

SECTION .0400 - REAL ESTATE COURSES

21 NCAC 58H .0401 APPROVAL OF A REAL ESTATE EDUCATION COURSE

(a) Prior to obtaining the Commission's written approval of a real estate education course, education providers shall not offer, advertise, or otherwise represent that any real estate education course is, or may be, approved for credit in North Carolina.

(b) An education provider seeking original approval of a proposed course shall complete an application on a form available on the Commission's website that requires the applicant to set forth:

- (1) the title of the proposed course;
- (2) the education provider's legal name, address, and telephone number;
- (3) the education director's legal name and signature;
- (4) the education provider's number;
- (5) the credit hours awarded for completing the course;
- (6) the subject matter of the course;
- (7) the identity of the course owner;
- (8) the written permission of the course owner, if other than the applicant;
- (9) the identity of prospective instructors;
- (10) a description of the method by which the education provider will proctor the end-of-course examination for Prelicensing and Postlicensing courses;
- (11) a description of the mechanism used for verification of possession of required course materials; and
- (12) a copy of the course guide, which shall include:
 - (A) course objectives;
 - (B) learning objectives for each topic;
 - (C) a course syllabus;
 - (D) instructional methods and aids to be employed; and
 - (E) all course materials that will be provided to students.

(c) An applicant seeking approval to offer a distance education course shall submit an application for original approval pursuant to Paragraph (b) of this Rule as well as:

- (1) a full copy of the course on the medium to be utilized for instruction;
- (2) a description of the method by which the education provider will verify and record student attendance;
- (3) a list of hardware and software or other equipment necessary to both offer and complete the course;
- (4) the contact information for the technical support service for the course;
- (5) all hardware and software necessary to review the submitted course at the expense of the applicant; and
- (6) an outline demonstrating the course meets the minimum course hours measured by a reading speed of 225 words per minute and the actual duration of audio and video files.

(d) An applicant seeking approval to offer a synchronous distance learning course shall submit an application for original approval pursuant to Paragraph (b) of this Rule as well as:

- (1) a description of the method by which the education provider will verify and record student attendance;
- (2) a list of hardware and software or other equipment necessary to both offer and complete the course; and
- (3) the contact information for the technical support service for the course.

(e) An applicant seeking approval to offer a blended learning course shall submit an application for original approval pursuant to Paragraph (b) of this Rule as well as the additional information pursuant to Paragraphs (c) and (d) of this Rule, as applicable, for each instructional method.

(f) An application pursuant to Paragraph (c) of this Rule shall not be approved by the Commission if:

- (1) the course cannot be reviewed in its entirety; or
- (2) the course does not meet the minimum course hours pursuant to G.S. 93A-4 and 21 NCAC 58A .1702 measured by a reading speed of 225 words per minute and the actual duration of audio and video files.

(g) An education provider seeking approval to offer a currently approved course shall complete an application on a form available on the Commission's website that requires the applicant to set forth the:

- (1) title of the course;
 - (2) applicant's legal name, address, and telephone number;
 - (3) applicant's education director's legal name;
 - (4) applicant's education provider number;
 - (5) identity of the course owner;
 - (6) written permission of the course owner, if other than the applicant;
 - (7) identity of prospective instructors;
 - (8) certification that the originally approved course will not be altered;
 - (9) a description of the mechanism used for verification of possession of required course materials;
 - (10) a description of the method by which the education provider will proctor the end-of-course examination for Prelicensing and Postlicensing courses;
 - (11) a description of the method by which the education provider will verify and record student attendance;
 - (12) education director's signature; and
 - (13) for synchronous distance learning courses:
 - (A) a list of hardware and software or other equipment necessary to both offer and complete the course; and
 - (B) the contact information for the technical support service for the course.
- (h) An education provider shall submit a one hundred dollar (\$100.00) fee for each application submitted pursuant to Paragraph (g) of this Rule for any continuing education course. The application shall be deemed approved ten business days after the Commission has received the application and fee, unless the Commission notifies the applicant otherwise.
- (i) An education provider shall submit a forty dollar (\$40.00) fee per Prelicensing or Postlicensing course offered at any of its branch locations. No fee shall be required for public education providers or an agency of federal, state, or local government.
- (j) An education provider shall submit a one hundred dollar (\$100.00) fee per elective course. No fee shall be required for public education providers or an agency of federal, state, or local government.

*History Note: Authority G.S. 93A-3(c); 93A-4; 93A-33; 93A-34; 93A-38.5;
Eff. July 1, 2017;
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