

HPW REAL ESTATE SCHOOL
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Policies & Procedure Disclosure

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Legal Name of Education Provider: HPW REAL ESTATE SCHOOL

Advertised Name of Education Provider: HPW REAL ESTATE SCHOOL

Name of Education Director: Tom Mangum

Names of Full-Time Officials and Faculty: Tom Mangum, Kim Spence, Kimberly Frye, Kevin Sensing, Jim Ruehle, Renee Hagan, Katherine Buchholz, Kandyce Ellis

Education Provider Certification

HPW Real Estate 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).

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

HPW Real Estate 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 - \$449.00 - Tuition includes textbook

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 HPW Real Estate School, 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 with online classes within 48 hrs of the last day, which will include video proctoring. For in person classes the scheduled exam will be held on the last day at the school location.

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

HPW Real Estate School 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 30 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Failed Exams

HPW Real Estate School 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(s); however all retakes must be within 30 days of the last scheduled day of the course at a time and date stated by the Education Provider. To be eligible for the retake the student must score a minimum of 65% on test one.

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 75%.

All-Inclusive Tuition/Fees

Pre Licensing tuition is \$449.00 and the textbook (digital or printed) is included in tuition. Books will be picked on the first day for seated classes. For online classes an email invitation will be sent for date/time for pickup of a physical copy of the book or the student can choose to have a digital link emailed in lieu of a printed copy. Students will receive only ONE form of textbook with tuition (printed or digital).

License Examination Performance Report

During the July 2019 - June 2020 license year, HPW Real Estate School had 406 students took the license examination for the first time within 30 days of the *Broker Prelicensing Course* completion date. 246 of those students passed, resulting in a 61% pass rate on the North Carolina license examination.

Broker Postlicensing Education Courses - \$239.00 - NC Real Estate Manual Required / Printed \$55.00 - Digital \$25.00

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.

HPW Real Estate 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 with online classes within 48 hrs of the last day, which will include video proctoring. In person classes will be tested on the last day of class at the school location.

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

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

Failed Exams

HPW Real Estate School WILL allow a *Broker Postlicensing Course* student who takes but does not pass the initial end-of-course exam with a minimum score of 65% on the first exam to retake the end-of-course exam 1 time; however all retakes must be within 30 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 75%.

All-Inclusive Tuition/Fees

The North Carolina Real Estate Manual is required for all Post Licensing classes and is not included in tuition. Students taking a seated class may purchase the printed textbook from the school on the first day of class. Students that prefer a digital copy or a printed copy mailed may purchase on the NCREC website www.ncrec.gov under publications.

Broker Continuing Education Courses - \$65.00

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.

Courses:

- 5922 SYNCHRONOUS - 2020-2021 General Update (GenUp)
- 5822 SYNCHRONOUS - 2020-2021 Broker-in-Charge Update (BICUP)
- 3655 - SYNCHRONOUS - MORTGAGE MECHANICS
- 3678 - SYNCHRONOUS - WORKING WITH SENIORS (2010)
- 3682 - SYNCHRONOUS - BEYOND THE CMA-DEVELOPING A PRICING STRATEGY
- 3683 - SYNCHRONOUS - STRATEGIC PRICING SPECIALIST
- 3702 - SYNCHRONOUS - STRATEGIC LISTING SPECIALIST
- 3714 - SYNCHRONOUS - WINNING AT WIN-WIN
- 3734 - SYNCHRONOUS - CMA CONFIDENCE IN AN IMPERFECT WORLD
- 3744 - SYNCHRONOUS - HABITABILITY ESSENTIALS
- 3745 - SYNCHRONOUS - SCRUPLES & THE CODE OF ETHICS
- 3781 - SYNCHRONOUS - SEE IT SAY IT: DEMYSTIFYING ETHICS
- 3830 - SYNCHRONOUS - THERE GOES THE NEIGHBORHOOD
- 3844 - SYNCHRONOUS - TEN IMPORTANT DANCE MOVES FOR PROPERTY MANAGERS
- 3863 - SYNCHRONOUS - PLAYING THE HAND YOU'RE DEALT
- 3870 - SYNCHRONOUS - READ BETWEEN THE LINES: HELPING INVESTORS UNDERSTAND THE NUMBERS
- 3872 - SYNCHRONOUS - UNFORGETTABLE CLIENT SERVICE
- 3674 - SYNCHRONOUS - FORECLOSURES, SHORT SALES AND REO'
- 3645 - SYNCHROUOUS - FUNDAMENTALS OF RESIDENTAL INVESTING

- 9922 - IN PERSON - GENERAL UPDATE
- 8822 - IN PERSON - BICUP/ BROKER IN CHARGE UPDATE
- 2534 - IN-PERSON - FUNDAMENTALS OF RESIDENTIAL INVESTING
- 2677 - IN-PERSON - MORTGAGE MECHANICS
- 2982 - IN-PERSON - FORECLOSURES SHORT SALES REO'S & AUCTIONS
- 3042 - IN-PERSON - WORKING WITH SENIORS (2010)
- 3092 - IN-PERSON - BEYOND THE CMA-DEVELOPING A PRICING STRATEGY
- 3115 - IN-PERSON - STRATEGIC PRICING SPECIALISTS
- 3239 - IN-PERSON - STRATEGIC LISTING SPECIALIST
- 3299 - IN-PERSON - WINNING AT WIN-WIN
- 3357 - IN-PERSON - CMA CONFIDENCE IN AN IMPERFECT WORLD
- 3378 - IN-PERSON - HABITABILITY ESSENTIALS
- 3379 - IN-PERSON - SCRUPLES & THE CODE OF ETHICS
- 3462 - IN-PERSON - SEE IT SAY IT: DEMYSTIFYING ETHICS
- 3549 - IN-PERSON - THERE GOES THE NEIGHBORHOOD
- 3568 - IN-PERSON - TEN IMPORTANT DANCE MOVES FOR PROPERTY MANAGERS
- 3591 - IN-PERSON - PLAYING THE HAND YOU'RE DEALT
- 3603 - IN-PERSON - READ BETWEEN THE LINES: HELPING INVESTORS UNDERSTAND THE NUMBERS
- 3605 - IN-PERSON - UNFORGETTABLE CLIENT SERVICE

Course Materials

HPW Real Estate School will provide each student with a copy of course materials. Seated classes will receive a printed copy of materials while online classes will receive a digital copy.

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.

Registration, Enrollment, and Conduct

Registration

To enroll in a course at HPW Real Estate School all students must use the school website www.hpwreschool.com or pay in person at HPW Real Estate School.

If a student is enrolling in a Post Licensing Class he/she must possess a provisional broker license or have a license on inactive or expired status.

Presentation of a pocket card number is required for both Post Licensing and CE courses.

For Online courses students are

Tuition and Fees

HPW Real Estate School accepts the following forms of payment: Visa, Mastercard, Discover, American Express, Cash, Check

Tuition must be received prior to the start date to be enrolled in class.

The penalty for a check returned for insufficient funds is: \$25.00

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

HPW Real Estate School 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 hrs. notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the option to transfer to a later or different course or receive a full refund.

Withdrawals and Transfers / Refunds

A student may withdraw from a course by giving written notice to the Education Provider at least one week prior to the start date. In such event, the student will have the option of transferring to a later or different class or receive a full refund.

A student who terminates enrollment in a course by no longer attending on or after the first day of class will not be entitled to a refund of any portion of paid Tuition.

Student Conduct

Students are expected to dress and conduct themselves in a professional manner. Dismissal without recourse will be imposed for behavior that, in the judgment of instructor or staff, reflects negatively on HPW Real Estate School. 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 the instructor has the right to dismiss the student from the class session and the hours missed will count against the attendance requirement.

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)*].

Special Accommodations Request Procedure

HPW Real Estate School 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 notify the school in writing with the appropriate documentation on the first day of class.

Inclement Weather

In the event of inclement weather or a local or national emergency, HPW Real Estate School will post any closings or delays at the top of our website homepage. In addition we will post on www.wral.com.

Course Schedules

Course schedules are published separately from this *Policies & Procedures Disclosure*. Schedules are posted on the school website www.hpwreschool.com and are also available upon request.

Use of Technology in the Classroom

HPW Real Estate School is not responsible for lost or stolen electronic devices.

HPW Real Estate School 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.

HPW REAL ESTATE SCHOOL does 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:

- 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 then the student may be denied further use of the device.
- 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 HPW Real Estate School are open to enrolled students only. Enrolled students may not bring visitors to the classroom without prior approval of the Education Director.

CERTIFICATION OF TRUTH AND ACCURACY

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

*Tom Mangum
Education Director*

CERTIFICATION OF RECEIPT

I certify that I received a copy of HPW Real Estate School Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Student Signature

Full Legal Name of Prospective Student
