

Stormie Benfield

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Policies & Procedure Disclosure

Date of Publication: **2, June 2021**

Legal Name of Education Provider: **Stormie Benfield**

Advertised Name of Education Provider: **Stormie Benfield**

NOTE: This may differ from the Legal Name only if the Education Provider has registered an assumed or trade name with the NC Secretary of State.

Name of Education Director: **Stormie Benfield**

Names of Full-Time Officials and Faculty: **Stormie Benfield**

Education Provider Certification

Stormie Benfield 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

Stormie Benfield conducts:

- 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 Postlicensing Education Courses

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 program consists of three 30-hour courses prescribed by the NC Real Estate Commission that may be taken in any sequence. Be aware that a postlicensing course will expire two (2) years after its completion date. 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 *North Carolina License Law and Commission Rules* booklet during each *Postlicensing* course session.

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

Eligibility Requirements for Course Completion Certificate(s)

To successfully complete a *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

All-Inclusive Tuition/Fees

Tuition: \$200.00

All Fees associated with the *Broker Postlicensing Course* offered at **Stormie Benfield** are included in the initial registration fee. Student Resources including the *North Carolina Real Estate Manual, Residential Square Footage Guidelines, & North Carolina Real Estate License Law and Commission Rules* are required and are the student's responsibility.

Broker Continuing Education Courses

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)

2020-2021 General Update (GenUp): 4-hour commission required annual update for brokers.

2020-2021 Broker-in-Charge Update (BICUP): 4-hour commission required annual update for brokers.

Elective: Property Conversion Trends: A 4-hour elective that provides brokers with the latest information regarding converting real property into a revenue stream and converting commercial space into residential property.

Elective: Today's Seniors, a Walk Through The Generations: A 4-hour elective that provides brokers with information regarding the different patterns that each living generation approaches buying and selling real estate, and how to meet each generation's needs as a broker.

Course Materials

Stormie Benfield will provide each student with a copy of 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 and attend the last 20 minutes of class;
- (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.

All-Inclusive Tuition/Fees

All Fees associated with the *Continuing Education Courses* offered at **Stormie Benfield** are included in the initial registration fee. All student resources are provided by **Stormie Benfield**

Registration, Enrollment, and Conduct

Registration

To enroll in a course at **Stormie Benfield**, prospective students must have access to a computer connected to the internet. They must sign up for a (FREE) ZOOM account for all online instruction taught synchronously. They must have their web camera on at all times. They must keep their microphone on mute unless speaking to the instructor or classmates about relevant course material. A moderator will be in the classroom at all times per 25 students.

Tuition and Fees

Stormie Benfield Charges \$50.00 and accepts the following forms of payment: All major credit cards, Apple Pay.

Tuition must be received by: 10 minutes prior to the beginning of class.

Attendance

Students in an in-person or synchronous distance learning Broker Postlicensing Course must attend a minimum of 90% of all scheduled instructional hours and must attend the last 20 minutes of the course. All students will be closely monitored by our moderator staff. There will be one moderator per 25 students in the classroom. 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

Stormie Benfield 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 hours** notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options: Full refund or free re-registration for an upcoming version of the course that was cancelled.

Withdrawals and Transfers / Refunds

A student may withdraw from a course by giving written notice to the Education Provider up to **7 days** prior to the start of the course. In such event, the student will have the following options: A full refund or re-registration in an equivalent upcoming course. If the withdraw takes place within 7 days prior to the start of the course, **Stormie Benfield** reserves the right to withhold the student's registration fee. In such a case, the student may still register at no cost to an equivalent upcoming course.

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

Student Conduct

Students are expected to be respectful at all times of their instructor and their peers. All students should keep their webcams on at all times during course instruction and keep their microphones on mute unless talking about relevant course material to their instructor or peers. Be respectful when using the chat. Disrespectful students will be immediately dismissed from the class and forfeit all tuition fees. Any time that a student is away from their webcam or caught sleeping will count towards missed class time. Students are not allowed to use their computers during class time for any purpose that is not relevant to the course. Use of phones is strictly prohibited unless using for participation in 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, will forfeit all tuition, and will be reported to the NC Real Estate Commission [per *Commission Rule 58H .0203(h)*].

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that Stormie Benfield will abide by the policies herein.

Stormie Benfield
Education Director

CERTIFICATION OF RECEIPT

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

Full Legal Name of Prospective Student

Signature *Date*