Guidelines for 15-Minute Live Presentation 
For Instructor Approval

Per Commission Rule 58H .0302(c), completion of the New Instructor Seminar (NIS) requires an instructor candidate to demonstrate the ability to teach a 15-minute block of a single Prelicensing topic in a manner consistent with the Commission’s Prelicensing Syllabus.

Select one of the following three (3) single topics (see detailed topic info below):

- Total Circumstances Test for Fixtures
- Purpose & Application of the Working with Real Estate Agents Brochure
- Categories of Material Facts

Research accurate information on the topic using the resources provided on the topic page and review the short Commission video about how your presentation will be evaluated before preparing your demonstration. Information should be based on approved textbook coverage; supplemental resources are intended to provide more detail for the candidate.

Strongly consider finding a Prelicensing mentor to guide you through the preparation of your topic.

Teaching demonstrations will be evaluated by parameters explained in the enclosed Presentation Rubric. A successful presentation will include (1) an introduction that includes measurable learning objectives that establish the relevance of the material; (2) delivery of accurate topic information; and (3) a summary of information to assist in retention of concepts.

Topic is to be taught to a Level 2 or 3 standard with appropriate use of examples and relevance to brokerage practice (see explanation in Syllabus excerpt).

A software visual presentation, such as PowerPoint, must be used to support your demonstration; load and bring the presentation on a flash drive to be used on Day 2 of the NIS. Prezi or Keynote formats are also acceptable if you notify us of your format choice a least 2 days prior to the NIS. [Note: Before attending the NIS, verify that the presentation on the flash drive works.]

Attendees and Commission staff will provide immediate feedback at the end of each presentation. Each presenter will receive email notification of whether a presentation successfully met the required standards within one week after the NIS.

An individual who wishes to apply for instructor approval must submit a completed Pre/Post/Update Instructor – Application for Original Approval (REC 3.76) no later than six (6) months after notification of a successful teaching demonstration. Otherwise, the NIS must be repeated.
North Carolina Real Estate
Broker Prelicensing
Course Syllabus

Primary Objectives

This course is intended to
(1) 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) Prepare students for the real estate license examination.

Instructional Levels

Instructional Levels are assigned based on the relative importance of the topic and the degree of
knowledge or skill needed by entry-level real estate brokers with regard to the topic.

Shown are the 3 Instructional Levels used in the Course Syllabus and the meaning of each. The
term competency refers to the cognitive level expected of students with regard to a particular topic,
while the term instruction refers to the depth of instruction and the instructional methods that
should be utilized. Level 1 is the lowest level and Level 3 is the highest level.

Level 1 – Recall

Competency: Student should possess a basic level of knowledge of the topic that is
sufficient to recall, recognize, identify, list, describe, etc. definitions of
common terms, basic facts/concepts/principles and basic procedures/methods.

Instruction: Instructor should review and discuss the appropriate basic definitions, facts,
concepts, procedures, etc. No in-depth instruction required.

Level 2 -- Application

Competency: Student should possess a moderately comprehensive level of knowledge and
understanding of the topic that is sufficient to explain, discuss, interpret,
restate, summarize, apply, etc. facts, principles, procedures, etc. and how
they relate to real estate brokerage practice.

Instruction: Instructor should review and discuss the topic in moderate depth sufficient
to reasonably assure substantial comprehension, using examples (as
appropriate) to illustrate and enhance understanding of facts, principles,
procedures, etc. and their relevance to brokerage practice.
Level 3 – Analysis

**Competency:** Student should possess a *substantial working knowledge and understanding* of the topic that is sufficient to *compare/contrast, analyze, etc.* relevant facts, principles, procedures, etc. in a variety of common fact situations likely be encountered in real estate practice.

**Instruction:** Instructor should review and discuss the topic *in substantial depth*, using examples (as appropriate) to reinforce understanding of ideas, principles and practices, and requiring students to complete *practical work assignments* (as appropriate) to demonstrate both their understanding of the topic and their ability to *apply their knowledge to common fact situations* that will be encountered in real estate practice.

**Instructor Notes**

Schools and instructors are REQUIRED to comply with the assigned Instructor Notes when teaching this course.
Topic Option #1: Fixtures

a. Definition

b. Total Circumstances Test: Criteria for Determining If Item Is a Fixture

Instructor Note: Students should be able to apply these criteria to common fact situations.

(1) Intent of annexor
(2) Relationship of annexor to property
(3) Method of annexation
(4) Adaption to real estate

Resources:

- Approved Prelicensing Textbooks

Supplementary Resource:

**Topic Option #2:** Use of Commission's Mandatory *Working with Real Estate Agents Brochure* [Commission Rule A .0104(c); brochure is available at www.ncrec.gov]

(1) Provision to Every Prospective Buyer or Seller (residential & commercial) at *First Substantial Contact*

(2) Mandatory review of the brochure

(3) Completion and retention of acknowledgment panel of brochure (include handling refusal by consumer to sign panel)

**Resources:**

- Approved Prelicensing Textbooks
  - Modern Real Estate Practice in North Carolina, 10th Edition, Dearborn, pages 166-173

**Supplementary Resources:**

- NC Real Estate License Law and Commission Rule (*also including the License Law & Rules Comments*), pages 96-97.
**Topic Option #3: Categories of Material Facts**

*Instructor Note: Students should be able to identify these categories in common fact situations.*

1. Facts about the Property Itself
2. Facts Relating Directly to the Property
3. Facts Relating Directly to the Ability of the Principal to Complete the Transaction
4. Facts Known to be of Special Importance to a Party

**Resources:**

- Approved Prelicensing Textbooks

**Supplementary Resources:**

- NC Real Estate License Law and Commission Rule *(also including the License Law & Rules Comments)*, pages 89-92.