

SOUTHERN CHOICE REAL ESTATE ACADEMY

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

Policies & Procedure Disclosure

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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
- 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 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 *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 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. Southern Choice offers Continuing Education either In-Person, Synchronous (Zoom), or Asynchronous (Self-Paced).

In-Person and Zoom Course Descriptions:

- **General Update (In-Person: #9927 / Zoom: #5927)** - (For provisional and non-BIC brokers) - Topics for 2026-2027 include: Agency, NCREC Frequently Asked Questions, Fair Housing, Licensing & Education, and Law and Rules Scripting.
- **BIC Update (In-Person: #8827 / Zoom: #5827)** - (BICs and "BIC Eligible" only) - Topics for 2026-2027 include: Agency, NCREC Frequently Asked Questions, Fair Housing, Law and Rules Scripting, and BIC Responsibilities.
- **Buying and Selling Properties in Historic Districts in North Carolina (In-Person: #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 (In-Person: #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 (In-Person: #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.*
- **Managing the Home Inspection (In-Person: #3469)** - The home inspection is one of the most crucial parts of the home buying process. Offers are finalized or revoked as a result of a home inspector's report. A home inspection can be a source of anxiety for buyers, sellers, and real estate agents. However, real estate agents can ease some of their clients' anxieties by helping them to be better educated and prepared for the home inspection process. A good home inspection should be thorough so that all parties have confidence when completing the home buying process.
- **Property Management and Managing Risk (In-Person: #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 (In-Person: #2206 / Zoom: #3618)** - This class offers updated information for agents inspecting properties. Topics include asbestos, hazardous vegetation, structural problems, environmental hazards, and much more.
- **Selling in HOAs (In-Person: #1962 / Zoom: #1963)** - This course's goal is to educate the real estate agent in all matters concerning Community Associations, why they exist, how they function, understand the financials, what they need to know for closings, the differences between a townhome and a condominium,

what to look for in amenities, insurance types, and anything else that may affect the sale of a property in a Community Association. In today's real estate market, many errors are made principally due to the lack of knowledge of agents and what they need to look for in a transaction. They can't seek the right answers if they do not even know the questions to ask. This course is designed to give them a background, so they have the knowledge to protect their clients and the public.

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

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 In-Person or Zoom 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 for In-Person or Zoom course; and
- (4) Personally perform all work required to complete an Asynchronous course.

Tuition: For In-Person classes, one (1) class is \$65, and two (2) classes are \$120. For Synchronous (Zoom) classes, one (1) class is \$60 and two (2) classes are \$110. For Asynchronous courses with The CE Shop begin at \$59 and often have discounts.

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 Synchronous (Zoom) classes the payment must be paid in advance. For In-Person classes, payment is allowed when checking into class. The penalty for a check returned for insufficient funds is \$25. The student may not receive class credit until payment is paid.

Attendance for In-Person (Live) or Synchronous (Zoom):

- Students must attend a minimum of 90% of all scheduled instructional hours (can miss up to 24 minutes).
- Early departures from CE courses 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. All missed time will be recorded for each student.
- Zoom students must be on camera and paying attention to the instructor (see Student Conduct below).

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 of three (3) days' notice of the cancellation or revised course schedule.

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

1. Move to another class
2. Receive a refund

Withdrawals and Transfers: A student may withdraw from an In-Person (Live) or Synchronous (Zoom) course by informing the school BEFORE the class begins. Their payment may roll over to another class. If a student misses a class, their payment may be applied to another class.

Refunds: *Refunds will not be given for In-Person or Zoom classes.* The class payment will be applied to another course. *Refunds for Asynchronous courses will follow The CE Shop's guidelines.* Please review The CE Shop's Terms & Conditions at www.SouthernChoice.TheCEShop.com/legal.

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 or move to another class.

Student Conduct: A student should 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. This includes Synchronous (Zoom) courses.

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, driving, or repeatedly interrupting and/or challenging the instructor in a manner that disrupts the teaching of the course.

Failure to follow these guidelines may result in removal from class.

ADDITIONAL SCHOOL POLICIES

FOR IN-PERSON AND SYNCHRONOUS CLASSES

Students give 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 arranged, 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 under “More” / “Policies”.

Use of Tech Equipment: Operation of cellular telephones, texting devices, and accessing online manuals during instructional time are allowed with instructor permission and guidelines. Personal laptops may be used in the courses with the NC RE Manual in the digital format. Approved electrical outlets will be provided for students. 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.

To Register: Visit our website at SouthernChoice.com or call our office at 910-791-9813.

Location of Classes: Continuing Education classes are held in various hotels throughout North Carolina as well as the training room of Southern Choice at 4900 Randall Parkway, Suite A, Wilmington, NC. Smoking will not 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. Someone may audit a course for a reduced price.

FOR ASYNCHRONOUS (SELF-PACED) COURSE GUIDELINES

Registration: Southern Choice has partnered with The CE Shop to bring you the Asynchronous (Self-Paced) 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; for the Postlicensing courses you will have 180 days to complete your purchase (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 2026