

AGENTS'

REAL ESTATE INSTITUTE

Agents' Real Estate Institute

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www.agentsinstitute.com

POLICIES AND PROCEDURES

Disclosure Date of Publication: July 1, 2021

Legal Name of Education Provider: Lynne Jefferson

Name of Education Provider: Agents' Real Estate Institute

Name of Education Director: Lynne Jefferson

Names of Officials and Full-time Faculty: Lynne Jefferson

Provider Certification: Agent's Real Estate Institute is certified by the North Carolina Real Estate Commission. The Commission's address is 1313 Navaho Drive, Raleigh, NC 27609.

Any complaints concerning the Education Provider or its affiliated instructors should be directed in writing to the Commission. A link to the Complaint Form is provided on the Commission's homepage (ncrec.gov).

Per Commission Rule 58H.0204, the Education Provider must provide each prospective student with a copy of the Education Provider's Policies & Procedures Disclosure (PPD) prior to payment of any non-refundable tuition or fee. The PPD, which is required by the NC Real Estate Commission, outlines Education Provider policies plus the rights and obligations of the Provider and the student. A signed certification that a student received a copy of the PPD must be retained by the Provider.

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

Course Offerings

Agents' Real Estate Institute conducts:

the Pre-licensing Course required to qualify to take the license examination to become licensed as a real estate provisional broker in North Carolina.

Broker Pre-licensing Course

Purpose of the Course

Successful completion of the Broker Pre-licensing Course is generally required to qualify for the North Carolina (NC) real estate license examination and to obtain a NC real estate broker license.

The primary objectives of this course are

- 1) to provide students with the basic knowledge and skills necessary to act as licensed real estate agents in North Carolina in a manner that protects and serves the public interest and
- 2) to prepare students for the NC real estate license examination.

This course may only be offered by education providers certified by the NC Real Estate Commission.

At Agents' Real Estate Institute, the Pre-licensing course consists of a total of 75 instructional hours offered via self-paced, online learning, including the end-of-course examination. After passing the Pre-licensing 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 (RELINC) which is available on

the Commission's website at www.ncrec.gov. The minimum age requirement to obtain a real estate license in North Carolina is 18.

Course Description

Major topics addressed in the Broker Pre-licensing 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, North Carolina Real Estate License Law and Commission Rules, and Trust Account Guidelines.

Real estate mathematics is an important component of this course and calculations will be required.

End-of-Course Exam

The end-of-course exam will be administered by a third party due to the nature of the self-paced online learning.

The cost of two test attempts is included in the price of the course (additional attempts may be purchased for \$100/attempt).

An end-of-course exam will not be administered to any student who does not satisfy the course completion for distance students.

Security and privacy protocols for distance students will be determined by the third-party administrator.

Missed Exams

Agents' Real Estate Institute **WILL** allow a Broker Prelicensing Course student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 30 days of the last scheduled day of the course at a time and date stated by the third-party administrator, at a cost not to exceed \$100.

Failed Exams

Agents' Real Estate Institute **WILL** allow a Prelicensing Course student who takes but does not pass the initial end-of-course exam to retake the end-of-course

exam the maximum number of times allowed by Real Estate Commission rule; however, all retakes must be within 30 days from the last module completion of a distance course at a time and date stated by the Education Provider or third party administrator, as appropriate.

Eligibility Requirements for Course Completion Certificate

To successfully complete the Pre-licensing Course and receive a course completion certificate, a student must: a) complete all required modules and b) pass the end-of-course exam with a minimum score of 80%.

Tuition/Fees

Pre-licensing: \$350 + cost of the book
Post-licensing: upcoming
Broker-In-Charge: upcoming
General Education Update: upcoming
General Education Elective: upcoming

Add-on services: varies

License Examination Performance Report

As a new school, Agents' Real Estate Institute does not have pass rates for the previous year.

UPCOMING COURSES:

Broker Post-licensing Education Courses

Purpose of the Post-licensing Program

The primary objective of Post-licensing 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 General Statute 93A-4(a1), provisional brokers must complete, within eighteen (18) months following initial licensure, a post-licensing education program consisting of ninety (90) hours of instruction in subjects determined by the Commission in order to retain eligibility to actively engage in real estate brokerage.

The Post-licensing program consists of three 30-hour courses prescribed by the NC Real Estate Commission that may be taken in any sequence. Be aware that a post-licensing course will expire two (2) years after its completion date. 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 NC Real Estate 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 Materials

Each student is required to use and have immediate access to the current editions of the NC Real Estate Manual and North Carolina License Law and Commission Rules booklet during each Post-licensing course session. Both items are available for purchase from the NCREC.

Agents' Real Estate Institute DOES allow a student to use the online versions of the NC Real Estate Manual and NC License Law & Commission Rules booklet during classes.

End-of-Course Exams

End-of-course exams will be administered by a third party at a cost not to exceed \$50 per exam.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

Missed Exams

Agents' Real Estate Institute **WILL** allow a Post-licensing Course student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 30 days of the last scheduled day of the course at a time and date stated by the Education Provider and/or third-party administrator at a cost not to exceed \$50.

Failed Exams

Agents' Real Estate Institute **WILL** allow a Post-licensing Course student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam the maximum number of times allowed by NCREC; however, all retakes must be within 30 days of the last scheduled day of the course at a time and date stated by the Education Provider and/or third-party administrator at a cost not to exceed \$50 per additional administration of exam.

Eligibility Requirements for Course Completion Certificate(s)

To successfully complete a Broker Post-licensing Course and receive a course completion certificate, a student must: a) complete all modules and b) pass the end-of-course exam with a minimum score of 75.

Tuition/Fees

Post-licensing video courses

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|--|-------|
| ▪ Post 301 | \$185 |
| ▪ Post 302 | \$185 |
| ▪ Post 303 | \$185 |
| ○ Bundled Post-licensing Video Courses | \$500 |

Broker Continuing Education Courses

Purpose of the Continuing Education Program

The primary objective of the mandatory Continuing Education Program is to help assure that licensees possess the knowledge, skills, and competency necessary to function in the real estate business in a manner that protects and serves real estate consumers and the public interest. Per G.S.93A-38.5, brokers must complete eight (8) credit hours of instruction annually in subjects approved by the Commission in order to retain eligibility to actively engage in real estate brokerage. Per Commission Rule 58A .1702, the eight hours must be comprised of an Update course and four credit hours of elective courses.

Course Description(s) 2021-2022

General Update (GenUp): four (4) hour course that must be completed by all provisional and non-provisional brokers who are not brokers-in-charge and/or do not have BIC-Eligible status and who wish to renew their licenses on active status

2021-2022 Broker-in-Charge Update (BICUP): four (4) hour course that must be completed by all brokers-in-charge and brokers who have BIC-Eligible status and who wish to renew their licenses on active status

Elective: TBD

Course Materials

Agents' Real Estate Institute will provide each student with a copy of course materials.

Eligibility Requirements for Course Completion Certificate

Per Commission Rule 58A .1705(a): In order to receive credit for completing an approved continuing education course, a broker shall: (1) attend at least 90 percent of the scheduled instructional hours for the course; (2) provide his or her legal name and license number to the education provider; (3) present his or her pocket card or photo identification card, if necessary; and (4) personally perform all work required to complete the course.

Tuition

Continuing Education all formats: TBD

Registration, Enrollment, and Conduct

Registration

To enroll in a course at Agents' Real Estate Institute, prospective students must visit Agents' Real Estate Institute (<https://www.agentsinstitute.com>) to select from available offerings.

Registration for post-licensing and all other courses will be available January 2022. At that time, each attendee will be required to provide his/her license at time of class to receive credit.

Tuition and Fees

Agents' Real Estate Institute accepts the following forms of payment: credit card (VISA/Mastercard), PayPal.

Tuition must be received by the time of registration. The penalty for a credit/debit card returned for insufficient funds is: \$75

Attendance

- Students in an in-person or synchronous distance learning Broker Pre-licensing Course must attend a minimum of 80% of all scheduled instructional hours.
- Students in an in-person or synchronous distance learning Broker Postlicensing Course must attend a minimum of 90% of all scheduled instructional hours.
- Early departures from CE courses delivered in-person or via synchronous distance learning are prohibited by Rule 58A .1705. •
- Attendance will be closely monitored, including late arrivals and early departures from class sessions and from all scheduled breaks, during in-person and synchronous distance learning courses. All time missed will be recorded for each student. •
- For Pre-licensing and Post-licensing asynchronous class: class and class exam must be completed within 180 days of registration
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Course Cancellation or Rescheduling/Refunds

Agents' Real Estate Institute reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum 2 days notice of the cancellation or revised course schedule. If a

course is cancelled or rescheduled, students will have the following options: attend the class at a later date or receive a refund.

Withdrawals and Transfers / Refunds

A student may withdraw from a course by giving written notice to the Education Provider prior to the start of the course. In such event, the student will have the following option: education provider will provide a full refund or transfer to a different course. No refunds will be granted once a course has officially started.

Asynchronous: details will be spelled out by third party provider, Dearborn.

A student who terminates enrollment in a course either with written notice to the Education Provider or by no longer attending a course on or after the beginning of the first class session will not be entitled to a refund of any portion of paid Tuition.

Student Conduct

Students are expected to:

Complete all course assignments and tests

Participants in synchronous/in-person courses are expected to remain engaged in class activities •

Participants in synchronous/in-person courses should refrain from the following except during scheduled breaks:

Texting, making/taking phone calls

○Surfing the internet

○Activities not related to the course

○Sleeping

○Driving

•All attendees will be respectful of others and the instructor during class participation

Cheating

If a student is discovered to be cheating in any manner during an examination, the student will be immediately dismissed, will receive a failing course 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 .0203(h)].

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that Agents' Real Estate Institute will abide by the policies herein.

Lynne Jefferson, Signature

Education Director

CERTIFICATION OF RECEIPT

I certify that I received a copy of Agents' Real Estate Institute's Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Full Legal Name of Prospective Student

Date completed