

Intracoastal Real Estate Academy
1902 Eastwood Road, Suite 104
Wilmington, NC 28403
910-509-7603
[Contact Us](#)
IREAcademy.com

2023 - 2024 Policies & Procedures Disclosure

Date of Publication: July 13, 2023

Legal Name of Education Provider: Intracoastal Real Estate Academy, LLC.

Advertised Name of Education Provider: Intracoastal Real Estate Academy

Name of Education Director: Stephanie Fessel

Names of Full-Time Officials and Faculty:

- Stephanie Fessel - Education Director
- Kristen Bedford - Instructor
- Pamela (Pam) Berry - Instructor
- Laurie Ann Gardner - Instructor

Education Provider Certification

Intracoastal Realty is certified by the North Carolina Real Estate Commission. The Commission's address is 1313 Navaho Drive, Raleigh, NC 27609. Any complaints concerning the Education Provider, or its affiliated instructors should be directed in writing to the Commission. A link to the Complaint Form is provided on the Commission's homepage (ncrec.gov).

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, HANDICAPPING CONDITION, OR RELIGION.

Course Offerings

Intracoastal Real Estate Academy conducts:

- 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 PRELICENSING COURSE INFORMATION

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. At Intracoastal Real Estate Academy, the ***Broker Prelicensing Course*** consists of a minimum of 75 instructional hours, including the end-of-course examination.

After passing the Prelicensing course, a student must submit a license application to the NC Real Estate Commission to be eligible to take the license examination. License application instructions are provided in the free publication ***Real Estate Licensing in North Carolina (RELINC)*** which is available on the Commission's website at www.ncrec.gov. The minimum age requirement to obtain a real estate license in North Carolina is 18.

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 component of this course and calculations will be required.*

License Examination Performance Report

During the July 2022 - June 30, 2023 license year, *Intracoastal Real Estate Academy* had 20 of our students take the 2-part state license examination for the first time within 30 days of completing one of our Broker Prelicensing Courses. 15 of those students passed on their first attempt, resulting in a cumulative 75% pass rate on the North Carolina Examination.

- 13 of these students completed our In-Person instruction method of the Broker Prelicensing Course. 11 of those students passed, resulting in an 84.62% pass rate on the North Carolina Examination.
- 7 of our students completed our Broker Prelicensing Course by Synchronous instruction method. 4 of those students passed, resulting in a 57.14% pass rate on the North Carolina Examination.
- *Intracoastal Real Estate Academy did not offer any Distance Prelicensing courses during this time period.*
- *Intracoastal Real Estate Academy did not offer any Blended Prelicensing courses during this time period.*

Course Enrollment Requirements

The minimum age requirement to obtain a real estate license in North Carolina is 18. To enroll in the Broker Prelicensing Course at Intracoastal Real Estate Academy, prospective students must possess a high school diploma or equivalent.

Procedure for Requesting Special Accommodations

Intracoastal Real Estate Academy complies with the Americans with Disabilities Act 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. Students requesting special accommodations must contact the Education Director 30 days prior to the start of the course so that arrangements can be made.

All-Inclusive Tuition/Fees

Broker Prelicensing Tuition: \$425 per 80-hour course, includes all course materials, access to our exclusive online student portal, end of course exam proctoring and a virtual copy of the required textbook.

Intracoastal Real Estate Academy accepts the following forms of payment: PayPal, check and most major credit cards. We do not accept cash. Payments must be received by the first class unless other arrangements have been previously made between the STUDENT and the ACADEMY.

Textbooks

The required textbook for the Prelicensing course is the **Modern Real Estate Practice in North Carolina 10th Edition**. Students will receive a digital version of the textbook; however, if you prefer a print copy of the textbook, you can purchase one through our [Online Bookstore](#). Students must bring the approved textbook to each Broker Prelicensing class. Failure to adhere to this policy could result in a student not passing the course and not receiving a certificate of completion.

- **Option #1: Print Version:** Broker Prelicensing Textbook (Modern Real Estate Practices in N.C. 10th Edition)
Price: \$60.00 + shipping
- **Option #2: Pick-Up Option:** Broker Prelicensing Textbook (Modern Real Estate Practices in N.C. 10th Edition)
Price: \$60.00. Contact the school to arrange for pick-up of a print version of the textbook. Intracoastal Real Estate Academy accepts the following forms of payment: PayPal, check, and most major credit cards. We do not accept cash.

Outstanding Checks/Fees and Auditing Information

Course completion certificates will not be issued, and classes will not be reported to the North Carolina Real Estate Commission in the event of insufficient funds for any outstanding checks/fees until payment has been received.

Students Taking Broker Prelicensing Course for North Carolina State Portion of the Exam

Students licensed in another state who are taking the 75-hour Broker Prelicensing course for the purpose of preparing for the 40-question state-specific portion of the North Carolina License Exam will receive a course completion certificate at the conclusion of the course; however, your course completion will not be reported to NCREC because it is not required to sit for the state portion of the exam. Students taking the course for this purpose must notify the Intracoastal Real Estate Academy office for specific guidelines and approval prior to the start of the Broker Prelicensing course.

Course Cancellation and Rescheduling Information

Intracoastal Real Estate Academy reserves the right to cancel or reschedule courses as needed, if they have not yet begun. Students enrolled in a rescheduled or cancelled course that has not yet begun will be given 24-hour notice, at a minimum, of the cancellation or new course schedule.

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

- Must continue with the course if the course is rescheduled to begin within 1 week.
- If rescheduled to begin over 1 week from original start date, student will have the right to continue with the new schedule or cancel and receive a refund of all but the school's cost of the textbook, if the textbook was furnished by the school.

Withdrawals and Transfers / Refunds

A student may withdraw from a Broker Prelicensing course by giving written notice to the School prior to the start of the course. In such event, the student will have the following options:

- Apply their total tuition paid to another available course within 6 months from the scheduled start date of the original course. Student will be responsible for the expense of any new/updated material required for the course.
- Or receive a refund for all tuition paid except for the school's cost of the textbook, if the textbook was furnished by the school.
- All withdrawals and enrollment terminations are subject to a **\$15 administrative fee.**
- There are no refunds for "no shows" or withdrawals without written notice.
- No refunds will be issued for QBanks, textbooks, or other products purchased through REcampus or through the school.

A student who terminates enrollment in a Prelicensing course either with written notice to the School or by no longer attending a course **on or after the first class** will not be entitled to a refund of any portion of paid Tuition.

The penalty for a check returned for insufficient funds will be **\$50.00**.

Payment Plan for Prelicensing Tuition Only

Intracoastal Real Estate Academy offers the following payment plan, if requested or needed:

A minimum of **\$225 paid within 30 days** before the first date of class, and the balance of **\$200 paid 5 days prior to the first date of class.** All tuition must be paid prior to attending class. Contact our Education Director to receive further instructions you will need in order to make two payments. Email info@IREAcademy.com or call the office at 910-509-7603.

Attendance Policy

For Broker Prelicensing Course students must attend a minimum of **80% of all scheduled instructional hours.** An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement. Attendance will be closely monitored, including late arrivals and early departures, at the beginning or end of every class session or any scheduled break times. All class time missed will be recorded for each student.

Eligibility Requirements for Course Completion Certificate

To successfully complete the ***Broker Prelicensing Course*** and receive a course completion certificate, a student must:

- a) meet the attendance requirements,
- b) timely submit completed in-class and take-home assignments, and
- c) pass the end-of-course exam with a **minimum score of 75%.**

End-of-Course Exam

The end-of-course exam is a comprehensive exam covering all prescribed subject areas and all sessions. It constitutes 100 percent of a student's final grade. Students must pass the course with a **minimum score of 75%** on the end-of-course exam and the exam must be completed within 180 days of course registration as required by NCREC Rule 58H.0207(a). For in-person courses, the end-of-course exam will be administered and proctored in the classroom by one of our instructors, within 7 days of the final day of class. For online synchronous (Zoom)

courses, the end-of-course exam will be proctored online through a third-party proctoring service called ProctorFree. See the “**Proctored Online End-of-Course Exams**” section below for more details.

Students are not permitted to review the end-of-course exam or answer sheet per **Commission Rule 58H .0210(g)**. All students will receive an individual report summarizing performance on their end-of-course exam by major subject areas.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

Students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site on the day of an exam. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam begins.

Missed Exams

Students are required to take their end-of-course exam on the scheduled exam date. Exception to this policy will only be made for extreme circumstances. When extreme circumstances arise, a student must submit a written request with explanation prior to the exam date in order to reschedule the exam. Written notice includes e-mailed, faxed, mailed, or hand-delivered notice. If the student’s request is granted, Intracoastal Real Estate Academy will allow a *Broker Prelicensing Course* student who does not take the initial end-of-course exam as scheduled to take a retake exam one time **within 7 days** of the last scheduled day of the course, at a time and date stated by the Education Director. For in-person courses, the end-of-course retake exam will be administered and proctored in the classroom by one of our instructors. For online synchronous (Zoom) courses, the end-of-course retake exam will be proctored online through a third-party proctoring service called ProctorFree.

Students must arrive on time for the end-of-course exam. A student arriving late to the end-of-course exam will not be admitted and will be required to reschedule his or her exam with the Intracoastal Real Estate Academy office. The rescheduled exam must be taken **within 7 days** from the last scheduled day of the student’s course, at a time and date stated by the Education Director. For in-person courses, the end-of-course retake exam will be administered and proctored in the classroom by one of our instructors. For online synchronous (Zoom) courses, the end-of-course retake exam will be proctored online through a third-party proctoring service called ProctorFree.

Students who do not show up for their end-of-course exam (no-shows) and have failed to notify the school or their instructor **in writing prior to** the exam will automatically fail the exam and receive a score of 0 percent. A student who no-shows for the end-of-course exam will have an opportunity to take a retake exam **within 7 days** from the last scheduled day of his or her course at a time and date stated by the Education Director; however, it is the student’s responsibility to contact the Intracoastal Real Estate Academy office to schedule the exam. For in-person courses, the end-of-course retake exam will be administered and proctored in the classroom by one of our instructors. For online synchronous (Zoom) courses, the end-of-course retake exam will be proctored online through a third-party proctoring service called ProctorFree.

Proctored Online End-of-Course Exams (For Synchronous Zoom Courses):

All end-of-course and retake exams will be administered and proctored online through a third-party proctoring service called ProctorFree. See the Proctored Online End-of-Course Exams section below for more details. The proctored online exam will be given on the final day of the course, and it will be a timed closed book exam with a **minimum passing score of 75%**. Exams taken online will provide the test taker with immediate pass/ fail results. Results are not final until a full audit of the online proctored exam is completed. Online exams will require students to have an active and live webcam and microphone during their exam period, and students are required to show a valid photo ID. Facial recognition technology will be utilized to confirm identity throughout the session. Students will be required to log into a secure website that limits computer functionality during the exam period. Online final exam takers must have access to a room unoccupied by anyone else during the exam period, and must remove all other electronic devices (phone, tablet, smart watch, etc.) from the room while taking the exam. Student webcams, audio and screen recordings will be monitored continuously during the exam and reviewed in detail following the exam. Any attempt at cheating will result in an automatic failure of the class with no refund, and the student being reported to the NC Real Estate Commission.

- If attending a synchronous course or taking your end-of-course exam or retake exam online, you cannot attend or test from your car or on your mobile device, including tablet devices. You will need to have the following technology:
 - **Operating System:** Windows 8.1+, 10+ or MacOS 10.12+ (Sierra) *Chromebooks, iPads, tablets, and mobile devices are not supported.
 - **Hardware Requirements:** 1 GB available disk space; 2 GB RAM; Intel Quad-core 1.8GHz CPU; or AMD Quad-core 2.0GHz CPU
 - **Web Browser:** Chrome, Firefox, Safari, Microsoft Edge, Internet Explorer 11+; *Microsoft Edge is not supported for macOS at this time.
 - **Internet Speed:** Upload: 1 Mbps ↑; Download: 2 Mbps ↓; *Tethering and Hotspots are not supported.
 - **Web Camera:** We suggest students use the embedded web camera in their laptop or any standard web cam purchased and manufactured within the last 5 years.; 3D Webcams are not supported at this time.
- ** An active broadband internet connection is assumed since the examinations are done online

Failed Exams

Intracoastal Real Estate Academy WILL 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 time**; however, all retakes must be **within 7 days** of the last scheduled day of the course at a time and date stated by the Education Director. For in-person courses, the end-of-course retake exam will be administered and proctored in the classroom by one of our instructors. For online synchronous (Zoom) courses, the end-of-course retake exam will be proctored online through a third-party proctoring service called ProctorFree. **A \$15 proctoring fee will be required to be paid by the student before they can be administered a retake exam.** There will not be any additional retake days scheduled.

Retake students arriving late will not be admitted into the exam. A student failing to achieve a retake score sufficient to pass the course (75%) must retake the entire Broker Prelicensing course, within six months, prior to another exam opportunity.

Student Conduct

Students are expected to conduct themselves in a professional manner. Dismissal without recourse will be imposed for behavior that, in the sole judgment of instructor or staff, reflects negatively on Intracoastal Real Estate Academy.

Examples of Prohibited Conduct: sleeping, reading materials other than course materials, performing office work, carrying on a side-conversation with another student, making or receiving calls, emails or text, being on social media, loudly rattling or shifting of papers, threatening the instructor or another student, not being seen on webcam (if taking the course via Zoom) or repeatedly interrupting and/or challenging the instructor in a manner that disrupts the teaching of the course.

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)*].

BROKER POSTLICENSING COURSES INFORMATION

Purpose of the Postlicensing Program

The primary objective of *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 eighteen (18) months following initial licensure, a Postlicensing education program consisting of ninety (90) hours of instruction in subjects determined by the Commission in order to retain eligibility to actively engage in real estate brokerage.

The *Postlicensing Education Program* consists of three 30-hour courses prescribed by the NC Real Estate Commission that may be taken in any sequence. As of July 1, 2020, a provisional broker must complete all 90-hours (all three courses) of the *Postlicensing Education Program* within 18 months of initial licensure to maintain an active license status. 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.

Course Descriptions

- **Post 301 - Brokerage Relationships and Responsibilities**
Topics addressed in this course include 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 a broker leaves a firm, and a review of license status and education issues.
- **Post 302 - Contracts and Closing**
Topics addressed in this course include 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 disclosure preparation, contracts for deed, options, and selected real estate license status and education issues.
- **Post 303 - NC Law, Rules, and Legal Concepts**
Topics addressed in this course include 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

Each student is required to use and have immediate access to the current editions of the *NC Real Estate Manual* and the *North Carolina License Law and Commission Rules* booklet during each *Postlicensing* course session.

Intracoastal Real Estate Academy DOES allow a student to use the online versions of the *NC Real Estate Manual* and the *NC License Law & Commission Rules* booklet during classes.

Procedure for Requesting Special Accommodations

Intracoastal Real Estate Academy complies with the Americans with Disabilities Act 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. Students requesting special accommodations must contact the Education Director 30 days prior to the start of the course so that arrangements can be made.

All-Inclusive Tuition/Fees

Broker Postlicensing Tuition: \$200 per 30-hour course, includes all course materials, access to our exclusive online student portal, and administering the end of course exam.

Intracoastal Real Estate Academy accepts the following forms of payment: PayPal, check, and most major credit cards. We do not accept cash. Payments must be received by the first class, unless other arrangements have been previously made between the STUDENT and the ACADEMY.

Textbooks

The required textbook for the *Postlicensing Education Program* is the **North Carolina Real Estate Manual**. Students will use the same textbook for all three Postlicensing courses and should purchase the approved textbook prior to the first day of class meeting. Students must bring the approved textbook to each Broker Postlicensing class. Failure to adhere to this policy could result in a student not passing the course and not receiving a certificate of completion. Students can purchase either a hardcopy of the textbook (highly preferred) or a digital eBook version from our [Online Bookstore](#). Students will also need a current copy of the **North Carolina License Law and Commission Rules** booklet from NCREC. A digital copy will be provided to each student as part of your tuition.

- **Option #1: Print Version:** Broker Postlicensing Textbook (North Carolina Real Estate Manual 2020-2021 Edition)
Price: \$40.00 + shipping
- **Option #2: Digital Version:** Broker Postlicensing Textbook (North Carolina Real Estate Manual 2020-2021 Edition)
Price: \$25.00
- **Option #3: Pick-Up Option:** Broker Postlicensing Textbook (North Carolina Real Estate Manual)
Price: \$50.00.

Contact the school to arrange for pick-up of a print version of the textbook. Intracoastal Real Estate Academy accepts the following forms of payment: PayPal, check and most major credit cards. We do not accept cash.

Outstanding Checks/Fees and Auditing Information:

Course completion certificates will not be issued, and classes will not be reported to the North Carolina Real Estate Commission in the event of insufficient funds for any outstanding checks/fees until payment has been received.

Course Cancellation and Rescheduling

Intracoastal Real Estate Academy reserves the right to cancel or reschedule courses as needed, if they have not yet begun. Students enrolled in a rescheduled or cancelled course that has not yet begun will be given 24-hour notice, at a minimum, of the cancellation or new course schedule.

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

- Must continue with the course if the course is rescheduled to begin within 1 week.
- If rescheduled to begin over 1 week from original start date, student will have the right to continue with the new schedule or cancel and receive a refund of all but the school's cost of the textbook, if the textbook was furnished by the school.

Withdrawals and Transfers / Refunds

A student may withdraw from a Broker Postlicensing course by giving written notice to the School prior to the start of the course. In such event, the student will have the following options:

- Apply their total tuition paid to another available course within 6 months from the scheduled start date of the original course. Student will be responsible for the expense of any new/updated material required for the course.
- Or receive a refund for all tuition paid except the school's cost of the textbook, if the textbook was furnished by the school.
- All withdrawals and enrollment terminations are subject to an **\$8 administrative fee.**
- There are no refunds for "no shows" or withdrawals without written notice.

A student who terminates enrollment in a Postlicensing course either with written notice to the School or by no longer attending a course on or after the first class will not be entitled to a refund of any portion of paid Tuition.

The penalty for a check returned for insufficient funds will be **\$50.00**.

Attendance

Broker Postlicensing Course students must attend **a minimum of 90%** of all scheduled instructional hours. An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement. Attendance will be closely monitored, including late arrivals and early departures, at the beginning or end of every class session or any scheduled break times. All class time missed will be recorded for each student.

Eligibility Requirements for Course Completion Certificate

To successfully complete the *Broker Postlicensing Course* and receive a course completion certificate, a student must:

- a) meet the attendance requirements,
- b) timely submit completed in-class and take-home assignments, and
- c) pass the end-of-course exam with a **minimum score of 75%**.

End-of-Course Exams

The end-of-course exam is a comprehensive exam covering all prescribed subject areas and all sessions. For in-person courses, the end-of-course exam will be administered and proctored in the classroom on the final day of class by one of our instructors. For online synchronous (Zoom) courses, the end-of-course exam will be proctored online through Zoom and Canvas (your online student portal). See the “**Proctored Online End-of-Course Exams**” section below for more details.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

Students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site on the day of an exam. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam begins.

Proctored Online End-Of-Course Exams (For Synchronous Zoom Courses):

The proctored online exam will be given on the final day of the course, and it will be a timed closed book exam with a minimum passing score of **75%**. Exams taken online will provide the test taker with immediate pass/ fail results. Results are not final until a full audit of the online proctored exam is completed. Online exams will require students to have an active and live webcam and microphone during their exam period. Online final exam takers must have access to a room unoccupied by anyone else during the exam period, and must remove all other electronic devices (phone, tablet, smart watch, etc.) from the room while taking the exam. Student webcams, audio and screen recordings will be monitored continuously during the exam and reviewed in detail following the exam. Any attempt at cheating will result in an automatic failure of the class with no refund, and the student being reported to the NC Real Estate Commission. See requirement listed below if taking your end of course exam online.

- If attending a synchronous course or taking your end-of-course exam online, you cannot attend from your car or on your mobile device, including tablet devices. You will need to have the following technology:
 - **Operating System:** Windows 8.1+, 10+ or MacOS 10.12+ (Sierra) *Chromebooks, iPads, tablets, and mobile devices are not supported.
 - **Hardware Requirements:** 1 GB available disk space; 2 GB RAM; Intel Quad-core 1.8GHz CPU; or AMD Quad-core 2.0GHz CPU
 - **Web Browser:** Chrome, Firefox, Safari, Microsoft Edge, Internet Explorer 11+; *Microsoft Edge is not supported for macOS at this time.
 - **Internet Speed:** Upload: 1 Mbps ↑; Download: 2 Mbps ↓; *Tethering and Hotspots are not supported.

- **Web Camera:** We suggest students use the embedded web camera in their laptop or any standard web cam purchased and manufactured within the last 5 years.; 3D Webcams are not supported at this time.
- ** An active broadband internet connection is assumed since the examinations are done online

Missed Exams

Students are required to take their end-of-course exam on the scheduled exam date. Exception to this policy will only be made for extreme circumstances. When extreme circumstances arise, a student must submit a written request with explanation prior to the exam date in order to reschedule the exam. Written notice includes e-mailed, faxed, mailed, or hand-delivered notice. If the student's request is granted, Intracoastal Real Estate Academy will allow a *Broker Postlicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time **within 7 days** of the last scheduled day of the course at a time and date stated by the Education Provider. For in-person courses, the end-of-course makeup exam will be administered and proctored in the classroom by one of our instructors. For online synchronous (Zoom) courses, the end-of-course makeup exam will be proctored online through a third-party proctoring service called ProctorFree.

Students must arrive on time for the end-of-course exam. A student arriving late to the end-of-course exam will not be admitted and will be required to schedule his or her exam with the Intracoastal Real Estate Academy office. The rescheduled exam must be taken **within 7 days** from the last scheduled day of the student's course at a time and date stated by the Education Director. For in-person courses, the end-of-course makeup exam will be administered and proctored in the classroom by one of our instructors. For online synchronous (Zoom) courses, the end-of-course makeup exam will be proctored online through a third-party proctoring service called ProctorFree.

Students who do not show up for their end-of-course exam (no-shows) and have failed to notify the school or their instructor **in writing prior to** the exam will automatically fail the exam and receive a score of 0 percent. A student who no-shows for the end-of-course exam will have an opportunity to take a retake exam **within 7 days** from the last scheduled day of his or her course; however, it is the student's responsibility to contact the Intracoastal Real Estate Academy office to schedule the exam. at a time and date stated by the Education Director. For in-person courses, the end-of-course makeup exam will be administered and proctored in the classroom by one of our instructors. For online synchronous (Zoom) courses, the end-of-course makeup exam will be proctored online through a third-party proctoring service called ProctorFree.

Failed Exams

Intracoastal Real Estate Academy WILL 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 time**; however, all retakes must be **within 7 days** of the last scheduled day of the course at a time and date stated by the Education Director at a time and date stated by the Education Director. The end-of-course makeup exam will be proctored online through a third-party proctoring service called ProctorFree. **A \$15 proctoring fee will be required to be paid by the student before they can be administered a retake exam.** There will not be any additional retake days scheduled.

Retake students arriving late will not be admitted into the exam. A student failing to achieve a retake score sufficient to pass the course (75%) must retake the entire Broker Postlicensing course, within six months, prior to another exam opportunity.

Student Conduct

Students are expected to conduct themselves in a professional manner. Dismissal without recourse will be imposed for behavior that, in the sole judgment of instructor or staff, reflects negatively on Intracoastal Real Estate Academy.

Examples of Prohibited Conduct: sleeping, reading materials other than course materials, performing office work, carrying on a side-conversation with another student, making or receiving calls, emails or text, being on social media, loudly rattling or shifting of papers, not being seen on webcam (if taking the course via Zoom), threatening the instructor or another student, or repeatedly interrupting and/or challenging the instructor in a manner that disrupts the teaching of the course.

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)*].

BROKER CONTINUING EDUCATION COURSES INFORMATION

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 hours must be comprised of an Update course and four credit hours of elective courses.

Course Description(s)

- **2023-2024 General Update (GenUp):** Annual Update Course for Non-BIC and Non-BIC Eligible Brokers.
- **2023-2024 Broker-in-Charge Update (BICUP):** Annual Update Course for BIC and BIC Eligible Brokers.
- **Elective: Agency: Art or Agony:** An elective course designed to cause brokers to “stop...and...think” about his/her actions or inactions when working with buyers and sellers or landlords and tenants, especially when acting as a dual agent.
- **Elective: Between the Lines: Insights from the Real Estate Bulletin:** 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.
- **Elective: The Contract Maze:** A real estate elective course designed to navigate the intricate details and elusive question of “When does an offer become a contract?”
- **Elective: What Would Your Mama Say:** A real estate elective course designed to address the REALTOR Code of Ethics, with emphasis on the 88-Standards of Practice as found in the 17-Articles, followed by case studies based upon real-world situations. *This course counts towards NAR’s REALTOR Code of Ethics requirement.*
- **Elective: What is IRC 1031 Exchange & How to Apply It:** 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.
- **Elective: Selling Properties in Historic Districts in North Carolina:** 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.

Course Materials

Intracoastal Realty will provide each student with a copy of the course materials.

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.

Registration, Enrollment, and Conduct

Registration

To enroll in a Broker Continuing Education Course, students should enroll directly on Intracoastal Real Estate Academy's website IREAcademy.com.

Tuition and Fees

Broker Continuing Education Course Tuition: **\$60 per 4-hour course**

Intracoastal Real Estate Academy accepts the following forms of payment: PayPal, check and most major credit cards. We do not accept cash. Payments must be received by the first class, unless other arrangements have been previously made between the STUDENT and the ACADEMY.

The penalty for a check returned for insufficient funds is **\$50**.

Attendance

- Early departures from CE courses delivered in-person or via synchronous distance learning 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, during in-person and synchronous distance learning courses. All time missed will be recorded for each student.

Course Cancellation or Rescheduling / Refunds

Intracoastal Realty reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum 24-hour notice of the cancellation or revised course schedule.

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

- Must continue with the course if the course is rescheduled to begin within 1 week.
- If rescheduled to begin over 1 week from original start date, student will have the right to continue with the new schedule or cancel and receive a refund.

Withdrawals and Transfers / Refunds

A student may withdraw from a course by giving written notice to the Education Director prior to the start of the course. In such event, the student will have the following options:

- Apply their total tuition paid to another available course within 6 months from the scheduled start date of the original course.
- Or receive a full refund for all tuition paid.
- All withdrawals and enrollment terminations are subject to a **\$6 administrative fee**.
- **Self-Paced Continuing Education Course:** There are no refunds issued if withdrawing from the self-paced Continuing Education course, offered on our website through REcampus. Additionally, there are no refunds issued for expired courses through REcampus.

A student who terminates enrollment in a **Broker Continuing Education** course with written notice to the School after the course has started will not be entitled to a refund of any portion of paid Tuition. In the event the student withdraws after the class has started or ended, the student will be allowed to transfer to another course one time within the current CE cycle. There are no refunds for "no shows" or withdrawals without written notice.

The penalty for a check returned for insufficient funds will be **\$50.00**.

For Distance (self-paced) courses administered through the third-party provider, REcampus:

Attendance Requirements and Course Completion:

- Complete all course work, including the final exam, within 30 days of course registration, unless the deadline for completing your Continuing Education requirements, as outlined by the NCREC, falls sooner.
 - If attending a synchronous course or taking your end of class exam online, you cannot attend from your car or on your mobile device, including tablet devices. You will need to have the following technology:
 - **Operating System:** Windows 8.1+, 10+ or MacOS 10.12+ (Sierra) *Chromebooks, iPads, tablets, and mobile devices are not supported.
 - **Hardware Requirements:** 1 GB available disk space; 2 GB RAM; Intel Quad-core 1.8GHz CPU; or AMD Quad-core 2.0GHz CPU
 - **Web Browser:** Chrome, Firefox, Safari, Microsoft Edge, Internet Explorer 11+; *Microsoft Edge is not supported for macOS at this time.
 - **Internet Speed:** Upload: 1 Mbps ↑; Download: 2 Mbps ↓; *Tethering and Hotspots are not supported.
 - **Web Camera:** We suggest students use the embedded web camera in their laptop or any standard web cam purchased and manufactured within the last 5 years.; 3D Webcams are not supported at this time.
- ** An active broadband internet connection is assumed since the examinations are done online

Additional Education Provider Policy & Procedure Disclosures

Inclement Weather

In the event of inclement weather or a local or national emergency, missed classes will be made up the following weekend when possible.

Course Schedules

Course schedules are published separately from this *Policies & Procedures Disclosure*. Schedules are posted on the Education Provider's website IREAcademy.com and are also available upon request.

Use of Technology in the Live Classroom

Intracoastal Real Estate Academy is not responsible for lost or stolen electronic devices.

Intracoastal Real Estate Academy DOES provide wireless Internet access for all in-person courses taught at our real estate school.

If wireless Internet access is provided, the Education Provider is not responsible for disruptions in or problems with the service.

Intracoastal Real Estate Academy DOES allow the use of laptops, tablets, and similar devices in the classroom for class purposes only. See first bullet point below.

If such devices are permitted, the following guidelines will be enforced to minimize distraction from the learning environment:

- Students may use electronic devices to enhance their learning, including taking notes, researching class topics, or viewing the on-line version of a textbook. Sending personal emails/texts, shopping online, visiting social networking sites, or playing games are considered to be disruptions and are not acceptable student conduct. If an instructor discovers that a student is using an electronic device for these (or similar) purposes, they will be cautioned one time only before being asked to leave the classroom or turn in their device to the instructor

at the beginning of each class and purchase a textbook. If the student refuses to adhere to the above policy, they may be asked to leave class permanently with no credit or no refund.

- If the wireless Internet access is disrupted during a live, in-person course, Intracoastal Real Estate Academy will provide a printed copy of the textbook to any student who had been using the online subscription. The loaned textbook must be returned at the end of the session. A student who fails to return a loaned textbook will not be able to take the final exam for Pre and Post courses until the textbook is returned.
 - Instructors, at their discretion, may designate times during which students may and may not use their electronic devices during class sessions. If an instructor has directed students to discontinue use of electronic devices, all students must put away their devices immediately. If a student does not follow an instructor's direction to discontinue use, the student may be asked to leave class permanently with no credit or no refund.
 - Sound on electronic devices must be muted during class sessions.
 - The possession and use of electronic devices (other than a basic calculator) are strictly prohibited during all quizzes and exams.
 - If attending a synchronous course or taking your end of class exam online, you will need to have the following technology:
 - **Operating System:** Windows 8.1+, 10+ or MacOS 10.12+ (Sierra) *Chromebooks, iPads, tablets, and mobile devices are not supported.
 - **Hardware Requirements:** 1 GB available disk space; 2 GB RAM; Intel Quad-core 1.8GHz CPU; or AMD Quad-core 2.0GHz CPU
 - **Web Browser:** Chrome, Firefox, Safari, Microsoft Edge, Internet Explorer 11+; *Microsoft Edge is not supported for macOS at this time.
 - **Internet Speed:** Upload: 1 Mbps ↑; Download: 2 Mbps ↓; *Tethering and Hotspots are not supported.
 - **Web Camera:** We suggest students use the embedded web camera in their laptop or any standard web cam purchased and manufactured within the last 5 years.; 3D Webcams are not supported at this time.
- ** An active broadband internet connection is assumed since the examinations are done online

Visitors

Classroom courses at Intracoastal Real Estate Academy are open to enrolled students only. Enrolled students may not bring visitors to the classroom without prior approval of the Education Director.

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that Intracoastal Real Estate Academy will abide by the policies herein.

*Stephanie Fessel
Education Director*

CERTIFICATION OF RECEIPT

I certify that I received a copy of Intracoastal Real Estate Academy's Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Signature of Prospective Student

Full Legal Name of Prospective Student