



North Carolina Real Estate Commission
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Bulletin Guidelines for Private Real Estate Schools

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All licensed private real estate schools are required by [G.S. 93A-34\(c\)\(5\)](#) to “...publish and provide to all students upon enrollment a Bulletin, catalogue, or similar official publication...”. The purpose of this “Bulletin” is to assure that students are properly informed of all school policies and of certain basic facts about the courses offered. G.S. 93A-34(c)(5), along with Commission rules [58C.0208](#) and [58C.0210](#) set forth the minimum requirements for such Bulletins, and Commission rule [58C.0214](#) addresses matters about which school directors should also be aware when preparing a Bulletin. These guidelines containing *important points to remember* and *matters that must be addressed* are provided to further assist school directors in preparing a proper Bulletin.

IMPORTANT POINTS TO REMEMBER

1. The quality of the school Bulletin reflects on both the school and the Commission. All information contained in the Bulletin should be accurate, complete, clearly stated, internally consistent, grammatically correct, and logically organized.
2. The Bulletin should be neat in appearance, clearly legible, and utilize correct spelling and punctuation. Avoid very small font sizes or a crowded format that cannot be read easily. Distributed copies should be of good quality.
3. The Bulletin should not contain logos or advertising for a particular real estate broker, firm, franchise or association.
4. Use these guidelines (5 pages) as a checklist. Include all required information. **Proofread** your Bulletin carefully before submitting it to the Commission.

TERMINOLOGY TO USE REGARDING COURSES

The prelicensing course should be referred to as the *Broker Prelicense [or Prelicensing] Course*.

Do not use “Fundamentals of Real Estate” or other terms to refer to the prelicensing course.

The postlicensing courses should be referred to collectively as the *Broker Postlicensing Courses*. The individual broker postlicensing course titles are: *Broker Relationships and Responsibilities*; *Contracts and Closing*; and *Selected Topics*.

TERMINOLOGY TO USE REGARDING THE LICENSE EXAMINATION

Do not refer to the license examination as the “state exam” or the “provisional broker license examination”. “Real estate broker license examination” or “real estate license examination” or “North Carolina real estate [broker] license examination” are all fine.

MATTERS TO BE ADDRESSED IN THE BULLETIN

1. **Name of School:** Official name shown on school license.
2. **Publication Date:** Should be prominently displayed. Bulletins should be updated as necessary, but at least once a year.
3. **School Licensure:** Include a statement that the school is *licensed* by the North Carolina Real Estate Commission.
4. **Name of School Owner:** Individual or company to which license is issued. *(Please be sure that the name is consistent with the owner listed on your private real estate school application and, if a corporation, limited liability corporation, partnership or other business entity, that the name is consistent with your filing with the North Carolina Secretary of State.)*
5. **Name of School Director:** Must be individual shown in school application as director.
6. **Names of Full-Time School Officials and Instructors:** If any, or if not the same as owner and director. Names of part-time instructors may also be included.
7. **Description of Instructional Staff:** Inclusion of this information is optional.
8. **Purpose of School:** Include a statement to the effect that the school conducts the real estate prelicensing course required to qualify for the license examination to become licensed as a real estate “provisional” broker and the postlicensing courses needed for a “provisional” broker to remove the “provisional” status of such license. **(Avoid saying that postlicensing education is required to retain a license because this is NOT TRUE.)**
9. **Entrance/Admission Requirements:** Explain requirements. Schools are encouraged to establish requirements which provide some minimal assurance that the student is likely to have, with diligent effort, a reasonable chance of successfully completing the course (e.g., a high school diploma), but which are not unnecessarily restrictive.

The following admissions policy *must* appear in the Bulletin and must be adhered to, per Commission rule [58C.0210](#): “**No student shall be denied admission on the basis of age, sex, race, color, creed, national origin or religious preference.**”

10. **Postlicensing Course Prerequisite:** If the broker postlicensing courses are to be **offered**, include the following statement in the section of the Bulletin describing these courses.

“Possession of a current North Carolina broker license on ‘provisional’ status 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.”

Note: *You may admit 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) for the purpose of qualifying for a reinstatement of his/her license. You may also admit a licensee not on “provisional” status for the purpose of satisfying a disciplinary Consent Order issued by the Commission. Prior to registration, you must verify the licensee’s eligibility. The licensee*

should have received an email or letter from Commission staff or you may contact anyone in the Commission's Education and Licensing Division.

- 11. Registration:** Explain registration procedures, including the fact that each student must execute, prior to the first scheduled class meeting, an enrollment contract which sets forth the basic rights and obligations of both the school and the student and which has been approved by the North Carolina Real Estate Commission.
- 12. Limited Classroom Hours in any 7-day period:** Explain that a school 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 classroom hours in *any given 7-day period*. Include a statement that a provisional broker is subject to withdrawal or denial of postlicensing education credit by the Real Estate Commission if he/she enrolls concurrently in postlicensing classes (at the same or a different school) that result in the provisional broker participating in postlicensing course sessions for more than 21 classroom hours in any given seven-day period.
- 13. Course Schedules:** Schedules may be included in the Bulletin or published separately.
- 14. Tuition and Fees:** Include the amount of tuition [and fees, if any] for each course. If a separate fee in addition to tuition is charged for books or other materials, this fact should be indicated and the amount shown. This information also must appear in the student enrollment contract. Note that if there is no separate charge for the text for the postlicensing courses, consideration should be given to the matter of how to deal with situations where an enrolling student already has in his or her possession a copy of the current edition of the *North Carolina Real Estate Manual*.
- 15. Tuition/Fee Refunds:** Explain in full the school's policy regarding tuition and fee refunds. This explanation must be clear and as detailed as necessary to cover all circumstances. *This policy also must be incorporated by reference in the student enrollment contract* and the school will be bound by the terms of this policy.
- 16. Course Cancellation/Rescheduling Policy:** The Bulletin (as well as the enrollment contract) should contain an explanation of the school's policy regarding rescheduling and cancellation of courses.
- 17. Course Descriptions/Outlines:** Include separate sections in your Bulletin as necessary to describe the *Broker Prelicensing Course* and the *Broker Postlicensing Courses*. Provide a concise description of subject matter or a topic outline for *each course*. **It is highly recommended that the course descriptions included in the "Introduction" sections of each of the Commission's course syllabi be used for this purpose.** The total number of classroom hours including examination time should be shown. It is not necessary to include both a narrative course description and a topic outline. One or the other is sufficient.
 - a. Purpose of Prelicensing Course:** Include a statement to the effect that satisfactory completion of the *Broker Prelicensing Course* will qualify the student to take the real estate license examination.
 - b. Postlicensing Course Requirement:** It is highly recommended that schools include, at the beginning of the section on postlicensing courses, a **clear and accurate description** of the postlicensing education requirement for newly licensed "provisional brokers" reflecting the description set forth in Commission rule 58A. 1902(a). This will effectively explain the purpose of these courses. The following description, based on the applicable Commission rule, is recommended to be used

verbatim in your Bulletin: **The 90-classroom-hour postlicensing education program consists of three 30-classroom-hour courses prescribed by the Commission which may be taken in any sequence. A provisional broker must satisfactorily complete at least one of the 30-hour courses during each of the first three years following the date of his or her initial licensure as a broker in order to retain his or her eligibility to actively engage in real estate brokerage. Upon completion of all three courses by a provisional broker, the provisional status of the broker's license will be terminated by the Commission.**

Describe the Course Completion and Attendance Requirements as required by items 18 and 19 below. Be sure your school's requirements comply with Commission rule [58C.0304-Course Completion Standards](#). Pay close attention to paragraphs (c) and (d) of the rule, which specify different provisions concerning make-up and missed final course examinations for prelicensing vs postlicensing courses.

18. Course Completion Requirements: Include separate sections in your Bulletin as necessary to make disclosures concerning **all requirements** for completing the ***Broker Prelicensing Course*** and the ***Broker Postlicensing Courses***. In addition to the **attendance requirement**, explain clearly the **grading system**, noting the required passing score for the final examination(s) and any other examinations. Explain whether the entire course grade will be based exclusively on the final examination. Explain clearly what percentage of the course grade (if any, up to a maximum of 25%) will be based on a mid-term exam, graded homework, classwork assignments, or a combination thereof. Your Bulletin should also clearly explain the school's **policy regarding the retaking of failed examinations and the make-up of missed examinations** as well as **any academic progress requirements for the student to continue in a course**. Your Bulletin should also advise that a student must retest within 90 days of course end date. If retake examinations are only offered on specific dates and/or times, you should disclose this up front in your Bulletin.

19. Attendance: Explain attendance policy, noting clearly that for prelicensing and for postlicensing courses a student must attend at least 80% of all scheduled class meetings in order to satisfactorily complete a course. (See Commission [rule 58C.0304\(c\)](#).) Also, be sure to convey the school's attendance policy for a "retake" of any course.

20. Student Conduct: Explain the school's policy regarding student conduct in class.

21. Additional Postlicensing Course Policies: Clearly explain the school's policy as to the use of laptops and the online and CD-ROM versions of the Commission's *North Carolina Real Estate Manual* in all postlicensing courses

22. All Other School Policies: Include *all* other school policies. Policies not clearly explained in the Bulletin cannot be enforced by the school. Here are a few examples:

- Does your school allow students to bring cell phones, smart phones, laptops, tablet computers, etc. into the classroom?
- Does your school allow visitors or children in the classroom?
- Does your school have a deadline for requesting special accommodations or a requirement that such requests be made in writing? [You may need to seek the advice of an attorney if you have specific questions about complying with the Americans with Disabilities Act, which is a federal law].

- 23. Commission Name/Address and Statement Regarding Complaints:** Include the name and address of the North Carolina Real Estate Commission along with a statement to the effect that any complaint concerning the school should be directed to the Commission, Attention: Education and Licensing Division.
- 24. Continuing Education Course Offerings:** In addition to real estate prelicensing and postlicensing courses, schools that are also approved by the Commission as **continuing education sponsors** may mention in the Bulletin the CE courses for which the sponsor is approved and may indicate that they are approved by the Commission.
- 25. Courses Not Approved by the Commission.** Any other courses offered by the school that are not approved by the Real Estate Commission may *not* be mentioned in the school Bulletin unless it is clear to the reader that such courses are not approved or sanctioned by the Real Estate Commission. Such “disclaimer” in the school’s Bulletin is not necessary for license exam review (preparatory) courses/sessions or real estate math review courses/sessions that are conducted for students who completed a prelicensing course at the school; however, if such additional courses are advertised to and conducted for persons who did not attend prelicensing courses at the school, then the advertisement must contain the “disclaimer.”

**Reread the “Important Points to Remember” on Page 1.
Have you complied with all requirements?**