

Sea Coast Real Estate Academy

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Policies & Procedure Disclosure

Date of Publication: September 16, 2021

Legal Name of Education Provider: Innovative Career Education, LLC

Advertised Name of Education Provider: **Sea Coast Real Estate Academy**

Name of Education Director: Alexandria Gillen

Names of Full-Time Officials and Faculty: Brian Moxey, Ann Hughes, Alex Gillen, Alison Keller, Jason Thuringer, Amber Harley, Nancy Legg, Sam Hassell, Robert Grantmyre, Seth Chauncey, Carly Davis.

Education Provider Certification:

Sea Coast Real Estate Academy 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 (nrec.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

Sea Coast Real Estate Academy conducts:

- 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
- the *Postlicensing Education Program* needed for a provisional broker to remove the provisional status of such license; and
- 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 Sea Coast Real Estate Academy, 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. 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.*

End-of-Course Exam - Prelicense

The end-of-course exam will be administered at the Sea Coast Real Estate Academy classroom location on the last scheduled day of the course for In-Class courses; or Online and proctored on the last scheduled day of the course for "synchronous" courses.

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 begins.

Missed Exams - Prelicense

Sea Coast Real Estate Academy 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 7 days of the last scheduled day of the course at a time and date stated by the Education Provider. If student missed initial end-of-course exam and takes the makeup exam, student forfeits the opportunity to retest should they fail.

Failed Exams - Prelicense

Sea Coast Real Estate Academy 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 one (1) time; however all retakes must be within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider. Student understands that there will not be any additional retake dates offered. Students retaking the exam must pass both the National and State sections of the retake exam with a minimum score of 75% on each section.

Eligibility Requirements for Course Completion Certificate - Prelicense

To successfully complete 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% on *each* of the individual sections of the final exam (National section *and* State section).

All-Inclusive Tuition/Fees - Prelicense

Tuition for the **Broker Prelicensing** course is \$399; this includes textbook (in-Class) or eBook (synchronous) and handouts. To register for a course and to receive the course textbook/eBook prior to class, STUDENT must pay a \$150 **non-refundable** deposit. **Full tuition must be paid by the FIRST class.**

Annual Summary Report

During the July 1, 2019 – June 30, 2020 license year, **Sea Coast Real Estate Academy** had 875 students who initially enrolled in a *Broker Prelicensing Course*. Of that initial number, 690 of those students successfully passed the course, 101 of those students completed the course but did not pass the end-of-course exam, and 84 students did not complete the course.

License Examination Performance Report

During the July 1, 2019 – June 30, 2020 license year, Sea Coast Real Estate Academy had 206 students take the license examination for the first time within 30 days of the *Broker Prelicensing Course* completion date. 119 of those students passed, resulting in a 58% pass rate on the North Carolina license examination.

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. To enroll in a Postlicensing course, students must have a provisional broker license or a license on inactive or expired status if trying to activate/reinstate a license.

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 - Postlicensing

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.

Sea Coast Real Estate Academy 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 - Postlicensing

The end-of-course exam will be administered at the Sea Coast Real Estate Academy classroom location on the last scheduled day of the course for "In Class" courses; or Online and proctored on the last scheduled day of the course for "synchronous" courses.

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.

Missed Exams - Postlicensing

Sea Coast Real Estate Academy 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 7 days of the last scheduled day of the course at a time and date stated by the Education Provider. If student missed initial end-of-course exam and takes the makeup exam, student forfeits the opportunity to retest should they fail.

Failed Exams - Postlicensing

Sea Coast Real Estate Academy 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 one (1) time; however all retakes must be within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider. Student understands that there will not be any additional retake dates offered.

Eligibility Requirements for Course Completion Certificate(s) - Postlicensing

To successfully complete a *Broker Postlicensing 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%.

All-Inclusive Tuition/Fees - Postlicensing

Tuition for each **Broker Postlicensing** course is \$180 and is due at time of registration, no later than first day of class. Students who do not have the most current publication of the *North Carolina Real Estate Manual* (required text) may purchase the *Manual* from the School (in-class sessions only) at an additional cost of \$50.00. An online version, or hard copy, may be purchased directly from the North Carolina Real Estate Commission (www.ncrec.gov). STUDENTS must furnish their own calculators and note-taking materials.

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) #9922 / #5922:**

The *2021-2022 General Update (GENUP) Course* is a 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 on July 1, 2022, for the 2022-2023 license year. Refer to Commission Rules 58A .1702 and 58A .1703 for a full explanation of brokers' annual continuing education requirements and continuing education required for license activation. Topics to be covered include: Brokers Fiduciary Duties, WWREA Disclosure, Racial Equity, Law & Rule Updates, and Licensing & Education.

- **2021-2022 Broker-in-Charge Update (BICUP) #8822 / #5822:**

The 2021-2022 Broker-in-Charge Update (BICUP) Course is a 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 on July 1, 2022, for the 2022-2023 license year. Topics to be covered include: Brokers Fiduciary Duties, WWREA Disclosure, Racial Equity, Law & Rule Updates, Licensing & Education, Responsibility for Affiliated Brokers, and Broker-in-Charge Best Practice Guide.

- **Elective: For the Good of All: REALTOR Code of Ethics #2504 / #3639**

REALTORS® are required to complete ethics training of no less than 2.5 hours of instructional time within three-year cycles. The current 3-year COE cycle is January 1, 2019 to December 31, 2021. This 4-hour COE courses meets the COE requirements set forth by NAR and qualifies for elective credit for license renewal. While the focus of CE course is on the "conduct" of REALTORS®, that is, the Articles and Standards of Practices as found in the REALTOR® Code of Ethics, it also addresses the Professional Standards Enforcement mechanisms allowed for in the NAR "Code of Ethics and Arbitration" manual.

- **Elective: And the Commission Says #2270 / #3624**

This 4-hour CE elective course is based upon 81 articles published by the N.C. Real Estate Commission (NCREC) in their newsletter, Real Estate Bulletin, from 1970 to the late 1990s. This course is designed as an interactive group exercise and allows each licensee to judge for themselves just how much they do or do not know about the requirements imposed by the NCREC. This course begins with a "Knowledge Quiz", but the book includes each article, in full, as appearing in the Bulletin. If you are like most licensees who take this elective course you will discover that you do not know as much about the NCREC's position on various positions as perhaps you initially thought.

- **Elective: The Contract Maze #2430 / #3633**

This 4-hour CE elective course is designed to navigate the intricate details and elusive question of "When does an offer become a contract?" A seemingly simple question. However, many lawsuits have arisen from sellers and buyers not agreeing on this point. This course addresses electronic signature legislation, fax, and email communications, multiple, back-up and contingent offers, and much, much more.

- **Elective: Between the Lines: Insights from the Real Estate Bulletin #3461 / #3780**

This 4-hour CE elective course is based upon articles published by the N.C. Real Estate Commission (NCREC) in their newsletter, Real Estate Bulletin, from 2007 to 2017. This course is designed as an interactive group exercise and allows each licensee to judge for themselves just how much they do or do not know about the requirements imposed by the NCREC. This course begins with a "Knowledge Quiz", but the book includes each article, in full, as appearing in the Bulletin. If you are like most licensees who take this elective course you will discover that you do not know as much about the NCREC's position on various positions as perhaps you initially thought.

Course Materials – CE/Update

Sea Coast Real Estate Academy 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;
- (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 / Fees – CE/Update:

Update & Elective courses are \$49.00 each.

Registration, Enrollment, and Conduct

Registration:

To enroll in a course at **Sea Coast Real Estate Academy**, prospective students must register. Online registration is available at **www.SeaCoastRealEstateAcademy.net** Students will receive an email confirmation with instructions for books/eBooks, online links (if applicable), and course information.

Tuition and Fees:

Sea Coast Real Estate Academy accepts the following forms of payment: MasterCard, Visa, American Express, and PayPal. Tuition for all courses must be received **no later than** the first day of class.

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*** or ***CE/Update course*** must attend a minimum of 90% of all scheduled instructional hours.
- Early departures from ***CE/Update*** 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 all 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 synchronous courses, students must be always present/visible on video (except breaks). A student not visible on camera will receive a warning to return and/or turn on camera and then be removed from class if they do not comply. No camera on/student visible is treated as “not present in class”.
- Students may not be enrolled in more than one class if the scheduled meeting times overlap.

Course Cancellation or Rescheduling/Refunds:

Sea Coast Real Estate Academy 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-hour notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options: receive a full refund or transfer to a different 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: Receive a full refund or transfer to a different class.

Sea Coast Real Estate Academy does offer courses OnDemand/At Your Own Pace. Transfers between these courses and the live or synchronous courses are not allowed.

A student that 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 first class will not be entitled to a refund of any portion of paid Tuition. No refunds will be made after STUDENT completes the first scheduled class. STUDENT understands that withdrawal after the first class does not allow a refund but does allow STUDENT to re-enroll in another course within six (6) months from the scheduled start of the forfeited course, based on available classes and seating. There will be a \$150 Administrative Transfer Fee for Prelicense and \$50 Administrative Transfer Fee for Post License to re-enroll in another class. This re-enrollment privilege will be applied only to the first withdrawn course. STUDENT may be required to buy a new textbook/workbook if the previous edition has become outdated.

Any STUDENT not receiving a passing grade on the **Prelicense** End-of-Course Examination may retake the course one time within twelve (12) months for a \$150 “returning student” fee.

Any STUDENT not receiving a passing grade on the **POST** license End-of-Course Examination may retake the course one time within twelve (12) months for a \$50 “retake post license student” fee.

Requirements for online, synchronous courses:

REQUIRED

- Computer – Laptop or desktop
- Broadband internet access (preferably wired) *
- Webcam and Microphone
- Keyboard

RECOMMENDED

- Wired connection (as opposed to Wi-Fi)
- Headphones

- A strong, consistent internet connection to stream audio and video in both directions

* "Broadband" means minimum speeds equivalent to DSL, satellite, or cable connections of at least 8 mbps. Note: WIFI connections are typically significantly slower than wired connections.

PROHIBITED

Login from a cell phone or other small device.

Engagement and Attendance

- 90% attendance policy requirement for CE and POST & 80% attendance policy requirement for Pre-license; no course credit awarded if attendance is not met, *even due to connectivity issues*. There are no excused absences.
- Requirement to take the course from a quiet environment, free from distractions.
- Requirement to connect at least 15 minutes prior to the start of each class session, but as early as possible is preferred.
- Requirement to reply to all prompts and quizzes during the session to receive credit.
- Agreement not to disconnect from room during breaks.
- Requirement to close other programs/apps while class is in session EXCEPT eBook, or as required/requested by instructor.
- Students may not be enrolled in more than one class if the scheduled meeting times overlap.
- Video cameras must be on and students visible to receive attendance credit.

Student Conduct:

Students are expected to conduct themselves in a professional, and respectful manner. Dismissal without recourse will be imposed for behavior that, in the sole judgment of instructor or staff, reflects negatively on Sea Coast Real Estate Academy, or hinders the learning opportunity for others. Please respect others by not eating, drinking, sleeping, talking out of turn, surfing the internet, texting, making, or accepting phone class, smoking or any side conversations while class is in session. Students shall direct their attention to the instruction being provided and refrain from activities unrelated to the instruction and which are distracting to other students. If student is found to be misusing their laptop for non-class related activity, they will be asked to turn it off. All phones are to be turned off. No tape recorders are allowed in class.

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)*].

Special Accommodations Request Procedure:

Sea Coast Real Estate Academy 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 contact Sea Coast Real Estate Academy in writing 30 days before start of class as to the exact accommodations being requested.

Inclement Weather:

In the event of inclement weather, or a local or national emergency, students will be emailed, called, or texted to receive class schedule updates.

Course Schedules:

Course schedules are published separately from this *Policies & Procedures Disclosure*. Schedules are posted on the Education Provider's website www.seacoastrealestateacademy.net and are also available upon request.

Use of Technology in the Classroom:

Sea Coast Real Estate Academy is not responsible for lost or stolen electronic devices.

Sea Coast Real Estate Academy DOES provide wireless Internet access for in-class courses.

If wireless Internet access is provided, Sea Coast Real Estate Academy is not responsible for disruptions in or problems with the service.

Sea Coast Real Estate Academy DOES allow the use of laptops and similar devices in the classroom provided they do not distract from the learning environment.

If such devices are permitted, the following guidelines will be enforced:

- Students may use electronic devices to enhance their learning, including taking notes or 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, or playing games are disruptions and are not acceptable student conduct. If an instructor discovers that a student is using an electronic device for these (or similar) purposes, the student will be asked to stop the activity.
- If the wireless internet access is disrupted during a course, Sea Coast Real Estate Academy 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 textbook will be charged the cost of the text.
- 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 student may be asked to leave the classroom.
- Sound on electronic devices must be muted during class sessions.
- The possession and use of electronic devices (other than a basic calculator) are strictly prohibited during all quizzes and exams.

Visitors / Guests

Courses at Sea Coast Real Estate Academy are open to enrolled students only. Enrolled students MAY NOT bring visitors or guests to the classroom without the prior approval of the Education Director.

CERTIFICATION OF TRUTH AND ACCURACY

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

*Alexandria Gillen
School Director
Sea Coast Real Estate Academy*

CERTIFICATION OF RECEIPT

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

Full Legal Name of Prospective Student.