

# ***SOUTHERN CHOICE REAL ESTATE ACADEMY***

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## **Policies & Procedure Disclosure For Continuing Education**

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Legal Name of Education Provider: Southern Choice Real Estate Academy, LLC

Name of Education Director: Lee Eatmon

Names of Full-Time Officials and Faculty:

- Kerrie Landers – Assistant Director
- Meleah Lewis – Assistant to the Director
- Jennifer Boyd – Prelicensing and Postlicensing Instructor, CE Instructor
- Jack Burnish – Postlicensing Instructor, CE Instructor
- PJ Doherty – Postlicensing Instructor, CE Instructor
- Debi Dolan-Prince – CE Instructor
- Laurie Ann Gardner– Prelicensing and Postlicensing Instructor, CE Instructor
- Gabriela Huffman – Prelicensing and Postlicensing Instructor, CE Instructor
- Kasey Kline – Prelicensing and Postlicensing Instructor, CE Instructor
- Jessica Mote – Prelicensing and Postlicensing Instructor, CE Instructor
- Steve Sulkey – CE Instructor
- Pam Ward – Postlicensing Instructor, CE Instructor

### **PURPOSE OF THE ACADEMY**

The Southern Choice Real Estate Academy, LLC conducts the *Broker Prelicensing Course* required for an individual to qualify for the real estate license examination to become licensed as a “provisional” broker. The ACADEMY also conducts the Broker Postlicensing courses required in order for a licensee to remove the “provisional” status of his/her broker license.

### **EDUCATION PROVIDER CERTIFICATION**

Southern Choice Real Estate Academy is certified by the North Carolina Real Estate Commission. Any complaints concerning the Education Provider, or its affiliated instructors, should be directed in writing (form is provided on the Commission’s homepage) to:

North Carolina Real Estate Commission  
1313 Navaho Dr.  
Raleigh, NC 27609

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, HANDICAP STATUS, OR RELIGION.**

## COURSE OFFERINGS

Southern Choice Real Estate Academy offers:

- 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 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 (8) hours must be comprised of an Update course and an elective of your choice worth four (4) credit hours.

#### Live Course Descriptions:

**General Update (Live: #9921 / Zoom: #5291)** - (For provisional and non-BIC brokers) - Topics for 2020-21 include: Fair Housing, Contracts, Cybersecurity, Law and Rule Update Changes, and Licensing and Education.

**BIC Update (Live: #8821 / Zoom: #5821)** - (BICs and "BIC Eligible" only) - Topics for 2020-21 include: Fair Housing, Contracts, Cybersecurity, Provisional Brokers on a Team, Law and Rule Update Changes, and Licensing and Education.

**Between the Lines: Insights from the Real Estate Bulletin (Live: #3461 / Zoom: #3780)** - A real estate elective course designed to address some of the most commonly asked questions posed by real estate brokers and to provide insight into many misunderstood positions taken by the Commission on transactional matters. The articles in this book previously appeared in the North Carolina Real Estate Commission's publication - Real Estate Bulletin (from 2007 to 2017). The primary objective of this course is to provide brokers with printed positions, conclusions, statements, resources, etc., as written by, or provided by, the NCREC staff (primarily).

**The Contract Maze (Live: #2430 / Zoom: #3633)** - A real estate elective course designed to navigate the intricate details and elusive question of "When does an offer become a contract?"

**Everyday Ethics in Real Estate (Live: #3340 / Zoom: #3724)** - This is the latest information from the Code of Ethics and Standards of Practice of the National Association of Realtors (NAR). Students will gain greater insight into the responsibilities and duties required of Realtors and recommended sanctions for violations of the Code. *This course meets the NAR requirements of the ethics training.*

**Red Flags: Property Inspection Guide (Live: #2206 / Zoom: #3618)** - This class offers updated information for agents inspecting properties. Topics include asbestos, hazardous vegetation, structural problems, environmental hazards, and much more.

**What is IRC 1031 Exchange & How to Apply It (Live: #3482 / Zoom: #3796)** - A class defining the Tax code 1031. Whenever you sell business or investment property and you have a gain, you generally have to pay tax on the gain at the time of sale. IRC Section 1031 provides an exception and allows you to postpone paying tax on the gain if you reinvest the proceeds in similar property as part of a qualifying like-kind exchange. Gain deferred in a like-kind exchange under IRC Section 1031 is tax-deferred, but it is not tax-free. Taught by John Starling with National Realty Exchange Corporation.

#### Distance Learning (Self-Paced) Course Descriptions:

**All Under One Roof (#3343)** – How do agents and contractors meet the changing needs of today's clients? This course will expand your student's vision of the "new norms" that are becoming widely visible and impacting the motivation of buyers and sellers.

Students will learn how the changing demographics and economics of recent years have influenced desirability for some types of homes over others. They will also learn about an emerging market of multiple generations living under one roof, which will help them specialize in this different type of buyer. This

course embraces the complexity of the client's situation and helps students create new solutions for today's most complicated buyers and sellers.

This course is delivered in our new OnDemand video lecture format. Filled with videos that show real-life examples and scenarios that students are likely to encounter in their career, this OnDemand course engages, enlightens, and entertains.

***Buyer Representation in Real Estate (#3292)*** – This title offers a great introduction for buyer agents with a focus on the legal and technical aspects, such as due diligence and fiduciary duties. The online course includes brand-new interactive exercises and 180-unit exam questions. Course covers Foundations of Buyer Representation, Buyer Representation Agreements, and Presenting Buyer Representation to the Customer.

***Everyday Ethics in Real Estate (#3300)*** – The fifth in a series of ethics courses, this title reflects the latest information from the Code of Ethics and Standards of Practice of the National Association of REALTORS(R) (NAR). This title meets NAR's requirements for new members to complete ethics training and continuing members to complete Ethics training.

***Introduction to Commercial Real Estate (#2489)*** – This popular continuing education elective provides a comprehensive introduction to the potentially lucrative field of commercial real estate. In this course you will learn how to realize the investment opportunity for various categories of commercial property, including office, retail, industrial, and multi-unit residential. You will also explore the financial and tax elements involved in commercial real estate. This elective features learning objectives and key terms and case studies to reinforce key concepts. From identifying property types and investment opportunities to developing a practical marketing plan, this course brings commercial real estate into focus for you!

***Liars, Cheaters, and Thieves: Averting Client Catastrophes (#3510)*** – Protect your client and safeguard your real estate business and career! Can you name three of the top ten legal issues real estate professionals face today? This course enlightens you to all top ten issues, plus helps you navigate through the murky waters that can prevail when a clear understanding of real estate laws, statutes, and rulings is loosely interpreted or vaguely interpreted.

This course illuminates the issues that create problems in real estate transactions. You will learn to identify what constitutes negligence, and when it is the “F-word”, fraud. You’ll sharpen your understanding of what happens when a client makes a Breach of Contract claim, and how to avoid misleading statements that can have disastrous ramifications for you, your client, and your business. Your expert instructor will lead you through case studies to identify critical issues, determine what happened, how a situation could have been handled appropriately, and how to resolve legally and within the scope of the law. This engaging course will prepare you for real life real estate, in today’s world, and help you avoid risky and costly business mistakes.

***Millennials: Challenging the Traditional Real Estate Model (#3491)*** - This course examines the factors driving today's real estate market. This course will take you beyond the newspaper headlines to illustrate how the former driving factors of real estate no longer apply, as millennial buyers outpace baby boomers (previously the largest real estate buyer group). You will learn how millennials - today's largest real estate market - buy, sell, rent, strategize, and communicate. Learn how you can better serve this new leading population of clients. This course will challenge past approaches to working with clients and illustrate successful approaches to working with today's buyers and sellers. Get insight into how to educate yourself about millennials' specific preferences and how builders and the real estate industry are responding to them. You will explore essential expectations and patterns so you can refine and re-tool and your knowledge and practices, as well as your branding and image to reflect an understanding of the new real estate model. This course focuses on increasing your ability to work effectively and productively with millennials to achieve their real estate goals, as well as yours!

***Property Management and Managing Risk (#3400)*** - This popular title provides an up-to-date introduction to property management with a practical focus on how to comply with regulations and avoid liability. The features include "Liability Alerts" that offer suggestions for avoiding liability from both owners and tenants, as well as case studies, key terms, learning objectives, review questions, and review questions with answer rationales.

***Red Flags: Property Inspection Guide (#3401)*** - Recent legislation has directed you with the responsibility of inspecting properties for "red flags" – especially an extreme issue such as asbestos or mold. Brokers and agents who understand and comply with their state's disclosure laws stand a better chance of avoiding legal liability or a sale falling through.

Limit your personal risk by being better informed of what to look for and how to correctly respond to the finding. Topics include: What Are They and What Causes Them? Observing Red Flags Outside of the House. Observing Red Flags Inside of the House. Red Flags Associated with Environmental Hazards and Hazardous Materials

***The Tiny House: Is It a Phase or Craze? (#3415)*** - Witness this emerging market segment as you learn about the new world of tiny house living. In *The Tiny House: Is it a Phase or Craze?*, you'll learn the origin of the tiny house, different types of tiny houses, the structural elements, costs and considerations, valuation of property, and when a tiny house is considered real property. We'll also identify financing options specific to the tiny house and introduce you to tiny house communities developing across the country. The tiny house is a reflection of expressed values by a growing number of buyers today: simple living in natural surroundings and smaller more-efficient living spaces.

This course will reveal a client group whose needs may be unclear, until now. This course will prepare you to be knowledgeable of the construction and informed about market needs as well as provide you with options to discuss with your clients who are seeking this type of real estate.

***Twenty Cost-Effective Home Improvements (#3566)*** - Discover the most valuable improvements homeowners can make to increase the value of their homes. This course uses the latest national data to calculate the 20 home upgrades that provide the greatest return on investment. Including internal improvements—like kitchen remodels, outdoor improvements—like deck additions, and energy-saving improvements—like window replacements, this course explores the home improvement process from all angles to reach some surprising conclusions about cost and value. With an extended discussion of financing and environmental factors, this course will allow clients to make wise choices that positively impact the resale value of their homes.

***Understanding 1031 Tax-Free Exchanges (#2687)*** - The exchange of certain types of property may defer the recognition of capital gains or losses due upon sale, and hence defer any capital gains taxes otherwise due. This CE course explores the history, evolution, rules, and forms of the strategy used to defer tax liability until a later date; it includes real-life calculation examples. Loaded with real-life examples and calculations, the course is perfect for both salespersons and brokers. Agents will learn the vocabulary and application of tax-free exchanges, so they are better able to answer client questions.

**Course Materials:** Southern Choice 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:** For Live and Zoom classes, one (1) class is \$60 and two (2) classes are \$110. For Distance Learning / “Self-Paced”, each class is \$65.

## **REGISTRATION, ENROLLMENT, AND CONDUCT**

**Registration:** To enroll in a Continuing Education course, the student may register on our website or by phone (910.791.9813).

**Tuition and Fees:** Southern Choice accepts the following forms of payment: VISA, Mastercard, Discover, American Express, cash or check. For Zoom classes the payment must be paid in advance. For Live classes, payment is allowed when checking into class. The penalty for a check returned for insufficient funds is \$25. Immediate payment is required; the student may not continue in class until it is taken care of.

### **Attendance:**

- Students in an in-person or synchronous (Zoom) distance learning Continuing Education Course must attend a minimum of 90% of all scheduled instructional hours (can miss up to 24 minutes)
- 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.

**Course Cancellation or Rescheduling / Refunds:** Southern Choice reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum three (3) days' notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options:

1. Move to another class
2. Receive a refund

**Withdrawals and Transfers / Refunds:** A student may withdraw from a course by giving written notice to the

**Inclement Weather:** For inclement weather with in-person classes, follow the County School's closures for the county you are taking the course. For synchronous (Zoom) classes, we will follow New Hanover County School closures. Any rescheduling due to weather or other emergencies will be made up as soon as possible, or the teacher will coordinate with the students on a better time for the class. Should a course be cancelled, the student will receive a full refund.

**Student Conduct:** A student shall direct his or her attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction which are distracting other students or the instructor, or which otherwise disrupts the orderly conduct of a class.

Prohibited conduct includes sleeping, reading a newspaper or book, performing office/other work, carrying on a conversation with another student, making or receiving telephone calls, receiving a page or text, loudly rattling or shifting of papers, or repeatedly interrupting and/or challenging the instructor in a manner that disrupts the teaching of the course.

#### **ADDITIONAL SCHOOL POLICIES**

**Special Accommodations Request Procedure:** Southern Choice complies with the Americans with Disabilities Act (ADA) 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. If a particular handicap accommodation must be met, please contact the director 7 days in advance of the start of class so that arrangements may be met. Notice may be given in person, phone, or by email to the director.

**Visitors:** Classroom courses at Southern Choice are open to enrolled students only. Enrolled students may not bring visitors to the classroom without prior approval of the Education Director.

#### **CERTIFICATION OF TRUTH AND ACCURACY**

"I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that SOUTHERN CHOICE REAL ESTATE ACADEMY will abide by the policies herein."

*Lee Eatmon*

*Education Director*

#### **CERTIFICATION OF RECEIPT**

"I certify that I received a copy of Southern Choice 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*