



School Bulletin for Broker Prelicensing and Broker Postlicensing Courses July 2012

328 East Main Street • Clayton, North Carolina 27520 • 919-359-8841

THE ACADEMY

The HTR Real Estate Academy is owned and operated by MYHTR, LLC. The HTR Real Estate Academy operates under a "private real estate school license" issued by the North Carolina Real Estate Commission. Any complaints should be made to:

The Education Division
North Carolina Real Estate Commission
1313 Navaho Drive
P. O. Box 17100
Raleigh, NC 27619
Phone: 919-875-3700

PURPOSE

The HTR Real Estate Academy was established in 2010 to conduct the real estate broker prelicensing course and the broker postlicensing courses. The broker prelicensing course enables the student to meet the requirements to qualify for the North Carolina real estate license examination to become licensed as a real estate "provisional" broker. The broker postlicensing courses enable a "provisional" broker to remove the "provisional" status of the license as required within three years of initial licensure. Donna Johnson (Broker license number 176743) is the director of the school and serves as the school's instructor.

BROKER PRELICENSING COURSE

Broker Prelicensing Admission Policy

Our real estate academy is open to the public. We require broker prelicensing students to have a high school diploma or equivalent. **No student shall be denied admission on the basis of age, sex, race, creed, color, national origin or religious preference.**

Broker Prelicensing Course

The broker prelicense course is an introductory level real estate principles and practices course with heavy emphasis on real estate brokerage law and practice. The number of class hours is 85 and the primary objectives of this course are:

- (1) to provide students with the basic knowledge and skills necessary to act as a licensed real estate broker in a manner that protects and serves the public interest, and
- (2) to prepare students for the real estate broker license examination upon satisfactory completion of the broker prelicensing course.

Major topics addressed in this course include:

- Agency relationships and contracts
- Real property ownership and interests
- Finance basic concepts, government oversight and lending process
- Real property measurements and valuation
- Marketing regulations for both property and licensee
- Property management
- Real estate math
- North Carolina real estate license law and rules
- Other North Carolina laws and practices
- General real estate topics including basic house construction and the closing statement

Broker Prelicensing Registration, Tuition and Refunds

Prior to admission to a Broker Prelicensing class, the student must execute a completed enrollment contract which sets forth the basic rights and obligations of both the school and the student, complete a student data sheet, and issue to the Academy cash, check, or money order in the amount of \$375.00 to cover the Broker Prelicensing Course and the most current edition of the textbook, ***Modern Real Estate Practice in North Carolina***, by Galaty/Allaway/Kyle. A \$20.00 discount will be given to students who already have the current edition of the required textbook. Withdrawal at least 72 hours prior to the first day of class will result in a refund less \$50, provided the textbook is returned unused. Students withdrawing within 72 hours of the start of class or after the class starts but before the third class may have their full tuition transferred to another Broker Prelicensing Course to be held within the following 12 months. No tuition credit will be given to a student withdrawing after the third class. If a course is cancelled due to the fault of the Academy, the student will receive a full refund provided that he/she returns the UNMARKED textbook and instructional materials.

Broker Prelicensing Course Completion Requirements

A passing grade for the broker prelicensing course consists of scoring a minimum of 75% on the final exam and an 80% overall course average of the combined scores for the quizzes and the final exam. Students scoring 80% or greater on the final exam will have one bonus point added to the calculation of the final grade. These requirements apply to students taking the initial final exam, a retake exam or a makeup exam. If the final grade average of the initial exam is below 80%, the student may retake the final exam within ten calendar days. Students who need to make up a missed final exam will be tested on the same schedule as students retaking the exam. The make-up examination and the retake examination will be different from the original version of the final exam.

BROKER POSTLICENSING COURSE

Broker Postlicensing Admission Policy

Possession of a current broker license on "provisional" status in North Carolina is a prerequisite for enrollment in the postlicensing courses. Prospective postlicensing course students must present evidence of meeting this prerequisite at the time of enrollment." **No student shall be denied admission on the basis of age, sex, race, creed, color, national origin or religious preference.**

Former North Carolina real estate licensees whose real estate licenses have been expired for less than five years and who are taking the course(s) to qualify for a reinstatement their license or to satisfy a disciplinary Consent Order issued by the Commission must show proof of eligibility in the form of an email or letter from the Commission staff.

The Academy shall not knowingly enroll an individual in a postlicensing course while the individual is taking another postlicensing course at the same school or a different school if such enrollment would result in the individual being in class for more than 21 hours in any given 7-day period.

Broker Postlicensing Courses

The Academy will offer the three 30-classroom hour mandatory postlicensing courses that must be completed by newly licensed provisional brokers. A minimum of one course must be completed prior to the first anniversary date of licensure in order to retain eligibility for "active" status. The same is true for the completion of a second course prior to the second anniversary date of licensure. If a provisional broker fails to complete all three postlicensing courses within three years following the date of his or her initial licensure, his or her license shall be placed on inactive status. In order to activate the license, the provisional broker shall demonstrate completion of all three postlicensing courses within the previous three years, which will terminate the provisional status of the broker's license, and shall satisfy the continuing education requirements for license activation.

The primary objective of the course is to provide instruction at a level beyond that provided in prelicensing courses on topics deemed to be of special importance to licensees. Topics addressed in this course include:

1. Broker Relationships and Responsibilities Postlicensing Course

- Agency Relationships and Duties – A Practical Review
- Working with Sellers (Residential Sales)
- Working with Buyers (Residential Sales)
- Working as a Dual Agent
- Other Topics

2. Contracts and Closing Postlicensing Course

- Review of Selected Basic Contract Law Concepts
- Real Estate Sales Contract Preparation
- Sales Contract Procedures
- Closing Preparations and Procedures
- Real Estate Settlement Procedures Act (RESPA)
- The Closing Statement
- Other Topics (Alternate Conveyance Contracts; License Status and Education Issues)

3. Selected Topics Postlicensing Course

- Introduction to Commercial Real Estate Brokerage
- Landlord-Tenant Law & Residential Property Management
- Land Use Controls and the Real Estate Agent
- Loan Fraud
- Brokerage Compensation Issues
- Miscellaneous License Law and Rule Issues
- License Law Case Studies
- Fair Housing Case Studies
- Legal Requirements for Establishing a Real Estate Brokerage Firm
- Manufactured and Modular Homes
- Issues Related to Short Sales
- Local Issues

Broker Postlicensing Registration, Tuition and Refunds

Prior to admission to any Broker Postlicensing class, the student must submit a completed enrollment contract along with cash, check, or money order for \$225.00. A current edition of the textbook, North Carolina Real Estate Manual, is required for all three courses. Students may purchase this text online through the North Carolina Real Estate Commission's website at www.ncrec.gov. Withdrawal at least 72 hours prior to the first day of class will result in a refund of \$225.00. Students withdrawing within 72 hours of start of class or after classes begin but before the second class will be refunded \$125.00. Withdrawal after the first class will result in a tuition credit for another Postlicensing class within 12 months. If a course is cancelled due to the fault of the School, the student will receive a full refund.

Broker Postlicensing Completion Requirements

A score of 75% on the final examination will be required to receive credit for a course. Students scoring below 75% on the final exam may re-take the examination one time if a request for the re-take is made within seven (7) days from the originally scheduled course completion/exam date. The student will have 30 days from the date of the original exam to complete the re-take examination. The re-take examination will be different from the original exam.

BROKER PRELICENSING AND POSTLICENSING ATTENDANCE

The HTR Real Estate Academy requires 85% attendance for the Broker Prelicensing and Broker Postlicensing courses. Absences while class is in session are counted in five minute increments. Absences from a 30-hour postlicensing class cannot exceed a total of four hours and thirty minutes and absences from an 85-hour prelicensing class cannot exceed twelve hours forty-five minutes.

BROKER PRELICENSING AND POSTLICENSING CONDUCT

The Academy requires a business casual dress code in the classroom. Only silent, hand-held calculators are permitted in the classroom; all cell phones, pagers, beepers, etc., must be on silent mode or off when in class.

The Director reserves the right to dismiss any student from the Academy whose behavior or actions are disruptive to the learning process. No refund of tuition will be made in such cases.

On behalf of students who may have allergies to peanuts, perfumed lotions or sprays, etc., the Academy requests that you restrict the use of such products to outside the class.

The Academy does not permit the use of laptops or the use of the online subscription or CD-ROM versions of the North Carolina Real Estate Manual in the classroom. Recording of any part of the broker prelicensing or postlicensing classes is prohibited.

INCLEMENT WEATHER

Should the area face severe inclement weather, the Academy will follow the open/close schedule of Johnston Community College. If you do not have access to a news program announcing local closings, please contact your instructor at a number provided to you at the beginning of the course. The course completion end date listed on the Student Enrollment Contract will be extended to include class hours missed due to inclement weather; class days and times will not be changed.

ABOUT OUR INSTRUCTOR

Donna Johnson has over twelve years of real estate experience and teaches the Broker Prelicensing Course, the Broker Postlicensing Courses, and the annual required update course. Donna continues to list and sell real estate which enables her to bring real life experience into the classroom. Ongoing education has contributed to Donna's success in real estate and in the classroom; she has had advanced training and earned numerous designations including the following:

- Accredited Buyers Representative (ABR)
- Graduate of the Realtors Institute (GRI)
- Certified Residential Specialist (CRS)
- Senior Real Estate Specialist (SRES)
- NCREC Instructor Certification 2001
- Accredited Staging Professional (ASP) 2002
- Luxury Home Marketing 2005
- Healthy Homes Specialist (HHA) 2009
- "Who's Who in Real Estate" 2007-2008
- Relocation Certification 1998
- E-Pro course 2009
- EcoBroker 2010

DIRECTOR

Donna Johnson (Broker license number 17643)
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CERTIFICATION

I certify that the policies and information contained in this brochure are true and correct and that the HTR Real Estate Academy will abide by the policies herein.

Donna Johnson (electronic signature)
Director, HTR Real Estate Academy