

SOUTHERN CHOICE REAL ESTATE ACADEMY

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Policies & Procedure Disclosure

Date of Bulletin Publication: June 2025

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

Name of Education Director: Lee Eatmon

Names of School Officials and Faculty:

- Kristina Eatmon – Assistant Director
- Jack Burnish – Instructor
- PJ Doherty – Instructor
- Kasey Kline – Instructor
- Stephen Sulkey – Instructor

PURPOSE OF THE ACADEMY

Southern Choice Real Estate Academy, LLC has partnered with The CE Shop to offer an *Asynchronous Broker Prelicensing Course* required for an individual to qualify for the real estate license examination to become licensed as a “provisional” broker. The CE Shop is the recording school.

Southern Choice Real Estate Academy, LLC has partnered with The CE Shop to offer *Asynchronous Broker Postlicensing Courses*. The CE Shop is the recording school.

Southern Choice Real Estate Academy, LLC conducts *Continuing Education* courses required for an individual to maintain Active Status for their NC Real Estate License. Southern Choice has also partnered with The CE Shop to provide *Asynchronous Continuing Education Courses*. Southern Choice is the recording school for In-Person and Zoom. The CE Shop is the recording school for *Asynchronous Elective* courses purchased through their website.

EDUCATION PROVIDER CERTIFICATION

Southern Choice Real Estate Academy, LLC 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:

- Asynchronous *Broker Prelicensing Course* with The CE Shop required to qualify to take the license examination to become licensed as a real estate provisional broker in North Carolina; and
- Asynchronous *Postlicensing Education Program* with The CE Shop 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. The courses are available In-Person, via Zoom, or Asynchronous (Self-Paced).

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. Southern Choice Real Estate Academy's Asynchronous *Broker Prelicensing Course* with The CE Shop consists of a total of 75 instructional hours, including the end-of-course examination.

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 part of this course, and calculations will be required.*

Please review The CE Shop's Terms & Conditions at www.SouthernChoice.TheCEShop.com/legal.

End-of-Course Exam will not be administered to any student who does not complete the course work within 180 days of registering. The exams will be completed with a proctor with PSI.

Failed Exams: The CE Shop does 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 taken by the course expiration date.

Eligibility Requirements for Course Completion Certificate: To successfully complete the *Broker Prelicensing Course* and receive a course completion certificate, a student must:

- Meet the seat time requirement
- Complete all parts of course work, and
- Pass the end-of-course exam with a minimum score of 80%

REGISTRATION, ENROLLMENT, AND CONDUCT

Registration: To enroll in a Prelicensing course, prospective students may register on our website.

Tuition and Fees: The CE Shop accepts the following forms of payment: VISA, Mastercard, Discover, or American Express. The tuition fee for the Asynchronous Prelicensing course starts at \$675 (or varies determined by the current sale).

Repeat Privilege: If a student does not complete or pass a Prelicensing exam, they may retake the course at a discounted price and receive another 180 days. They will have to redo all of the coursework and exams.

Refund of Tuitions & Fees: We follow The CE Shop's Refund Policy (found under their Terms & Conditions / Legal). A refund may be granted within 30 days of purchase as long as the course is less than 50% complete.

LICENSE EXAMINATION PERFORMANCE REPORT

During the July 2025-June 2026 License Year, Southern Choice Real Estate Academy did not offer any In-Person, Blended, or Synchronous Prelicensing Courses. Therefore, Southern Choice had 0 students take the 2-part state license examination for the first time within 30 days of completing one of our Broker Prelicensing Courses.

For Self-Paced, we are now offering our courses using The CE Shop who reports completions to the NC RE Commission. Southern Choice had 18 students register for The CE Shop Self-Paced Pre-Licensing Course in the last License Year.

BROKER POSTLICENSING COURSES

Purpose of the Postlicensing Program: The primary objection of the *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 18 months following initial licensure, a postlicensing education program consisting of 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. Southern Choice offers Asynchronous Postlicensing courses through RECampus/Dearborn.

Course Descriptions:

The "*Broker Relationships and Responsibilities*" Post #301 course includes 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 an broker leaves a firm, and a review of license status and education issues.

The "*Contracts and Closing*" Post #302 course includes 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 disclosures preparation, contracts for deed, options, and selected real estate license status and education issues.

The "*NC Law, Rules, and Legal Concepts*" Post #303 course includes 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: All coursework will be available on the Student's CE Shop portal. Each student is required to use the current edition of the *NC Real Estate Manual* and *North Carolina License Law and Commission Rules* booklet during each Postlicensing course session which can be purchased from the NC RE Commission. We recommend the digital version of the textbook.

End-of-Course Exams will not be administered to any student who does not complete the coursework by the expiration date. A passing grade is 75%. The Exam will be taken with a proctor from The CE Shop through the student's portal.

Failed exams: The CE Shop does 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 taken by the course expiration date.

Eligibility Requirements for Course Completion Certificate(s): To successfully complete a *Broker Postlicensing Course* and receive a course completion certificate, a student must:

- Complete all coursework by the expiration date, and
- Pass the end-of-course exam with a minimum score of 75% by the expiration date.

REGISTRATION, ENROLLMENT, AND CONDUCT

Registration: To enroll in a Postlicensing course, the student may access The CE Shop's website through our website to register.

Tuition and Fees: The CE Shop accepts the following forms of payment: VISA, Mastercard, Discover, or American Express.

The tuition fee for the Asynchronous Postlicensing course starts at \$249 (or varies determined by the current sale). The 3-course package (90-hour package) is \$609 (or varies depending on the current sale). When purchasing the three-course package all three courses must be completed within 180 days of registration.

Please review The CE Shop's Terms & Conditions at www.SouthernChoice.TheCEShop.com/legal.

PLEASE NOTE: The student's purchase will only be available for 180 days, whether that is a one-course purchase or the three-course package.

Repeat Privilege: If a student does not complete or pass a Postlicensing exam, they may retake the course at a discounted price and receive another 180 days. They will have to redo all of the coursework and exams.

Refund of Tuitions & Fees: We follow The CE Shop's Refund Policy (found under their Terms & Conditions / Legal). A refund may be granted within 30 days of purchase as long as the course is less than 50% complete.

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)*].

ADDITIONAL SCHOOL POLICIES

FOR ASYNCHRONOUS (SELF-PACED) COURSE GUIDELINES

Registration: Southern Choice has partnered with The CE Shop to bring you the Asynchronous (Self-Paced) Prelicensing, Postlicensing, and Elective Courses. The courses are done on your own time, at your own pace. Once registered with the provider, you will have 30 days to complete the 4-hour course Continuing Education course; and for the Prelicensing and Postlicensing courses you will have 180 days to complete your purchase (for Post: either one course purchased separately or the three-course package) and their course exams.

Extensions are not allowed. There is not a final exam for the CE courses. The student will need to complete all the coursework including the Unit Exams to complete the course. There is a final exam for each Pre and Post course. The CE Shop will proctor the Prelicensing Exam, and the RECampus/Kaplan Proctoring Service must be used for the Postlicensing exams. All of the coursework must be completed before an exam may be scheduled.

If the student does not complete the CE course within the 30 days, they will need to repurchase another class. There is not a repeat discount. If a student does not complete or fails a Post course, they may retake the course at a discounted rate.

Refund Policy: We will follow The CE Shop's Refund Policy for all Asynchronous courses. Please review The CE Shop's Terms & Conditions at www.SouthernChoice.TheCEShop.com/legal.

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

Revised June 2025