



# **Elevation** School

## **Elevation School Of Real Estate**

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# Policies and Procedures Disclosure

Date of Publication: 01/01/2024

Legal Name of Education Provider: Elevation Realty, LLC

Advertised Name of Education Provider: Elevation School of Real Estate

Name of Education Director: Victoria L. Davis

Name of Full-Time Instructor: Victoria L. Davis

## EDUCATION PROVIDER CERTIFICATION

Elevation School 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](http://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

Elevation School conducts:

- the Broker Prelicensing Course required to qualify to take the license examination to become licensed as a real estate provisional broker in North Carolina; and
- 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 Prelicensing Course

### Purpose of the Course

Successful completion of the Broker Prelicensing Course is generally required to qualify for the North Carolina (NC) real estate license examination and to obtain a NC real estate broker license. The primary objectives of this course are (1) to provide students with the basic knowledge and skills necessary to act as licensed real estate brokers in North Carolina in a manner that protects and serves the public interest and (2) to prepare students for the NC real estate license examination. This course may only be offered by education providers certified by the NC Real Estate Commission. At Elevation School, the Broker Prelicensing Course consists of a total of 80 instructional hours, including the end-of-course examination.

After passing the Pre Licensing course, a student must submit a license application to the NC Real Estate Commission to be eligible to take the license examination. License application instructions are provided in the free publication *Real Estate Licensing in North Carolina* (RELINC) which is available on the Commission's website at [www.ncrec.gov](http://www.ncrec.gov). The minimum age requirement to obtain a real estate license in North Carolina is 18.

### Course Description

Major topics addressed in the *Broker Prelicensing Course* include basic real estate concepts and law, property taxation, land use controls, environmental hazards, brokerage relationships and practices, real estate contracts, real estate financing, closing a real estate sale transaction, real property valuation, property insurance basics, fair housing laws, landlord and tenant, property management, federal income taxation of real estate, basic construction, basic real estate investment, North Carolina Real Estate License Law and Commission Rules, and Trust Account Guidelines. *Real estate mathematics is an important component of this course and calculations will be required.*

### End-of-Course Exam

The end-of-course exam will be administered as a written exam at Elevation School Of Real Estate on the last scheduled day of the course for in person students. For Students who have taken the course online it will be administered online and proctored by the instructor. For asynchronous students, the exam will be given online and proctored by an instructor of Elevation School. Asynchronous students that want to take the exam in person must call or email the school to schedule an appointment.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

Students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site on the day of an exam. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam begins.

### **Missed Exams**

Elevation School Of Real Estate WILL allow a Broker Prelicensing Course student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider.

\*The end-of-course exam must be passed in a distance (asynchronous) course by the 180th day after the course registration.

Any student who misses the exam will have 20 days to make it up from the exam date.

### **Failed Exams**

Elevation School Of Real Estate WILL allow a Broker Prelicensing Course student who takes but does not pass the initial end-of-course exam to retake the end-of course exam 1 time if they scored a 70 or higher; however all retakes must be taken at least 7 days, but no more than 10 days of the last scheduled day of the course at a time and date stated by the Education Provider.

### **Eligibility Requirements for Course Completion Certificate**

To successfully complete the *Broker Prelicensing 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, and
- c) pass the end-of-course exam with a minimum score of **80%**.

### **All-Inclusive Tuition/Fees**

***In Person/Virtual Classroom \$435 (Includes \$400 tuition plus \$35 textbook)***

***On Demand (Asynchronous) \$469 (Includes \$469 course cost and e-book)***

## **Broker Post Licensing Education Courses**

### **Purpose of the Postlicensing Program**

The primary objective of *Post Licensing 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 post licensing 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.

Students must make 80% or higher on the end of course exam to pass the class.

### **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.

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

## **End-of-Course Exams**

*The end-of-course exam will be administered as a written exam at Elevation School the last scheduled day of the course, whether the course is taken in person or via synchronous learning. For asynchronous students, the exam will be given online and proctored by Dearborn. Asynchronous students that want to take the exam in person must call or email the school to schedule an appointment.*

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

Students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site on the day of an exam. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam commences.

\*The end-of-course exam must be passed in a distance (asynchronous) course by the 180th day after the course registration.

## **Missed Exams**

Elevation School WILL allow a *Broker Postlicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider.

## **Failed Exams**

Elevation School WILL allow a *Broker Postlicensing Course* student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam 1 time(s); however all retakes must be within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider.

## 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, and c) pass the end-of-course exam with a minimum score of 80%.

### All-Inclusive Tuition/Fees

***In Person/Virtual Classroom \$190*** (Additional \$55 for textbook, if needed; used for all 3 post courses) ***On Demand (Asynchronous) \$229*** (NC Real Estate Manual subscription purchased separately)

## BROKER CONTINUING EDUCATION (CE) 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 consist of an Update course and four credit hours of elective courses.

### Course Description(s)

Elevation School 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;
- (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.

### **Tuition**

In Person/Virtual Classroom 1 for \$50 or 2 for \$90

## **Registration, Enrollment, and Conduct**

### **Registration**

To enroll in a course at Elevation School School Of Real Estate, prospective students must be at least 18 years of age. Prospective students should also possess basic math skills to understand the mathematical calculations used in the course. Good reading comprehension is a necessity for the challenging curriculum. Students can register by signing up online at our website, [www.elevation-school](http://www.elevation-school), or by emailing or calling the school.

To complete an online course (virtual/live stream or asynchronous/on demand), students must have an internet connected device with working speakers and a camera. Post License and CE students must possess a digital pocket card and be able to produce the pocket card upon request.

Elevation School accepts the following forms of payment: debit/credit card, personal check, and cash. Rules H .0207 and .0415: apply to asynchronous courses as well. All must be completed within 180 days of course registration and the student must complete each section and assessment before progressing. Tuition must be received by the first scheduled day of class. A payment plan is allowed, but must be set up before the first day of class. Any student wishing to initiate a payment plan must call or email the school for assistance. The penalty for a check returned for insufficient funds is \$35, plus the original amount of the check.

### **Attendance**

- Students in an in-person or synchronous distance learning Broker Prelicensing/Post License Course must attend a minimum of 90% of all scheduled instructional hours. - 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. Synchronous students are prohibited from taking the course while in a vehicle.



### **Course Cancellation or Rescheduling / Refunds**

Elevation School reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or canceled course will be given a minimum 24-hour notice of the cancellation or revised course schedule.

If a course is canceled or rescheduled, students will have the following options:

- Attend the course on the rescheduled date
- Re-enroll in another course at no additional charge (as long as it is the same method of original enrollment)
- Withdraw from the course and request a full refund

### **Withdrawals and Transfers / Refunds**

A student may withdraw from an in person/virtual online course by giving written notice to the Education Provider prior to the start of the course. In such event, the student will have the following options: • Transfer their tuition to another course that starts within the next six months • Request a refund of the tuition, minus a \$100 non refundable administrative fee.

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 first day of class will not be entitled to a refund of any portion of paid Tuition. There is no refund for “no shows”.

### **Student Conduct**

Students are expected to conduct themselves in a professional manner. Dismissal without recourse will be imposed for behavior that, in the sole judgment of instructor or staff, reflects negatively on Elevation School Of Real Estate. Examples include sleeping, being disrespectful to other students, surfing the internet, texting, making or accepting phone calls, working on activities not connected to the course, etc.

### **Course Materials**

Course materials will be emailed to all registered students the day before the scheduled course start date. There will be pre-scheduled days for textbook pickup, and this will be emailed to students. If a student needs materials shipped, they can call the office to pay an additional \$17.99 shipping fee and verify their shipping address. Alternatively, they can purchase an e-book at [Dearborn Publishing](#).

## Visitors/Guest

Courses at Elevation School are open to enrolled students only. Enrolled students may not bring visitors or guests to the classroom without prior approval of the School Director.

## Electronics

Laptops, tablets and wireless electronic devices have become an integral part of modern life. As we transition our school to paperless, it is our highest priority to ensure that electronic and mobile devices are an enhancement and not a distraction to the classroom environment. The guidelines below provide a framework directing the use of these devices in our pre-licensing and post-licensing classrooms:

1. We try to provide free Wi-Fi access at our facility; however, we cannot guarantee that Wi-Fi access will be available 100% of the time.
2. It is within the discretion of the instructors to specify when laptops, cell phones, and electronic devices may be used and when they should be put away. Instructors have full authority to determine appropriate policies for use of electronic devices in classrooms.
3. Students who need to use a cell phone (phone call, texting, email, etc.) must do so at one of the course breaks outside of the classroom. All cell phones must be silenced during class time.
4. The possession and use of laptops and wireless electronic devices is strictly prohibited during exams or quizzes unless the device is being used to take the exam or quiz and is being proctored.

We are not responsible for lost or stolen laptops or electronic devices.

## CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that Elevation School Of Real Estate will abide by the policies herein.

Victoria L. Davis  
Education Director

## CERTIFICATION OF RECEIPT

I certify that I received a copy of Elevation School Of Real Estate Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition. [By checking the Policies & Procedures box at checkout, I acknowledge it as my signature.](#)