

Barnette Seminars and Real Estate School
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Policies & Procedures Disclosure

Date of Publication: February 23, 2026

Legal Name of Education Provider: Chris Barnette

Name of Education Director: Chris Barnette

Names of Faculty and of Full-Time Officials: Chris Barnette

Education Provider Certification

This Education Provider 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 nonrefundable 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.

This Education Provider 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

Course Description

This Education Provider's *Broker Prelicensing Course* consists of a total of [XX] instructional hours, including the end-of-course examination. 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.*

Course Materials

In-Person Students: you will receive the textbook on the first day of class.

Synchronous Students: you will receive access to the digital materials on the first day of class. If you would like a physical copy of the textbook, we will provide you information on how to purchase.

Distance (Self-Paced) Students: all required materials are available in your course at the time of purchase. **Distance (self-paced) students: must complete all materials and pass the proctored end-of-course exam within 180 days of purchase to receive credit for the course, no extensions.**

End-of-Course Exam

The end-of-course exam will be administered:

In-Person: the end of class examination will be administered on the last day of class in the classroom

Synchronous Courses: end-of-course exams will be administered by a third-party. The proctor fee for the first exam attempt is included in the cost of the course. If a second attempt is required, the student will be charged \$25 prior to scheduling the exam. **A computer with a camera and working microphone is required for the proctored exam. You may NOT use a phone, tablet or Chromebook for the final exam.**

Security and privacy protocols for synchronous students will be determined by the third-party administrator. Please go to <https://www.proctorfree.com/technical-requirements> for proctoring system details for synchronous prelicense courses.

Distance (Self-Paced) Courses: end-of-course exam will be administered by a third-party. The proctor fee is included in the cost of the course. **Security and privacy protocols for distance (self-paced) students will be determined by the third-party administrator. Please go to https://barnetteseminars.leaponline.com/proctor_info_ws for all details. It may take up to 7 days to schedule your exam.**

Distance (Self-Paced) Students: *Per Rule 58H .0207(a), a course must be completed (including successful passing of the end-of-course exam) and a completion certificate must be provided within 180 days of course enrollment.*

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 Exam

For the In-Person, Synchronous (live online), and Blended delivery courses, the Education Provider WILL allow a Broker Prelicensing Course student who does not take the initial end-of-course exam as scheduled to take a makeup exam at a time and date stated by the Education Provider, but no later than 180 days from enrollment.

Synchronous Courses: you must take your exam (including any retakes) during the scheduled testing window assigned during class. If you do not complete the test during the scheduled time, you will be charged \$25 to reschedule.

For the Distance delivery (self-paced online) course, the Education Provider WILL allow a Broker Prelicensing Course student who does not take their initially scheduled end-of-course exam to reschedule another exam attempt. The student must attempt and pass the exam within 180 days of enrollment.

Distance (self-paced) students: If you missed your scheduled exam, you may reschedule after 24 hours from within your course or contact PSI at 833-333-4755.

Failed Exam

For the In-Person, Synchronous (live online), and Blended delivery courses, the Education Provider WILL allow a Broker Prelicensing Course student who takes but does not pass the initial end-of-course exam to retake the exam **1** time. Any retakes will be scheduled by the Education Provider, but no later than 180 days from enrollment.

For the Distance delivery (self-paced online) course, the Education Provider WILL allow a Broker Prelicensing Course student who does not pass their initial attempt of the end-of-course exam to retake the exam **1** time(s). The student must attempt and pass the exam within 180 days of enrollment.

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 75 %.

Any Broker Prelicensing Course must be completed (including passing the end-of-course exam) within 180 days of enrollment.

All-Inclusive Tuition/Fees

- *Asynchronous Prelicensing*: \$369 + cost of the book
- Synchronous or in-person Prelicensing: \$450 + cost of the book, \$25 proctor fee if a second test attempt is required

Annual Summary Report

During the July 2024 - June 2025 license year, this provider had 40 students who initially enrolled in a *Broker Prelicensing Course*. Of that initial number, 17 of those students successfully passed the course, 1 of those students completed the course but did not pass the end-of-course exam, and 23 students did not complete the course.

License Examination Performance Report

Student candidates can access an education provider's state license examination performance records by visiting <https://www.ncrec.gov/PrelicensingEducation/ExamPassRates>. A provider's exam performance record is also accessible by clicking on any scheduled Prelicensing course on the Commission's website or by going to the Education Provider Details page.

Broker Postlicensing Courses

A Broker Postlicensing student must already possess a North Carolina Real Estate Broker license prior to registration.

Course Descriptions

Post 301 - Brokerage Relationships and Responsibilities - (30 instructional hours)

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 - (30 instructional hours)

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 - (30 instructional hours)

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.

- Purchase a physical copy of the NCRE Manual here: <https://www.ncrecpubs.org/north-carolinareal-estate-manual-paper>
- Purchase a subscription to the digital version of the NCRE Manual here: <https://rem.ncrec.gov/>
- Obtain a free PDF copy of the North Carolina Real Estate License Law and Commission Rules booklet here: <https://www.ncrec.gov/Pdfs/Rules/NCRECLawAndRules.pdf>
- Purchase a physical copy of the North Carolina Real Estate License Law and Commission Rules booklet here: <https://www.ncrecpubs.org/north-carolina-real-estate-law-commission>.

End-of-Course Exam

In-person: end of class exams will be administered on the last scheduled day of class in the classroom.

Synchronous Courses: end-of-course exams will be administered by a third-party. The proctor fee for the first exam attempt is included in the cost of the course. If a second attempt is required, the student will be charged \$25 prior to scheduling the exam. **A computer with a camera and working microphone is required for the proctored exam. You may not use a phone, tablet or Chromebook for the final exam.**

Security and privacy protocols for synchronous students will be determined by the third-party administrator. Please go to <https://www.proctorfree.com/technical-requirements> for proctoring system details for synchronous postlicense courses.

Distance (Self-Paced) Courses: end-of-course exam will be administered by a third-party. The proctor fee is included in the cost of the course. Security and privacy protocols for distance (self-paced) students will be determined by the third-party administrator. Please go to https://barnetteseminars.leaponline.com/proctor_info_ws for all details. **It may take up to 7 days to schedule your exam.**

Distance (Self-Paced) Students: *Per Rule 58H .0207(b), a course must be completed (including successful passing of the end-of-course exam) and a completion certificate must be provided within 180 days of course enrollment. It may take up to 7 days to schedule and exam.*

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 Exam

For the In-Person, Synchronous (live online), and Blended delivery courses, the Education Provider WILL allow a Broker Postlicensing Course student who does not take the initial end-of-course exam as scheduled to take a makeup exam at a time and date stated by the Education Provider, but no later than 180 days from enrollment.

For the Distance delivery (self-paced online) course, the Education Provider WILL allow a Broker Postlicensing Course student who does not take their initially scheduled end-of-course exam to reschedule another exam attempt. The student must attempt and pass the exam within 180 days of enrollment.

Failed Exam

For the In-Person, Synchronous (live online), and Blended delivery courses, the Education Provider WILL allow a Broker Postlicensing Course student who takes but does not pass the initial end-of-course exam to retake the exam 1 time. Any retakes will be scheduled by the Education Provider, but no later than 180 days from enrollment.

For a Distance delivery (self-paced online) course, the Education Provider WILL allow a Broker Postlicensing Course student who does not pass their initial attempt of the end-of-course exam to retake the exam 1 time. The student must attempt and pass the exam within 180 days of enrollment.

Eligibility Requirements for Course Completion Certificate

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 %.

Any Broker Postlicensing Course must be completed (including passing the exam) within 180 days of enrollment.

All-Inclusive Tuition/Fees

- Post licensing all formats: \$229 per course + cost of the book
- The NC Real Estate Manual is available for purchase from the NC Real Estate Commission on their website: <https://www.ncrec.gov/Publications/Pubs>

Broker Continuing Education Program

Course Description(s)

2025-2026 General Update (GenUp): four (4) hour course that must be completed by all provisional and non-provisional brokers who are not brokers-in-charge and/or do not have *BIC-Eligible* status and who wish to renew their licenses on active status

2025-2026 Broker-in-Charge Update (BICUP): four (4) hour course that must be completed by all brokers-in-charge and brokers who have BIC-Eligible status and who wish to renew their licenses on active status

Elective: Building Trust: New Homes and General Brokerage: Based on interviews with industry veterans, "Building Trust" explores the often tense relationship between the new homes industry and general brokerage agents. This class addresses perceptions on each side of the transaction and offers best practices to bridge gaps between the parties to lead to successful transactions. Building Trust is designed to produce interaction among students and to encourage an empathetic understanding of one's counterparty in seeking productive collaboration.

Elective: Killer Negotiations: This class introduces negotiation tactics of FBI hostage negotiators, Harvard professors, and ancient philosophers to provide agents with the tools necessary to advocate for their clients at the highest level. Surveys on consumers prove that guidance in the negotiating process is one of the most valuable skills that agents offer.

Elective: Fair Housing - A Look Back and a Path Forward: The National Association of Realtors (NAR) requires triennial fair housing training for its members to ensure that real estate professionals are fully aware of their legal and ethical obligations under fair housing laws, and to promote practices that ensure equal opportunity and non-discriminatory behavior in housing transactions. The purpose of this requirement is multifaceted, reflecting the evolving understanding of discrimination, implicit bias, and the importance of fostering diverse and inclusive communities

Elective: Realtors Code of Ethics - Our Promise of Professionalism: This Code of Ethics class is written, in large part, by the National Associations of Realtors to address common areas of COE violations and it is supplemented to include areas which parallel with real estate license law and NCREC Rules and Regulations. The class will qualify as a 4 hour CE elective credit and will qualify as the triennial COE requirement (please check with your local Board of Realtors to verify).

Course Materials

Students will be provided all course materials by the start of the class. For synchronous offerings, the materials will be emailed to them at least 2 days prior to the start of the class.

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.

For Distance (self-paced online) courses:

Per Commission Rule 58H .0404(c), all students must complete the course within 30 days of the date of registration or the date the student is provided the course materials and permitted to begin work, whichever is the later date.

All-Inclusive Tuition/Fees

- Continuing Education all formats: \$65

General Information

Registration

To enroll in a course at Barnette Seminars and Real Estate School, prospective students must visit [Barnette Seminars \(https://www.barnetteseminars.com\)](https://www.barnetteseminars.com) to select from available offerings. For CE classes and post licensing courses, each attendee will be required to provide their license at time of class to receive credit.

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.

Technology Requirements for Online Courses

Students enrolled in one of our Synchronous course offerings may only access the course using a desktop or laptop computer. A webcam and microphone are also required. Any students connecting to the class through a mobile device will be disconnected. Students will need to download and install the most recent version of Zoom and ensure all hardware and software are working prior to the start of class.

Students must be in a well-lit room so they are visible on camera and must remain on camera at all times during instruction. Students are not permitted to connect from a vehicle and will be removed from the course immediately.

For self-paced pre, post and CE courses:

Our online courses require an internet connection of 56K modem or greater, at least 800x600 screen resolution, sufficient memory to run system software, and an internet browser.

Compatible browsers:

- Windows: include Internet Explorer 10 or newer, Google Chrome version 35 or newer, or Mozilla Firefox version 4.0 or newer
- macOS: the current version of Safari, Firefox, or Chrome
- iPad: use the current Safari browser
- Android tablet: Google Chrome version 35 or newer (not necessarily the default browser)
- Windows tablet, Google Chrome 35 or newer, or Mozilla Firefox 4.0 or newer.

We recommend using Google Chrome for the best experience. It is always a good idea to update to the most recent version of your browser for an optimal experience.

For Complete Proctoring Information for distance (self-paced) prelicense and postlicense courses: https://barnetteseminars.leaponline.com/proctor_info_ws

For our Synchronous pre, post and CE courses: you will need to have a current version of Zoom. If your course requires a proctored exam, please go to <https://www.proctorfree.com/technical-requirements> for proctoring system details for synchronous postlicense courses.

Student Conduct

In-person and synchronous students are expected to pay attention in class and refrain from:

- Taking phone calls during class time
- Sleeping
- Working on activities not connected to the course

Cheating

If a student is discovered to be cheating in any manner, 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)].

Synchronous and distance (self-paced) students: must comply with all rules of the third-party vendor to maintain the integrity of the test.

Course Cancellation or Rescheduling / Refunds

The Education Provider reserves the right to cancel or reschedule a course as needed. If a course needs to be canceled or rescheduled, we will strive to provide notice at least 2 days prior to the start of the class.

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

- Transfer to a later course
- Receive a refund

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:

- Receive a credit for a future course
- Receive a refund if written notification is received at least 24 hours in advance

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 start date will not be entitled to a refund of any portion of paid Tuition.

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that this Education Provider will abide by the policies herein.

Chris Barnette
Education Director

CERTIFICATION OF RECEIPT

I certify that I received a copy of [Barnette Seminars and Real Estate School](#)'s Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Full Legal Name of Prospective Student: