

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

4900 RANDALL PKWY, STE. A  
WILMINGTON, NC 28403  
910-791-9813  
WWW.SOUTHERNCHOICE.COM

## **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
- Jack Burnish – Instructor
- PJ Doherty – Instructor
- Kasey Kline – Instructor
- Jessica Mote – Instructor
- John Starling – Instructor
- Kelly Stegall – Instructor
- Stephen Sulkey – Instructor
- Pam Ward – 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.

#### In-Person and Synchronous Course Descriptions:

**General Update (Live: #9923 / Zoom: #5293)** - (For provisional and non-BIC brokers) - Topics for 2022-23 include: Material Facts, Dual Agency, Law and Rules Update, as well as Licensing and Education.

**BIC Update (Live: #8823 / Zoom: #5823)** - (BICs and "BIC Eligible" only) - Topics for 2021-22 include: Material Facts, Dual Agency, BIC Responsibilities, Law and Rules Update, as well as Licensing and Education.

**Agency vs. Procuring Cause (Live: #3581 / Zoom: #3854)** – What is “agency”? What is “procuring cause”? Are they the same? Are they different? Does one have anything to do with the other? What is the path a firm must travel in order to assert a claim that is the “procuring cause” in a transaction? This course explores the depths of the mystery that surrounds these questions.

**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).

**Buying and Selling Properties in Historic Districts in North Carolina (Live: #3907 / Zoom: #3908)** - In this course you will learn about the legal background for historical zoning, some of the various types of homes and buildings considered “historic”, some of the elements of historic architecture, and also the materials often found in historic homes. You might not leave with all the answers to dealing with historic properties, but you will at least know the questions to ask and some background to consider. At the end of the course, you will have a working knowledge of historic districts and be able to explain issues to both sellers and buyers who are not familiar with historic district controls and goals.

**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.*

**Property Management and Managing Risk (Live: #2390 / Zoom: #3629)** – This property management course summarizes the primary goals of different types of property managers and lists resources that help managers acquire the skills needed to achieve those goals.

**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.

**Course Materials:** Southern Choice will provide each student with a copy of course materials. For Synchronous (Zoom) classes a PDF copy of the textbook will be emailed to the students along with the Zoom link.

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

***Environmental Issues in Your RE Practice (#1021)*** – This is designed to provide information about the most common potential environmental hazards today. Updated with new information about flooding, each unit provides relevant information and examples to prepare real estate licensees for the environmental issues they may face in their transactions, including air and water quality issues as well as onsite and offsite environmental hazards. Each unit also contains interactive activities, quick quizzes to test knowledge, and a unit exam. The course is intended to help licensees do their due diligence when evaluating properties and avoid legal liability.

***Everyday Ethics in Real Estate (#1020)*** – 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.

***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.

***Solving the Down Payment Dilemma (#3595)*** – Every generation of consumers faces unique challenges and problems in the buying and selling of homes. For today's home purchasers, one of the biggest hurdles is the amount of time it takes to accumulate enough money for a down payment. While finding cash for a down payment has always been a hurdle for some, the number of prospective home purchasers, and the number of issues they have to deal with to save for a down payment, is impacting the market to an extent not previously seen. To provide information and solutions to consumers, real estate professionals can develop new tools and techniques that will prepare the consumer to take advantage of the marketplace.

***Water: How It Affects Property (#3903)*** – This four-hour course teaches students how to accurately answer questions and guide clients in making appropriate decisions concerning buying, selling, and assessing the impact water has on property. The course also covers issues that arise regarding storm water run-off, ponds, wetlands and streams, the real estate value of safe drinking water from private and municipal well sources, who owns water assets, and who is responsible for associated costs.

**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 Synchronous (Zoom) classes, one (1) class is \$60 and two (2) classes are \$110. For Asynchronous Distance Learning / "Self-Paced", each class is \$65.

## **IN-PERSON and SYNCHRONOUS CLASS GUIDELINES**

**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.

## *IN-PERSON / SYNCHRONOUS COURSE GUIDELINES – continued*

- 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.
- Zoom students must be on camera.

**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 informing the school before the class begins. Their payment may roll over to another class.

**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 FOR IN-PERSON and SYNCHRONOUS CLASSES**

Student gives ACADEMY permission to record my image and/or voice and grants ACADEMY all rights to use these recordings or photographs in any medium for educational, promotional, advertising, or other purposes that support the mission of the ACADEMY.

**Procedure for Requesting Special Accommodations:** 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 seven (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.

**Course Schedules:** Course schedules are published separately from this Disclosure. Schedules are available at the ACADEMY and upon request by phone, email or US mail. They are also posted on our website at SouthernChoice.com.

**Use of Tech Equipment:** Operation of cellular telephones, texting devices, and accessing online manuals during Live instructional time are allowed with instructor permission and guidelines. Students are responsible for fully operational technical equipment. Wireless Internet access will be provided when available.

The school reserves the right to expel any student without a refund or credit after repeated rule violation warnings.

## *ADDITIONAL GUIDELINES – continued*

**To Register:** Visit our website at SouthernChoice.com. Choose “Continuing Education” option or call our office at 910-791-9813.

**Location of Classes:** Live CE classes are held in various hotels throughout North Carolina. In-person classes in Wilmington may be held at Southern Choice Real Estate Academy will be held in the training room at 4900 Randall Parkway, Suite A, Wilmington, NC or at a local hotel. No smoking will be allowed in the classrooms.

**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.

## **ASYNCHRONOUS (SELF-PACED) COURSE GUIDELINES**

**Registration:** Southern Choice has partnered with RECampus / Kaplan to bring you the Asynchronous (Self-Paced) Continuing Education Courses. The courses are done on your own time, at your own pace. Once registered with RECampus, you will have 30 days to complete the 4-hour course. **Extensions are not allowed.** There is not a final exam for the course. The student will need to complete all of the coursework including the Unit Exams to complete the course.

If the student does not complete the course within the 30 days, they will need to repurchase another class. There is not a repeat discount.

**Refund Policy:** A refund will not be granted once the Student has begun any part of the coursework.

## **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*