



“School Bulletin”

Broker Postlicensing Courses

A Professional Real Estate Education Program

Home Coach Real Estate School conducts the real estate Postlicensing program which is needed for “Provisional” Brokers to remove the “provisional” status of such license.

Course of Instruction

Broker Postlicensing Courses (3 separate 30 hour courses)

If a student is taking a Postlicensing Course for the purpose of reinstating his/her Broker License or if a licensee is taking a Postlicensing Course pursuant to a disciplinary consent order, the student must provide documentation to our School from the North Carolina Real Estate Commission.

The 90 classroom hour postlicensing education program consists of three 30 hour classroom hour courses prescribed by the Commission which may be taken in any sequence. A provisional broker must satisfactorily complete Postlicensing coursework in compliance with Commission Rule 58A .1902 in order to retain his or her eligibility to actively engage in real estate brokerage. Upon completion of all three courses by a provisional broker, the provisional status of the broker’s license will be terminated by the Commission.

Our Three Broker Postlicensing Courses

1. **Broker Relationships & Responsibilities #301** (30 hours including the Final Exam) Topics addressed in this course include a review of agency relationships in real estate residential and commercial sales and commercial property management transactions, a brokers legal duties to clients & customers, a step-by-step review & discussion of the functions & responsibilities of a real estate broker when working with seller & buyers, a review of issues associated with transactions in progress when a broker leaves a firm, and a review of license status & education issues.
2. **Contracts & Closing #302** (30 hours including the Final Exam) gives students a review of Basic Contract Law including detailed practice with Sales Contract Preparation. This Course addresses Key Points regarding Sales Contract Procedures, Closing Statements & Procedures, RESPA, Alternative Conveyance Contracts, License Status and Education Issues.
3. **NC Law, Rules & Legal Concepts #303** (30 hours including the Final Exam) 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.

Notice: Pursuant to North Carolina Real Estate Commission Rule 21 NCAC 58A.1904, the Commission may deny or withdraw credit for a Postlicensing course that a provisional broker begins taking while already enrolled in another Postlicensing course at the same school or a different school if participating in the two courses concurrently results in the provisional broker attending Postlicensing course sessions that total more than 30 instructional hours in any given seven-day period. 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

I certify that the policies, procedures and information in this School Bulletin are true and correct and that the Home Coach Real Estate School will abide by the policies herein.

Steve Henion, Director

July 1, 2020

8480 Honeycutt Road, Suite 200, Raleigh NC 27615
919.714.7427 www.HomeCoachSchool.com



“School Bulletin”

Broker Pre-Licensing Courses

A Professional Real Estate Education Program

Home Coach Real Estate School conducts the real estate Pre-licensing program . A student must have reached the age of 18 before a license will be issued by the State of NC. Students should be prepared to provide an effort consistent with college-level coursework. In order to enroll in the Broker Pre-Licensing Course at the home Coach School, students must register online at www.homecoachschoo.com prior to the first class. All students must be paid in full prior to the start of their first class session.

Course of Instruction

Broker Pre-licensing Course primary objectives are to (1) provide students with 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 Pre-Licensing course consists of a total of **75** classroom hours of instruction, including the end-of-course examination.

Major topics addressed in this 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, property insurance basics, fair housing laws, landlord and tenant, property management, federal income taxation of real estate, basic house construction, basic real estate investment, the North Carolina Real Estate Law and North Carolina Real Estate Commission Rules and Trust Account Guidelines. *Real estate math is an important component of this course and calculations will be required.* Satisfactory completion of the *Real Estate Broker Pre-licensing Course*, including passing the final course exam will qualify the student to take the North Carolina real estate license exam. License application instructions are provided in the free publication *Real Estate Licensing in North Carolina* which is available on the Commissions web site at www.ncrec.gov

I certify that the policies, procedures and information in this School Bulletin are true and correct and that the Home Coach Real Estate School will abide by the policies herein.

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Registration for Our Real Estate Courses

Students must pre-register for our Real Estate Courses and execute a Student Enrollment Certification for each course prior to the start of the first class. The Contract sets forth the basic rights and obligations of both Home Coach Real Estate School and our students and has been approved by the North Carolina Real Estate Commission. Courses at the Home Coach Real Estate School are open to enrolled students only. Visitors are not allowed.

Electronic Device Policy

Students may bring Computers, Cell Phones or other electronic communication devices into any classroom provided it is used solely for the purpose of learning and understanding the material presented. Audio and Visual recordings are not allowed at anytime while in the classroom. Students are prohibited against the possession and/or use of any device other than a simple calculator during any exam.

Tuition Fee for Our Broker Courses

The Tuition Fee for each of our 30 hour Broker Postlicensing Courses is \$199.00. The Tuition Fee for our 75 hour Broker Pre-licensing Course is \$399.00. Tuition Fees are payable immediately prior to the first class meeting and include classroom attendance and all course handouts and materials. It does not include the required textbook, *North Carolina Real Estate Manual* for post-licensing courses, the *NC Real Estate Law and Commission Rules* booklet or the Text Book for Pre-Licensing.

Class Attendance

Students must attend at least 90% of all class meetings in order to successfully complete the course. An attendance sheet will be circulated at each class meeting. Any student who does not sign the attendance sheet will be counted absent (no exceptions). Students who fraudulently sign the attendance sheet for another student will be dismissed from the class with no refund of tuition.

Textbooks and Study Materials

Textbooks for the Postlicensing class may be purchased directly from the North Carolina Real Estate Commission or from Home Coach Real Estate School at a cost of \$69. Orders from Home Coach Real Estate School need to be received no later than 3 days prior to the first day of class and paid in full. It is not necessary for students to read the textbook prior to attending our courses. **NOTE:** *Online versions of the textbooks may be used in any Home Coach Real Estate School Classroom.*

Final Course Examination and Retake Exam

Postlicensing & Pre-Licensing students are given the opportunity to take one Final Course Examination on the last day of class and one Retake Examination, if they do not pass the Final Course Examination. All Course Exams and Retake Exams are given on specific dates and specific times. Students who fail their Final Exam will be notified of their one Retake Exam date which will be within 7 days after course completion.

Grading Policy

Students will not be allowed to take final exam unless they have completed any mandatory classroom or homework assignment. A comprehensive Final Course Exam will account for 100% of the student's grade. Students must score a minimum of 75% on the Final Course Exam in each 30 hour Broker Post-licensing Course and 75 hour Pre-Licensing Course.

Cancellation, Withdrawal and Refund Policy

If Home Coach Real Estate School finds it necessary to cancel or reschedule any of our real estate courses, our students are entitled to a full refund. Students who withdraw prior to or at the start of the first class meeting will not receive a refund but can transfer their tuition fees to a future class within 3 months.

Student Conduct

All students are expected to conduct themselves in a professional manner. Students not adhering to this policy may be dismissed from the course by the Director and will not be entitled to a refund.

Admissions Policy and Practices

Enrollment in the Home Coach Real Estate School is open to the public and no student shall be denied admission on the basis of age, sex, race, color, creed, national origin, religious preference, familial status or handicap condition.

Special Accommodations

Individuals requiring reasonable accommodations under the Americans with Disabilities Act (ADA) in order to participate fully in an educational event should contact the School Director 7 days prior to the beginning date of the Course.

Statement of Ownership

Home Coach Real Estate School is a DBA of HC Real Estate a North Carolina Limited Liability Corporation with its Administrative Office located at 8480 Honeycutt Rd. Ste 200 Raleigh NC 27615. Steve Henion serves as a managing partner and Director of the School. Steve Henion, Colleen Henion, Tim Hahn, Karen Johnson & Felix Eleazer are Instructors for the Broker Postlicensing Courses and Pre-Licensing Course.

Licensing Inquiries and Complaints

Home Coach Real Estate School is licensed by the North Carolina Real Estate Commission. Any inquiries or complaints should be directed to the "Education Division, North Carolina Real Estate Commission, PO Box 17100, Raleigh NC 27619 or call the NC Real Estate Commission at 919.875.3700.

STUDENT ENROLLMENT CERTIFICATION

This CONTRACT between the Home Coach Real Estate School (hereinafter "SCHOOL") and _____ (hereinafter "STUDENT"), is entered into this _____ day of _____, 20_____ and constitutes the complete agreement of the parties.

SCHOOL agrees to provide STUDENT the course indicated below in accordance with the requirements prescribed by the North Carolina Real Estate Commission. If Home Coach Real Estate School finds it necessary to cancel or reschedule this course, the STUDENT named above is entitled to a full refund. Broker Post-licensing Course (30 classroom hours each)

Initial Purchased Course

_____ Broker Relationships and Responsibilities (BRR #301)

_____ Contracts and Closings (CC #302)

_____ NC Law, Rules & Legal Concepts (NC #303)

_____ Broker Pre-Licensing (**Initial Purchased 75 hour course**)

The above indicated course is schedule to BEGIN on _____, 20_____ and END on _____ 20_____ Meeting Day's will be **M T W H F SA SU** and the times will be from _____ **AM/PM** to _____ **AM/PM**

(Note: Pursuant to North Carolina Real Estate Commission Rule 21 NCAC 58A.1904, the Commission may deny or withdraw credit for a postlicensing course that a provisional broker begins taking while already enrolled in another postlicensing course at the same school or a different school if participating in two courses concurrently results in the provisional broker attending postlicensing course sessions that total more than 30 classroom hours in any given seven-day period.)

STUDENT agrees to pay tuition for the course indicated above in the total amount of \$_____, such tuition includes my Course Attendance and all course handouts and materials for all classes with the exception, It does not include the required Post-Licensing textbook, **North Carolina Real Estate Manual or Pre-Licensing Texbook** which can each be purchased separately at a cost of \$69. I understand that I cannot begin this course until my Tuition Fee has been paid in full. Checks which are returned for any reason (ie: insufficient funds), or credit card receipts, which are not acceptable by an authorized bank will be subject to a \$25.00 service fee.

Special Provisions (if any) _____

By their signatures on this contract, the official signing for SCHOOL certifies delivery of a copy of SCHOOL'S *Bulletin* to STUDENT and STUDENT acknowledges receipt of such *Bulletin*.

Student Signature _____

Full Legal Name: _____ License # _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

Phone # _____

Director Signature _____

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