



DREAM WEAVER

SCHOOL OF REAL ESTATE

1315 Mooresville Road
Kannapolis NC 28081
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980-234-8880
WWW.DWSORE.COM

Policies and Procedures Disclosure

Publication Date:

July 1, 2021

Legal Name of Education Provider:

Dream Weaver of NC Inc d/b/a Dream Weaver School of Real Estate

Advertised Name of Education Provider:

Dream Weaver School of Real Estate

Name of School Director:

Staci L Maher

Name of Full-Time School Officials:

Staci L Maher

Education Provider Certification:

Dream Weaver School 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 a copy of the Education Providers Policies and Procedures Disclosure (PPD) prior to payment of any non-refundable tuition or fee. The PPD which is Required by the North Carolina Real Estate Commission, outlines the Education Provider's policies plus the rights and obligations of the Provider and the student. A signed certification that a student received a copy of the Bulletin must be retained by the Provider.

*NO STUDENT SHALL BE DENIED ADMISSION ON THE BASIS OF AGE, SEX, RACE,
COLOR, FAMILIAL STATUS, HANDICAPPING CONDITION, OR RELIGION.*

Course Offerings.

Dream Weaver School 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

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 Dream Weaver School 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 our website at www.dwsore.com under Student Resources and 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.*

It is expected that students have some degree of aptitude for math already. If you feel you need additional math help you may wish to look into a local community college for a refresher course prior to enrollment. Our role for this class does not include teaching basic math skills.

Course Enrollment Requirements:

The minimum age requirement to obtain a real estate license in North Carolina is 18.

To enroll in the *Broker Prelicensing Course* at Dream Weaver School of Real Estate, prospective students must register on the school's website at www.dwsore.com under the "Get Your License" tab.

Detailed Schedule of Tuition and Fees

Dream Weaver School of Real Estate accepts the following forms of payment: cash, checks, PayPal or credit cards (Visa, MasterCard) for full tuition at the time of enrollment.

Tuition must be received by: Full tuition payment is due prior to the start of a course.

The penalty for a check returned for non-sufficient funds will be: Student will be charged a \$25.00 return check fee and the check will not be re-deposited. Student must provide a cashier's check for the course amount and return check fee if they wish to continue the enrollment process.

The cost for the course including the final exam and any materials provided during class is \$425. If any exam is given through an online proctoring software the student will be responsible for any fee associated with the online exam. Students will be given that information at the time of the exam.

Textbook:

A student textbook is not included in the fee but is required.

Textbooks for the live classes may be the printed version or the electronic version. Printed books may be purchased on our website at www.dwsore.com under the "Student Resources" tab.

For electronic versions students may purchase those directly from Dearborn Education, at Dearborn.com then scroll to textbooks and ebooks. You are looking for Modern Real Estate Practice In North Carolina.

NOTE: An optional student workbook is also available on our website under Student Resources for \$25.

Withdrawals and Transfers / Refunds

A student may withdraw from the Broker Prelicensing course by giving written notice to the School prior to the start of the course. In such event, the student will have the following options:

*The student may transfer to another class or receive a **full refund**.*

A student who terminates enrollment in a Prelicensing course either with written notice to the School or by no longer attending a course on or after the first three hours of the class will **NOT** be entitled to a refund of any portion of paid Tuition.

Attendance

Broker Prelicensing Course students must attend a minimum of 80% of all scheduled classroom hours. An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

Attendance will be closely monitored, including late arrivals and early departures at the beginning or end of every class session or any scheduled break times. All class time missed will be recorded for each

student. Each student will be required to sign in and sign out for each and every session during the term of the course.

Use of Technology in the Classroom

Dream Weaver School of Real Estate is not responsible for lost or stolen electronic devices.

Dream Weaver School of Real Estate DOES provide wireless Internet access. The WIFI is “real estate school” and the password is “classroom.”

If wireless Internet access is provided, Dream Weaver School of Real Estate is not responsible for disruptions in or problems with the service.

Dream Weaver School of Real Estate DOES allow the use of laptops, tablets, and similar devices in the classroom, provided they do not distract from the learning environment.

If such devices are permitted, the following guidelines will be enforced:

- Students may use electronic devices to enhance their learning, including taking notes, researching class topics, or viewing the on-line version of the book. 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 student will be given one warning and the device must be removed from the classroom for the remainder of the course. If the student repeats the offense they will be removed from the class and will not be eligible to complete the class or take the final exam.
- 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 the student will be removed from the class for that session.
- Sound on electronic devices must be muted during class sessions.
- The use of electronic devices (other than a basic calculator) is strictly prohibited during all quizzes and exams.

Final Exam Requirements

The final exam will be administered in the physical classroom for all live classes at 1315 Mooresville Road, Kannapolis NC 28081.

For Synchronous and Asynchronous distance classes the final exam will be given through our online provider Proctor Free. The scheduling of the exam for these classes will be no later than (5) five business days after the course completion. The cost for the exam will be the student’s responsibility as well as the scheduling of the exam. Cost of the exam is \$15.00 payable to the provider.

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

To pass the *Broker Prelicensing Course* and receive a course completion certificate, a student must a) meet the attendance requirements, 80% of classroom time b) timely submit completed in-class and take-home assignments, and c) pass the end-of-course exam. The final exam consists of two sections

National and State. Students should achieve a cumulative grade of 75% on the exam in order to pass and receive a completion certificate.

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

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)*].

End-of-course Exam Make-up and Re-take

Dream Weaver School of Real Estate WILL NOT allow a *Broker Prelicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam.

Dream Weaver School of Real Estate WILL allow a *Broker Prelicensing Course* student who takes the initial exam but does not pass the end-of-course exam to retake the end-of-course exam, if the student receives a grade of 65% or higher on the first attempt. However, all retakes must be within 30 days of the last scheduled day of the course at a time and date stated by the School. Should a student fail one of the sections of the exam, either National or State, then the student must retake BOTH sections of the exam. Should the student fail on the second attempt they will need to retake the entire prelicense course.

Per Commission Rule 58H .0210(f): A Prelicensing or Postlicensing course student who does not pass the end-of-course exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the end-of-course exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

Prelicense Course Retake Information:

Should a student need to retake the *Broker Prelicensing Course* they may do so at the reduced price of \$350.00, subject to the following conditions:

- 1) Student notifies the School upon failure of the final exam of their desire to retake the course, and
- 2) Student enrolls in an upcoming Prelicensing course within (12) twelve months of their original Prelicensing course start date. Otherwise, course tuition will be at the original cost of \$425.00.
- 3) Retake students will NOT be issued a new book but will be expected to use the ones provided from the previous class. However, if significant revisions have been made to either the textbook, student will be required to purchase a new textbook for \$55.

Annual Summary Report

During the July 2019 - June 2020 license year Dream Weaver School of Real Estate had 11 students who initially enrolled in a *Broker Prelicensing Course*. Of that initial number, 5 of those students successfully passed the

course, 6 of those students completed the course but did not pass the end-of-course exam, and 0 students did not complete the course.

License Examination Performance Report

During the July 2019 - June 2020 license year, Dream Weaver School of Real Estate had 11 students take the license examination for the first time within 30 days of the *Broker Prelicensing Course* completion date, 5 of those students passed, resulting in a 45% pass rate on the North Carolina license examination.

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 Dream Weaver School of Real Estate.

Additional School Policies

Procedure for Requesting Special Accommodations

Students requesting special accommodations must contact the School at least two (2) weeks prior to the beginning of the course. School phone is 980-234-8880 or email us at realestatece4u@gmail.com
Please note: Individuals requiring reasonable accommodations under the Americans with Disabilities Act (ADA) will have access to the classroom via two separate ramp areas.

Dream Weaver School of Real Estate complies with the Americans with Disabilities Act 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.

Schools Right to Course Cancellation or Rescheduling (Refunds)

Dream Weaver School 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 of 72 hours' notice of the cancellation or revised course schedule.

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

- A full refund of the tuition, or
- Transfer to the next available course date for the type of course desired with written notice to Dream Weaver School of Real Estate.

Inclement Weather

In the event of inclement weather or a local or national emergency, students will be notified by whatever manner has been provided in the student information form. This could be by email, phone or text. Students are asked to check the resource they have provided for contact by the school each day prior to class to be aware of any issues that may facilitate a closing of the school.

Course Schedules

Course schedules are published separately from this bulletin. Schedules are available at the School and upon request by phone, fax, email, or U.S. mail. They are also posted on the School's website www.dwsore.com.

Visitors / Guests

Courses at Dream Weaver School of Real Estate are open to enrolled students only.

Enrolled students MAY NOT bring visitors, guests, or pets to the classroom. Children are not allowed at any time during the course hours. Please do not bring your child or your pet to a class as we do not have any facilities for them or supervision and they will not be allowed in the classroom and may not be left alone in the building during classroom hours.

Weapons/Firearms:

Dream Weaver School of Real Estate does NOT allow any weapons of any kind to be present in the classroom. If a student has a conceal carry permit, they MUST notify the instructor immediately upon enrolling in the course. Any weapon of any kind must be left at some other location during class times. Failure to follow this rule may result in the student being dismissed from the class.

Broker Postlicensing Education Program

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 post licensing 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. 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.

Tuition Schedule:

Broker Postlicensing Courses:

\$225.00 per 30-hour course. The required *NC Real Estate Manual* is **not** included in the cost of the class.

Books:

Dream Weaver School 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.

Each student is required to use the current editions of the *NC Real Estate Manual* and *North Carolina License Law and Commission Rules* booklet in each *Postlicensing* course. The printed version may be purchased from our website at www.dwsore.com under the "Student Resources" tab. The cost is \$55.

The E-Book may be purchased from the North Carolina Real Estate Commission (www.ncrec.gov) under the publications tab. You are looking for the North Carolina Real Estate Manual.

Each student must bring his/her copy of the *NC Real Estate Manual* to every *Postlicensing* class session. The same book is used for all three courses but should the edition change, students will need to purchase a new book as to always have the current edition.

Withdrawals and Transfers / Refunds

A student may withdraw from a *Postlicensing* course by giving written notice to the School prior to the start of the course. In such event, the student will have the following options:

The student may transfer to another class or receive a full refund.

A student who terminates enrollment in a *Postlicensing* course either with written notice to the School or by no longer attending a course on or after the first three hours of the class will **NOT** be entitled to a refund of any portion of paid Tuition.

Detailed Schedule of Tuition and Fees

Dream Weaver School of Real Estate accepts the following forms of payment: cash, checks, PayPal or credit cards (Visa, MasterCard) for full tuition at the time of enrollment.

Tuition must be received by: Full tuition payment is due prior to the start of a course.

The penalty for a check returned for non-sufficient funds will be: Student will be charged a \$25.00 return check fee and the check will not be re-deposited. Student must provide a cashier's check for the course amount and return check fee if they wish to continue the enrollment process.

Attendance

Postlicensing Education Program students must attend a minimum of 90% of all scheduled classroom hours. An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement. Attendance will be closely monitored, including late arrivals and early departures at the beginning or end of every class session or any scheduled break times. All class time missed will be recorded for each student. Each student will be required to sign in and sign out for each and every session during the term of the course.

Use of Technology in the Classroom

Dream Weaver School of Real Estate is not responsible for lost or stolen electronic devices.

Dream Weaver School of Real Estate DOES provide wireless Internet access. The WIFI is real estate school and the password is classroom.

If wireless Internet access is provided, Dream Weaver School of Real Estate is not responsible for disruptions in or problems with the service.

Dream Weaver School of Real Estate DOES allow the use of laptops, tablets, and similar devices in the classroom, provided they do not distract from the learning environment.

If such devices are permitted, the following guidelines will be enforced:

- 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, the student will be given one warning and the device must be removed from the classroom for the remainder of the course. If the student repeats the offense they will be removed from the class and will not be eligible to complete the class or take the final exam.
- If the wireless Internet access is disrupted during a *Postlicensing Education* course, Dream Weaver School 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 class. A student who fails to return a loaned *NC Real Estate Manual* textbook will be charged \$55 and/or not be allowed to take the final exam until they have paid the fee or returned the book.
- 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 the student will be removed from the class for that session.
- Sound on electronic devices must be muted during class sessions.
- The use of electronic devices (other than a basic calculator) is strictly prohibited during all quizzes and exams.

Final Exam

To pass a *Postlicensing Course* and receive a course completion certificate, a student must a) meet attendance requirements, attending 90% of class time b) timely submit completed in-class and take-home assignments, and c) pass the end-of-course exam with a minimum score of 75%.

The end-of-course exam will be administered on the last scheduled day of the course. Should the student fail on the first attempt they will be allowed to retake the exam within 30 days of the failed exam, on a date and time set by the school.

Dream Weaver School of Real Estate WILL NOT allow a *Broker Postlicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam.

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

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)*].

Post License Course Retake Information:

Per Commission Rule 58H .0210(f): A Postlicensing course student who does not pass the end-of-course exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the end-of-course exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

At Dream Weaver School of Real Estate, a student may retake a *Postlicensing Education Program* course subject at a cost of \$150.00 and subject to the following conditions:

- 1) Student notifies the School within 10 days upon failure of the final exam of their desire to retake the course

At Dream Weaver School of Real Estate, a student may retake a *Postlicensing Education Program* course subject at a cost of \$150.00 and subject to the following conditions:

- 1) Student notifies the School within 10 days upon failure of the final exam of their desire to retake the course.

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 Dream Weaver School of Real Estate.

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: Fair Housing, Contracts, Cybersecurity, Law and Rule Update, Licensing and Education

2020-2021 Broker-in-Charge Update (BICUP): Fair Housing, Contracts, Cybersecurity, Provisional Brokers on a Team, Law and Rule Update, Licensing and Education

Elective: What Would Your Mama Say - Ethics 3524

This course is a detailed analysis of the Eighty-eight Standards of Practice which supports the 17 Articles.

Elective: Radon in Real Estate – 3906/3905

This course will introduce students to the sources of radon, the methods of testing and mitigating for radon, and how to guide their clients on the subject of elevated radon levels measured in a building.

Elective: The Contract Maze – 3301

The primary purpose of this course is to serve as a risk management tool. That is, learn from the actions or inactions of your fellow NC real estate brokers. Along with a detailed dive of our most used contracts.

Elective: Agency – Art or Agony – 3524

The purpose of this course is to attempt to make you think about your actions or inactions when working with buyers, sellers, tenants or landlords.

Elective: And the Court Says – 3217

Each case involves a NC Real Estate broker and/or firm and has been considered for the NC Court of Appeals.

Elective: Between the Lines – Insights from the Real Estate Bulletin – 3461

An elective course designed to address some of the most commonly asked questions posed by brokers and to provide insight into many of the most misunderstood positions taken by the Commissions on transactional matters.

Elective: Property Management and Managing Risk – 2390

This popular title provides you with an up-to-date introduction to property management.

Course Materials

Dream Weaver School of Real Estate will provide each student with a copy of course materials. These will be in the form of printed books or pdfs attached to your invitation for an online synchronous “zoom” course.

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.

- 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

Registration

To enroll in a course at Dream Weaver School of Real Estate prospective students must register through our website at dwsore.com. Students should pick the appropriate type of class (i.e., prelicense, post license or CE) then click on the register tab.

Tuition and Fees

Dream Weaver School of Real Estate accepts the following forms of payment: cash, checks, PayPal or credit cards (Visa, MasterCard) for full tuition at the time of enrollment.

Tuition must be received by: Full tuition payment is due prior to the start of a course.

The penalty for a check returned for non-sufficient funds will be: Student will be charged a \$25.00 return check fee and the check will not be re-deposited. Student must provide a cashier's check for the course amount and return check fee if they wish to continue the enrollment process.

School Course Cancellation or Rescheduling / Refund

Dream Weaver School 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 of a 1-day notice of the cancellation or revised course schedule.

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

- Transfer to the next available class on the same topic
- Receive a full refund
- Transfer to a different elective if that is the type of class rescheduled and another is available of a different subject matter

Student 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:

- Transfer to the next available class on the same topic
- Receive a full refund
- Transfer to a different elective if that is the type of class rescheduled and another is available of a different subject matter

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 Continuing Education course class begins will not be entitled to a refund of any portion of paid Tuition.

Additional School Policies

Procedure for Requesting Special Accommodations

Students requesting special accommodations must contact the School at least two (2) weeks prior to the beginning of the course. School phone is 980-234-8880 or email us at realestatece4u@gmail.com
Please note: Individuals requiring reasonable accommodations under the Americans with Disabilities Act (ADA) will have access to the classroom via two separate ramp areas.

Dream Weaver School of Real Estate complies with the Americans with Disabilities Act 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.

Inclement Weather

In the event of inclement weather or a local or national emergency, students will be notified by whatever manner has been provided in the student information form. This could be by email, phone or text. Students are asked to check the resource they have provided for contact by the school each day prior to class to be aware of any issues that may facilitate a closing of the school.

Course Schedules

Course schedules are published separately from this bulletin. Schedules are available at the School and upon request by phone, fax, email, or U.S. mail. They are also posted on the School's website www.dwsore.com.

Visitors / Guests

Courses at Dream Weaver School of Real Estate are open to enrolled students only.

Enrolled students **MAY NOT** bring visitors, pets or guests to the classroom. Children are not allowed at any time during the course hours. Please do not bring your child or your pet to a class as we do not have any facilities for them or supervision and they will not be allowed in the classroom and may not be left alone in the building during classroom hours.

Weapons/Firearms:

Dream Weaver School of Real Estate does **NOT** allow any weapons of any kind to be present in the classroom. If a student has a conceal carry permit, they **MUST** notify the instructor immediately upon enrolling in the course. Any weapon of any kind must be left at some other location during class times. Failure to follow this rule may result in the student being dismissed from the class.

Online-Synchronous Classes

Synchronous classes will be conducted by use of the ZOOM online platform.

It is our recommendation that students connect at least 15 minutes prior to class to allow for attendance check in (first class will include an orientation)

If you are familiar with how to use zoom you do not need to do this.

While a Zoom account is not required, it is highly recommended you download the software, register for a **FREE** account and practice with it before class. Make sure the video and audio are working properly before class.

To **download** and install the **Zoom Application**: Go to <https://zoom.us/download> and from the **Download Center**, click on the **Download** button under “**Zoom Client For Meetings**”. This **application** will automatically **download** when you start your first **Zoom Meeting**

The following link provides a short tutorial for getting set up. <https://www.youtube.com/watch?v=q>

Below is the Synchronous Learning Platform Description:

Synchronous distance learning will be provided via Zoom. For students to enroll they will be provided as part of their contract/agreement all attendance and conduct requirements along with technical requirements for attending Zoom classes (see below) of which they must acknowledge.

Synchronous Learning Platform Technical Requirements:

A desktop computer or laptop with a microphone, speakers and web camera, along with broadband internet access, smart phones and tables are not recommended.

o System requirements for Windows, macOS, and Linux)

System requirements

- An internet connection - broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone - built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in or

Supported operating systems

- macOS X with macOS 10.9 or later
- Windows 10*
Note: For devices running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- Windows 8 or 8.1
- Windows 7

ATTENDANCE & PARTICIPATION

Students will receive invitations to the classes at least one day prior to the class, which will have the ability to be added to their Outlook or Google calendars. The invitations will contain embedded links to the classes for the students to launch prior to the beginning of class. The instructor will be the host of the class with all primary responsibilities for ensuring the class is properly run and attendance/participation is tracked. To assist with tracking attendance and participation, an additional person will be employed to attend each class to track and document the students' involvement. Attendance records will be archived.

For students to be considered attending and participating in class they must meet the following minimum criteria:

1. Be logged into the class with their cameras on and microphones available when asked.
2. Be seated in front of the camera and paying attention to the class. (ie. Not paying attention to anything else or doing anything else)
3. Participate in all exercises and quizzes attendance questions, homework assignments and group discussions.
4. Requirement to reply to all prompts and quizzes during the session

5. Agreement not to disconnect from zoom during breaks
6. Requirement to close all other applications/apps while class is in session

Attendance policy requirement as stated by NCREC per course, no course credit is awarded if these requirements are not met, **even due to connection issues**

PROHIBITED

Please do not use your cell phone or tablet. These do not connect well or provide you a good view of the class. Also, you may NOT be driving while on the class or in transit mode of any kind, if doing so you will not be given credit for the time.

ENVIRONMENT

Requirement to be in a quiet environment free of distractions

TEXTBOOKS:

Prelicense: Students are required to have a printed or e-version of the textbook. The printed version may be purchased through our website at www.dwsore.com under the “Student Resources” tab and will be mailed to the student at the address on the payment receipt. Electronic versions must be purchased from Dearborn.com under their textbook link.

Post Licensing: Students may purchase the printed textbook on our website at www.dwsore.com under the student resources tab. The online version may be purchased at NCREC.gov under the “Publications” tab.

PRELICENSING AND POST LICENSING:

Students must attend 80% of classroom hours for prelicensing and 90% of classroom hours for post licensing. Actively participate in all classroom activities while on line as well as those assigned for homework.

TESTING

The final exam will either be administered live in a classroom or through a proctoring portal. Students will need to reserve a time slot for the live exam and the testing environment will need adhere to the social distancing regulations of the State of North Carolina.

Online testing will be done through a third-party proctoring application. Students will be given specific information on this application at the time of testing.

TECHNICAL ASSISTANCE FOR ZOOM PLATFORM.

John Molloy – 928-899-5953
Johnmolloy345@gmail.com

Staci Maher – 704-906-7207
nrealtorstaci@gmail.com

CERTIFICATE OF TRUTH AND ACCURACY

I certify that the policies and information contained in this bulletin are true and correct and that the Dream Weaver School of Real Estate will abide by the policies herein.

*Staci L Maher
School Director
Dream Weaver School of Real Estate*

CERTIFICATION OF RECEIPT

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

Full Legal Name of Prospective Student

Date: _____