**Barnette Seminars and Real Estate School**

**208 Highland Springs Lane**

**Holly Springs, NC 27540**

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**Policies & Procedure Disclosure**

**Date of Publication: September 1, 2021**

**Legal Name of Education Provider: Chris Barnette**

**Advertised Name of Education Provider: Barnette Seminars and Real Estate School**

**Name of Education Director: Chris Barnette**

**Names of Full-Time Officials and Faculty: Chris Barnette**

**Education Provider Certification**

Barnette Seminars and Real Estate School 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**

Barnette Seminars and Real Estate School conducts:

X the *Broker Prelicensing Course* required to qualify to take the license examination to become licensed as a real

 estate provisional broker in North Carolina; and

X the *Postlicensing Education Program* needed for a provisional broker to remove the provisional status of such

 license; and

X the annual *Continuing Education* courses needed to maintain a real estate license on active status.

**Broker Prelicensing Course**

**Purpose of the Course**

Successful completion of the *Broker Prelicensing 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 brokers 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 Barnette Seminars and Real Estate School, the *Broker Prelicensing Course* consists of a total of **75** instructional hours, 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* (RELINC) which is available on the Commission’s website at [www.ncrec.gov](http://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 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, 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*.

Distance (self-paced) students: must complete all materials and pass the proctored end-of-course exam within **180 days of purchase to receive credit for the course, no extensions.**

**End-of-Course Exam**

The end-of-course exam will be administered:

**In-Person**: the end of class examination will be administered on the last day of class in the classroom.

**Synchronous and Distance Courses**: end-of-course exam will be administered by a third-party. The proctor fee is included in the cost of the course.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement (or course completion for distance students)

Students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site on the day of an exam. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam begins. **Security and privacy protocols for distance students will be determined by the third-party administrator.**

**Missed Exams**

Barnette Seminars and Real Estate School **WILL** allow an in-person *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 Education Provider, at a cost not to exceed $25.

Distance students will follow the missed exam policy of the third-party proctor.

**Failed Exams**

Barnette Seminars and Real Estate School **WILL** allow a *Broker 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 of the last scheduled day of the course (or 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.

Distance (self-paced) students: retakes must be scheduled and completed with the third-party vendor.

**Eligibility Requirements for Course Completion Certificate**

To successfully complete the *Broker Prelicensing Course* and receive a course completion certificate, a student must:

1. meet the attendance requirements (in-person only)
2. complete all required modules (distance only)

c) timely submit completed in-class and take-home assignments (in person only), and

d) pass the end-of-course exam with a minimum score of 75% (both in-person and distance courses)

**All-Inclusive Tuition/Fees**

* Asynchronous Prelicensing: $369 + cost of the book
* Synchronous or in-person Prelicensing: $399 + cost of the book
* Post licensing all formats: $229 + cost of the book
* Continuing Education all formats: $65

**License Examination Performance Report**

We began offering asynchronous (self-paced) courses in November of 2020. The pass rate for Barnette Seminars for the most recent period ending 6/30/21 is 33% (three students took the exam, one student passed on the first attempt).

*Performance data is for first-time examination candidates taking the "Combined" exam (both National and State sections) who took their examination within 30 days of completing the prelicensing course.*

*Because asynchronous (self-paced) courses are relatively new in NC, we are continuously looking for ways to improve. Your feedback is important.*

**Broker Postlicensing Education Courses**

**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 General Statute 93A-4(a1), provisional brokers must complete, within eighteen (18) months following initial licensure, a postlicensing 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 Postlicensing 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 postlicensing 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 *Postlicensing* course session.

Both items are available for purchase from the NCREC - [NCREC Publications](http://www.ncrecpubs.org/)

Barnette Seminars and Real Estate School **DOES** allow a student to use the online versions of the *NC Real Estate Manual* and *NC License Law & Commission Rules* booklet during classes.

Distance (self-paced) students: must complete all materials and pass the proctored end-of-course exam within **180 days of purchase to receive credit for the course, no extensions.**

**End-of-Course Exams**

End-of-course exams will be administered:

In-person: end of class exams will be administered on the last scheduled day of class in the classroom

Synchronous and Asynchronous: end-of-course exam will be administered by a third party. The proctor fee is included in the cost of the course.

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

Students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site on the day of an exam. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam commences.

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

**Missed Exams**

Barnette Seminars and Real Estate School WILL allow a *Broker Postlicensing 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 at a cost not to exceed $25.

Distance (self-paced) students: must complete all materials and pass the proctored end-of-course exam within **180 days of purchase to receive credit for the course, no extensions.**

**Failed Exams**

Barnette Seminars and Real Estate School **WILL** allow a *Broker Postlicensing 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 at a cost not to exceed $25 per additional administration of exam.

Distance (self-paced) students: must complete all materials and pass the proctored end-of-course exam within **180 days of purchase to receive credit for the course, no extensions.**

**Eligibility Requirements for Course Completion Certificate(s)**

To successfully complete a *Broker Postlicensing Course* and receive a course completion certificate, a student must:

1. meet the attendance requirements (in-person only)
2. complete all modules (distance only)

c) timely submit completed in-class and take-home assignments (in-person only), and

d) pass the end-of-course exam with a minimum score of 75% (both distance and in-person courses)

**All-Inclusive Tuition/Fees**

* Post licensing all formats: $229 + cost of the book

**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: *What Would Your Mama Say*:** designed to be a detailed analysis of the 88 Standards of Practice which support the 17 Articles of the Realtor Code of Ethics.

**Elective: *While You Were Sleeping:*** reintroduces agents to issues that have been covered before in Update courses and/or the Real Estate Bulletin, but that agents may have forgotten over the years.  These issues have resulted in disciplinary actions against licensees. Topics covered include Subdivision Street Disclosures, Square Footage, Septic Permits, Material Facts, Due Diligence, Inspections, Multiple Offers, and Offer & Acceptance.

**Course Materials**

Barnette Seminars and Real Estate School 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: $65

**Registration, Enrollment, and Conduct**

**Registration**

To enroll in a course at Barnette Seminars and Real Estate School, prospective students must visit [Barnette Seminars](https://barnetteseminars.wixsite.com/website) (<https://www.barnetteseminars.com>) to select from available offerings. For CE classes and post licensing courses, each attendee will be required to display his/her license at time of class to receive credit.

**Tuition and Fees**

Barnette Seminars and Real Estate School accepts the following forms of payment: credit card (VISA/Mastercard), PayPal.

Tuition must be received by: time of registration.

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The penalty for a check returned for insufficient funds is: $25

**Attendance**

* *Students in an in-person or synchronous distance learning Broker Prelicensing 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 Prelicensing and Postlicensing asynchronous class: class and class exam must be completed within 180 days of registration*

**Course Cancellation or Rescheduling / Refunds**

Barnette Seminars and 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 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 options:

In person or synchronous courses: 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.

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 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)*].

Distance (self-paced) students: must comply with all rules of the third-party vendor to maintain the integrity of the test

### CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that **Barnette Seminars and Real Estate School** will abide by the policies herein.

Chris Barnette

Education Director

### CERTIFICATION OF RECEIPT

I certify that I received a copy of Barnette Seminars and Real Estate School’s Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

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Full Legal Name of Prospective Student