

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 pps. 4-6 for detailed topic info):
 - 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 Commission's short [New Instructor Seminar: Participant Information](#) video you viewed at registration 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 adhere to the syllabus and will include (1) measurable learning objectives; (2) delivery of accurate topic information; and (3) review/ summary of information.

- 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 following 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 two weeks 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 of a Fixture
- b. Total Circumstances Test: Criteria for Determining If Item Is a Fixture
 - (1) Intent of annexor
 - (2) Relationship of annexor to property
 - (3) Method of annexation
 - (4) Adaption to real estate

Instructor Note: Students should be able to define each of these criteria and apply them to common fact situations.

Resources:

- Approved Prelicensing Textbooks
 - Modern Real Estate Practice in North Carolina, 10th Edition, Dearborn, pages 25-26.
 - North Carolina Real Estate Principles & Practices, 8th Edition, OnCourse, pages 22-23.

Supplementary Resource:

- North Carolina Real Estate Manual, pages 4-6.

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) Requirement to **provide and review** the brochure with every prospective buyer or seller (residential & commercial) at “first substantial contact.”
 - a. Requirement to actually review the brochure with the consumer vs. just providing it.
 - b. Definition of first substantial contact.
 - c. How to provide and review the brochure when first substantial contact occurs by telephone or electronic means.
- (2) Completion and retention of acknowledgment panel of brochure.
 - a. Review of the acknowledgment panel and its purpose.
 - b. What a broker should do when a consumer refuses to sign the panel.
 - c. Record retention.

Instructor Note: This should be a review of the purpose of and requirements for the WWREA brochure. This is not intended to be a lesson about how to explain the agency concepts/information in the brochure.

Resources:

- Approved Prelicensing Textbooks
 - Modern Real Estate Practice in North Carolina, 10th Edition, Dearborn, pages 166-173
 - North Carolina Real Estate Principles & Practices, 8th Edition, OnCourse, pages 147-153.

Supplementary Resources:

- North Carolina Real Estate Manual, pages 179-185.
- 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

- (1) Definition of a Material Fact
- (2) Categories of Materials Facts
 - a. Facts about the Property Itself
 - b. Facts Relating Directly to the Property
 - c. Facts Relating Directly to the Ability of the Principal to Complete the Transaction
 - d. Facts Known to be of Special Importance to a Party

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

Resources:

- Approved Prelicensing Textbooks
 - Modern Real Estate Practice in North Carolina, 10th Edition, Dearborn, pages 144-145.
 - North Carolina Real Estate Principles & Practices, 8th Edition, OnCourse Learning, pages 160-167.

Supplementary Resources:

- North Carolina Real Estate Manual, pages 144-148, 155-159.
- NC Real Estate License Law and Commission Rule (*also including the License Law & Rules Comments*), pages 89-92.