



North Carolina Real Estate Commission
P.O. Box 17100, Raleigh, NC 27619-7100
Phone: (919) 875-3700 | Email: educ@ncrec.gov
Fax: (919) 877-4216 | Website: www.ncrec.gov

Note to Education Provider Applicant:

The attached *Policies & Procedures Disclosure Template* has been produced by the NC Real Estate Commission to aid education providers in drafting a compliant Policies & Procedures Disclosure (PPD). The law and rules governing the education provider PPD are found in G.S. 93A-34 and Commission Rule 58H .0204. The use of this template is not mandatory, but it is a reliable guide to the disclosures that must be made and the policies that must be addressed.

This template includes all disclosures and policies as required by N.C.G.S. 93A-34 and Commission Rule 58H .0204. In addition, explanatory notes and suggestions for optional policy topics are included (in blue print) and are meant to be removed prior to use of the PPD. Any text portion of this template may be used in a provider's PPD.

The NC Real Estate Commission strongly recommends that an education provider's PPD reference Real Estate License Law and Commission rules as noted throughout the template.

Proposed education provider PPDs must be submitted to the NC Real Estate Commission with the application for initial education provider certification and for annual certification renewal. If a provider's policies change during the license year, the PPD must be updated to reflect those changes. In such case, the education provider is strongly encouraged to submit the updated PPD to the NC Real Estate Commission. Please direct all questions regarding education provider requirements to the Commission's Education & Licensing Division (919.875.3700).

DISCLOSURE: This document is intended to provide initial guidance and should be tailored to meet an education provider's specific requirements. It should not be construed as legal advice for any particular facts or circumstances.

Platinum Institute of Real Estate, LLC
2605 W. Roosevelt Blvd.
Monroe, NC 28110
(704) 606-7051
www.platinuminstituterealestate.com

Policies & Procedure Disclosure

Date of Publication: July 2022

Legal Name of Education Provider: Platinum Institute of Real Estate, LLC

Advertised Name of Education Provider: Platinum Institute of Real Estate

Name of Education Director: Alisha DeBerry

Names of Full-Time Officials and Faculty: Alisha DeBerry, Full-Time

Education Provider Certification

[Platinum Institute of Real Estate](#) 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

[Platinum Institute of Real Estate] 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 [Platinum Institute of Real Estate] the *Broker Prelicensing Course* consists of a total of **75** instructional hours, including the end-of-course examination.

After passing the Prelicensing 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. 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 in-person (for the following course delivery methods; in-person, synchronous and blended) as a written exam at Platinum Institute of Real located at 2605 W. Roosevelt Blvd, Monroe NC 28110 on last scheduled day of course. Synchronous courses cannot be taken while in a vehicle.

Students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site (in-person) 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.

For distance course delivery the end-of-course exam will be administered online and students will need access to a computer with internet connectivity to complete the online end-of-course exam.

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

Missed Exams for In-Person, Synchronous, and Blended Courses

[\[Platinum Institute of Real Estate\]](#) WILL allow a *Broker Prelicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam 1 time within days of the last scheduled day of the course at a time and date stated by the Education Provider.

Failed Exams

[\[Platinum Institute of Real Estate\]](#) 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 time(s); however, all retakes must be completed within the deadline 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 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 %.
- d) Synchronous courses cannot be taken while in a vehicle.

All-Inclusive Tuition/Fees

Tuition: \$460.00

Administrative Fee: \$15.00

Textbook: Modern Real Estate Practice in North Carolina 10th Edition can be purchased from Amazon for \$47.45

Annual Summary Report

Platinum Institute of Real Estate has been certified for less than a year and does not yet have such information.

License Examination Performance Report

During the July 2020 - June 2021 license year, [\[Platinum Institute of Real Estate\]](#) had students take the license examination for the first time within 30 days of the *Broker Prelicensing Course* completion date. of those students passed, resulting in a % pass rate on the North Carolina license examination.

Broker Postlicensing Education Courses

Purpose of the Postlicensing Program

The primary objective of the *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.

[\[Platinum Institute of Real Estate\]](#) 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

End-of-course exams will be administered in person at Platinum Institute of Real Estate at 2605 W. Roosevelt Blvd, Monroe NC 28110 on the last scheduled day of class.

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.

Missed Exams for In-Person, Synchronous, and Blended Courses

[Platinum Institute of Real Estate] 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 30 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Failed Exams

[Platinum Institute of Real Estate] 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 completed within the deadline 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 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 75%.

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)

2022-2023 General Update (GenUp): _____
2022-2023 Broker-in-Charge Update (BICUP): _____

Course Materials

[Platinum Institute of Real Estate] will provide each student with a copy of course materials for the 2022-2023 GENUP & BICUP courses.

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

Registration, Enrollment, and Conduct

Registration

To enroll in a course at [\[Platinum Institute of Real Estate\]](#), prospective student registering on school website at www.platinuminstituterealestate.com by selecting the specific course they would like to register for and pay the required fee.

Tuition and Fees

[\[Platinum Institute of Real Estate\]](#) accepts the following forms of payment: Cash, check, debit & credit.

Tuition must be received by paying a nonrefundable security deposit of \$100 and the remaining balance paid prior to the first scheduled day of class.

The penalty for a check returned for insufficient funds is: \$30.

Attendance

- *Students in an in-person or synchronous distance learning Broker Prelicensing Course must attend a minimum of 80% of all scheduled instructional hours.*
- *Students in an in-person or synchronous distance learning Broker Postlicensing 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.*

Course Cancellation or Rescheduling / Refunds

[\[Platinum Institute of Real Estate\]](#) reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum $\boxed{3}$ [days/hours] notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options: receive 100% refund or be transferred to a later scheduled course.

Withdrawals and Transfers / Refunds

A student may withdraw from a 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:

- 100% refund if withdrawn prior to 5 days prior to the class start date
- No refund will be granted if the student does not withdraw 5 days prior to the class start date

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* [\[the class start date\]](#) will not be entitled to a refund of any portion of paid Tuition.

Student Conduct

Students are expected to know and complying with the information, policies, and procedures outlined in the Platinum Institute of Real Estate policies and procedures. The student conduct process is not intended to punish

students; rather, it exists to protect the interests of Platinum Institute of Real Estate and to guide and educate students whose actions are not consistent with Platinum Institute of Real Estate policies. From

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, and will be reported to the NC Real Estate Commission [per *Commission Rule 58H .0203(h)*].

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that [Platinum Institute of Real Estate] will abide by the policies herein.

[Alisha DeBerry]

Education Director

CERTIFICATION OF RECEIPT

I certify that I received a copy of [Platinum Institute of Real Estate]'s Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

[Signature of Prospective Student]

Full Legal Name of Prospective Student

OTHER POLICIES

Special Accommodations Request Procedure

[Platinum Institute of Real Estate] complies with the Americans with Disabilities Act (ADA) and strives to ensure that no individual with a disability as defined by the ADA is deprived of the opportunity to participate in a course. Students requesting special accommodations must contact the Educator Director to make Educator Director of their special accommodation request.

Inclement Weather

In the event of inclement weather or a local or national emergency, the school will notify the student via telephone call, email and text message.

Course Schedules

Course schedules are published separately from this *Policies & Procedures Disclosure*. Schedules are posted on the Education Provider's website www.platinuminstituterealestate.com and are also available upon request.

Use of Technology in the Classroom

[Platinum Institute of Real Estate] is not responsible for lost or stolen electronic devices.

[Platinum Institute of Real Estate] DOES provide wireless Internet access.

If wireless Internet access is provided, the Education Provider is not responsible for disruptions in or problems with the service.

[Platinum Institute of Real Estate] DOES or allow the use of laptops, tablets, and similar devices in the classroom.

If such devices are permitted, the following guidelines will be enforced to minimize distraction from the learning environment:

- Students may use electronic devices to enhance their learning, including taking notes, researching class topics, or viewing the on-line version of the *NC Real Estate Manual*. Sending personal emails/texts, shopping online, visiting social networking sites, or playing games are considered to be disruptions and are not acceptable student conduct. If an instructor discovers that a student is using an electronic device for these (or similar) purposes, they will be asked once to refrain.
 - If the wireless Internet access is disrupted during a course, [Platinum Institute of Real Estate] will provide a printed copy of the *NC Real Estate Manual* to any student who had been using the online subscription. The loaned *NC Real Estate Manual* must be returned at the end of the session. A student who fails to return a loaned *NC Real Estate Manual* textbook
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- Instructors, at their discretion, may designate times during which students may and may not use their electronic devices during class sessions. If an instructor has directed students to discontinue use of electronic devices, all students must put away their devices immediately. If a student does not follow an instructor's direction to discontinue use they will be asked to leave the class without receiving credit for time missed from class.
 - Sound on electronic devices must be muted during class sessions.

- The possession and use of electronic devices (other than a basic calculator) are strictly prohibited during all quizzes and exams.

Visitors

Classroom courses at [\[Platinum Institute of Real Estate\]](#) are open to enrolled students only. Enrolled students may not bring visitors to the classroom without prior approval of the Education Director.