

Guidelines for 15-Minute Presentation during New Instructor Seminar

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):

- Fixtures
- *Working with Real Estate Agents* Disclosure Form
- 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 (1) include an introduction that incorporates measurable learning objectives; (2) demonstrate topic mastery, including delivery of accurate information and close adherence to the prescribed syllabus; and (3) include a summary or review of information.

➤ A software visual presentation, such as *PowerPoint, Google Slides, Prezi or Keynote* must be used to support your demonstration. You do not have to provide the slides ahead of your presentation, but you will be asked to share your screen and display and utilize your slides during your presentation.

➤ 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

- 1) Definition of *Fixture*
- 2) Total Circumstances Test (TCT)
 - a. Explain the Purpose and Use of the TCT
 - b. Define the Criteria of the TCT
 - i. Intent of annexor
 - ii. Relationship of annexor to property
 - iii. Method of annexation
 - iv. Adaption to real estate

Instructor Note: *Students should be able to apply these criteria 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: Working with Real Estate Agents Disclosure Form

Form is available at <https://ncrec.gov/Forms/WWREA/WWREADisclosureForm.pdf>

- 1) Explain requirements of Rule 58A .0104(c):
 - a. Provide and Review the disclosure form
 - b. with Every Prospective Buyer or Seller (residential & commercial)
 - c. at “First Substantial Contact”
- 2) Define *First Substantial Contact*
- 3) Provide a brief review of the disclosure form
(NOTE: This should not include a review of types of agency.)
 - a. One page dedicated to Sellers; one page dedicated to Buyers
 - b. Agent checks or initials types of agency that the Company offers
 - c. Signature lines for Agent and Consumer
- 4) Completion & Retention requirements
 - a. Agent provides a copy of form to Consumer
 - b. Agent retains a copy for 3 years

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 191-198.
- NC Real Estate License Law and Commission Rule (also including the License Law & Rules Comments), pages 96-97.

NOTE: The instructor should utilize the WWREA Disclosure which became effective on July 1, 2021.

Topic Option #3: Material Facts

- 1) Definition of *Material Fact*
- 2) Explain the Categories of Material 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, page 153.
- NC Real Estate License Law and Commission Rule (also including the License Law & Rules Comments), pages 89-92.