been produced by the NC Real Estate Commission to aid private schools in drafting a school bulletin. The use of the template is not mandatory, but it is a reliable guide to the disclosures that must be made and the policies that must be addressed. The law and rules governing private school bulletins are found in G.S. 93A-34 and Commission Rule 58H .0205.

In addition to fully addressing all the points required by law and rule, explanatory statements or policies are included that have proven extremely helpful to schools and to prospective students. If a school does not wish to adopt all the policies stated in this template, the school may draft its own bulletin in compliance with the Real Estate License Law and Commission rules. Any text portion of this template may be used in a school’s draft.

The Commission strongly recommends that Private School Bulletins reference the Real Estate License Law and Commission Rules as noted throughout the template.

DISCLOSURE: This document is intended to provide initial guidance and should be tailored to meet your specific requirements. It should not be construed as legal advice for any particular facts or circumstances.

Proposed private school bulletins must be submitted to the Commission for review and approval with the application for initial school licensure and for annual school license renewal. If a school’s policies change during the license year, the Bulletin must be updated to reflect those changes. In such case, the school is strongly encouraged to submit the updated Bulletin to the Commission. Please direct all questions regarding private school requirements to the Commission’s Education & Examination Officer (919.875.3700).

Karen Berry Real Estate School

3610 S College Rd. Wilmington, NC 28412

910-232-4844

Email: 4KBRES@gmail.com Website: K-BRES.com

**School Bulletin**

**Date of Bulletin Publication: July 1, 2020**

**Legal Name of School: Karen Berry Real Estate School- also noted as KBRES**

**Legal Name of School Owner: Karen Berry**

**Name of School Director: Karen Berry**

**Names of Full-Time School Officials and Faculty: Karen Berry, Christie Berry**

**Purpose of School**

Karen Berry 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**

Karen Berry 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 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 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.

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. On K-BRES.com you may pay through paypal, credit/debit card or venmo. You may also email 4KBRES@gmail.com or contact the school by phone, 910-232-4844 to schedule and 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 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, at least one of which must be completed in each of the first 18 months 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 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*.

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**

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. 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 meet.

**Detailed Schedule of Tuition and Fees**

Karen Berry Real Estate School accepts the following forms of payment: Cash, Check, Credit/Debit Card, Paypal, Venmo. 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 to reserve your class seat prior to the start of the course. The remainder needs to be paid by the first day of class. The penalty for a check returned for non-sufficient funds will be $35

Tuition Schedule:

*Broker In-person Prelicensing Course*: $395. Textbook\* IS included in *Broker Prelicensing Course* Tuition. You may choose a e-book or hardcopy with the tuition. The other book mode may be additionally purchased if student desires. 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 $35.00. KBRES does offer an optional Study Guide that can be purchased for $25.

*Broker Postlicensing Courses*: $185 per 30-hour course. Required textbooks are not included in *Broker Postlicensing Course* Tuition. 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 $95.00 needs to be paid by the first day of class. You may pay full $185.00 Tuition prior course start date. The penalty for a check returned for non-sufficient funds will be $35.00. 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* editions of the *NC Real Estate Manual* and *North Carolina License Law and Commission Rules* booklet in each *Postlicensing* course. The printed or online version may be purchased from the North Carolina Real Estate Commission (www.ncrec.gov). 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

Karen Berry Real Estate School DOES allow students to use the online versions of the *NC Real Estate Manual* and *North Carolina License Law and Commission Rules* booklet 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. Students enrolled in a rescheduled or cancelled course will be given a minimum 24 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 or rescheduled, students will have the following options: receive a full refund or their funds can be credited to a future class.

**Withdrawals and Transfers / Refunds**

A student may withdraw from a 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: In such event, the student will have the following options: 1) to receive a refund less a $50 admin/doc fee for books and materials or 2) their funds can be credited to a future class as long as the course is taken within nine 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 *on or 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 $85.00.

**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 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. Students must be attentive to classroom instruction and refrain from activities that may be distracting to other students or the instructor.

**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:**

Karen Berry 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.

Karen Berry 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 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 60% 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 Karen Berry Real Estate School, a student may retake a Broker Prelicensing Course for $185, 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.

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 Karen Berry Real Estate School, a student may retake a *Postlicensing Education Program* course for $50. 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 local County School systems. 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 posted on the School’s website **K-BRES.com** and are also available at the School and upon request.

**Use of Technology in the Classroom**

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

Karen Berry Real Estate School DOES provide wireless Internet access at the school location. If wireless Internet access is provided, Karen Berry Real Estate School is not responsible for disruptions in or problems with the service.

Karen Berry Real Estate School 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 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 that 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 to complete the course.
* If the wireless Internet access is disrupted during a *Postlicensing Education* course, Karen Berry Real Estate School 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 session. A student who fails to return a loaned *NC Real Estate Manual* will need to purchase the manual at the $57 rate 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 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 Karen Berry Real Estate School 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 Karen Berry Real Estate School will abide by the policies herein.

Karen BerrySchool Director

*Karen Berry Real Estate School*

**Karen Berry Real Estate School**

**CERTIFICATION**

This agreement between the **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* (75 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 (LRLC)

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course** |  | **Start Date** |  | **End Date** |  | **Class Schedule (Days / Times)** |
| Prelicensing |  |  |  |  |  |  |
| BRR |  |  |  |  |  |  |
| C&C |  |  |  |  |  |  |
| LRLC |  |  |  |  |  |  |

1. STUDENT agrees to pay tuition for the course(s) indicated above in the total amount of $\_\_\_\_\_\_\_, such tuition to be paid as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Special Accommodations Provided [if any]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. 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 |