

SOUTHERN CHOICE REAL ESTATE ACADEMY

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

Policies & Procedure Disclosure

Date of Bulletin Publication: June 2024

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

Name of Education Director: Lee Eatmon

Names of School Officials and Faculty:

- Kerrie Landers – 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.

Southern Choice Real Estate Academy, LLC has partnered with RECampus/Dearborn to offer *Asynchronous Broker Postlicensing Courses*. Southern Choice has also partnered with The CE Shop offering *Asynchronous Post* 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 RECampus/Dearborn and The CE Shop to provide *Asynchronous Continuing Education Courses*.

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 RECampus / Dearborn 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 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: #9925 / Zoom: #5925) - (For provisional and non-BIC brokers) - Topics for 2024-25 include: Environmental Material Facts, NCREC Frequently Asked Questions, Permits, Education Update, and Law and Rules Update.

BIC Update (In-Person: #8825 / Zoom: #5825) - (BICs and "BIC Eligible" only) - Topics for 2024-25 include: Environmental Material Facts, NCREC Frequently Asked Questions, Permits, Education Update, and Law and Rules Update and BIC Responsibility and Supervision.

Agency vs. Procuring Cause (In-Person: 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 (In-Person: #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 (In-Person: #3907) - 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.*

Property Management and Managing Risk (In-Person: #3629 / Zoom: #2390) - 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 copy of the textbook will be emailed to the students along with their Zoom link.

Asynchronous Distance Learning (Self-Paced) Course Descriptions:

Everyday Ethics in Real Estate (#1020) – This course provides students with a solid foundation for ethical behavior in real estate by discussing the basics of ethics, its application to real estate, and current ethical issues they might face in their real estate practice. Its coverage of actual real estate case studies provides real-world application of ethical principles and gives students the tools to respond in an ethical manner, protecting themselves as well as their customers and clients. 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.

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 (#1024) - 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.

Repurposing Property: Friend, Fore, or the American Dream? (#3599) - Explore many untapped property opportunities for you and your buyers and sellers and the enormous impact of successful repurposing projects on your neighborhoods and communities. This course will help you master concepts necessary to develop and act as an agent in repurposing housing and commercial space. You will discover new ideas,

programs, and opportunities that apply throughout the country, whether in urban, suburban, or rural areas, and for projects big and small. In addition to providing resources for further research, this course gives you strategies for bringing the right people together to make these projects possible and for obtaining community support that will result in successful projects that benefit all.

The Tiny House: Is It a Phase or Craze? (#1910) - 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 (#1845) - 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.

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, each class is \$65; there will not be a discount for two classes. For Synchronous (Zoom) classes, one (1) class is \$60 and two (2) classes are \$110. For Asynchronous courses with RECampus, each class is \$65.

REGISTRATION, ENROLLMENT, AND CONDUCT

Registration: To enroll in an In-Person or Synchronous 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. Immediate payment is required; 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 delivered 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 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 of 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: 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 will not be given for any Asynchronous class that has been started.*

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 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. 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.

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 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 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 to 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. 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.

FOR ASYNCHRONOUS (SELF-PACED) COURSE GUIDELINES

Registration: Southern Choice has partnered with RECampus / Kaplan to bring you the Asynchronous (Self-Paced) Continuing Education Courses and Postlicensing 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 Continuing Education course; and 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 course. The student will need to complete all of the coursework including the Unit Exams to complete the course. There is a final exam for each Post course. 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: A refund will not be granted once the Student has begun any part of the coursework. This is for both Continuing Education and Postlicensing (including the 3-course Post package).

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 2024