

Encompass Real Estate School LLC
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Policies & Procedures

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Legal Name of Education Provider: Encompass Real Estate School LLC

Advertised Name of Education Provider: Encompass Real Estate School

Name of Education Director: Dani Bucholtz

Names of Full-Time Officials and Faculty: 1

Education Provider Certification

Encompass Real Estate School LLC is certified by the North Carolina Real Estate Commission (1313 Navaho Drive, Raleigh, NC 27609). Complaints concerning the Education Provider or its instructors should be directed in writing to the Commission, using the Complaint Form at ncrec.gov.

Per Commission Rule 58H .0204, the Education Provider must give each prospective student a copy of this Policies & Procedures Disclosure (PPD) before payment of any non-refundable tuition or fee. A signed certification that the student received 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 Descriptions

The Postlicensing Education Program is required for a provisional broker to remove provisional status; the annual Continuing Education courses are required to maintain an active real estate license.

Broker Postlicensing Education Courses

Purpose of the Postlicensing Program

The Postlicensing program provides instruction beyond basic licensing requirements on topics of special importance to licensees. Per General Statute 93A-4(a1), provisional brokers must complete ninety (90) hours – three 30-hour courses, taken in any order – within eighteen (18) months of initial licensure to retain eligibility. Each course expires two (2) years after completion; finishing all three automatically terminates provisional status.

Course Descriptions

Post 301 – Brokerage Relationships and Responsibilities: agency relationships, a broker’s legal duties to clients and customers, working with buyers and sellers, transitions when a broker leaves a firm, and license/education status issues.

Post 302 – Contracts and Closing: basic contract law, sales contract and closing procedures, RESPA, closing disclosures, contracts for deed, options, and related license/education issues.

Post 303 – NC Law, Rules, and Legal Concepts: NC licensing requirements, brokerage compensation, the disciplinary process, specialized property types, property management, and related laws.

Course Materials

Each student must have access to the current NC Real Estate Manual and North Carolina License Law and Commission Rules booklet (physical or online version) during each course session.

End-of-Course Exam

Exams are administered online via a PSI proctor at <https://www.psonline.com/test-takers/>. Search using the course title from your enrollment confirmation email, then schedule using the code for your course:

- NC - Post 301-Broker Relationships & Responsibilities (NC-301-BRR)
- NC - Post 302-Contracts & Closing (NC-302-CC)
- NC - Post 303-NC Law Rules & Legal Concepts (NC-303LRLC)

A passing score of 75% is required, no exceptions. Electronic devices other than a basic calculator are not permitted at the testing site.

Missed and Failed Exams

A missed exam cannot be made up. A failed exam may be retaken one time, within 15 days of the course’s last scheduled day, at a time set by the Education Provider.

Eligibility for Course Completion Certificate

A student must meet the attendance requirements, timely submit all assignments, and pass the end-of-course exam with a minimum score of 75%.

Tuition/Fees

North Carolina 30-hour Postlicensing Courses: \$199.00 each (textbook additional).

Required textbook (choose one): Physical book

Online version – the physical book is easier to reference during your online course unless you have dual monitors.

Broker Continuing Education Courses

Purpose of the Continuing Education Program

Continuing Education helps ensure licensees maintain the knowledge, skills, and competency to protect real estate consumers and the public interest. Per G.S. 93A-38.5 and Commission Rule 58A .1702, brokers must complete eight (8) credit hours annually: an Update course plus four hours of electives.

Course Descriptions

General Update 2026-2027: required for all brokers who are not BIC or BIC-eligible.

BIC Update 2026-2027: required for BICs and BIC-eligible brokers, plus one Commission-approved elective.

Using RPR to Better Serve Buyers and Sellers: an elective on using the Realtors Property Resource software to find comparables outside MLS and run nationwide CMAs.

Course materials are emailed to students at least 48 hours before the course start.

Eligibility for Course Completion Certificate

Per Commission Rule 58A .1705(a), a broker must attend at least 90% of instructional hours, provide their legal name and license number, present ID if necessary, and personally complete all required work.

Tuition/Fees

General Update 2026-2027: \$65.00

BIC Update 2026-2027: \$65.00

Using RPR to Better Serve Buyers and Sellers: \$65.00

*Prices are subject to change at the sole discretion of Encompass Real Estate School.

Registration, Enrollment, and Conduct

Registration

Register and pay at encompassreschool.com/classes. After registering, email your pocket card (at least 48 hours before course start) to danib@encompassreschool.com.

Technology Requirements

Online courses require a desktop, laptop, or tablet with comparable functionality; a webcam; a headset or speakers with a microphone; and a strong, preferably wired, broadband connection able to stream audio and video both ways throughout the course. Google Chrome or Mozilla Firefox is preferred. Cell phones are not permitted.

Payment and Fees

Encompass accepts all major credit and debit cards. Payment in full is required at registration; checks are not accepted.

Attendance

Students must attend at least 90% of each class to receive credit; missed time cannot be made up. Attendance, including late arrivals and early departures, is recorded at the start of class and after every break, with no exceptions. Early departures from CE courses are prohibited by Rule 58A .1705. No refunds are issued for attendance issues.

Cancellation, Rescheduling, and Refunds

Encompass may cancel or reschedule a course, with at least 48 hours' notice. Cancelled or rescheduled courses qualify for a full refund. Students who withdraw before a session begins, or who no-show, forfeit the refund but may apply the full amount paid toward another class within 60 days. Students dismissed for poor conduct are not entitled to a refund, a retake, or credit toward another class.

Student Conduct

Students must conduct themselves professionally: complete assignments, and avoid sleeping, disruptive phone or internet use, and unrelated activity during class. Behavior that reflects negatively on the school may result in dismissal without recourse, refund, or future credit.

Cheating

Cheating during an exam results in immediate dismissal, a failing grade, ineligibility for any retake, and a report to the NC Real Estate Commission [per Commission Rule 58H .0203(h)].

Special Accommodations

Encompass complies with the Americans with Disabilities Act. Students requesting accommodations should contact the school at 980-402-7172 at least one week before the course start.

Inclement Weather

Check our website for closing information during inclement weather or a local or national emergency.

Course Schedules

Schedules are published separately from this PPD and posted at encompassreschool.com, or are available upon request.

Use of Technology in the Classroom

Encompass is not responsible for lost, stolen, or malfunctioning electronic devices and does not provide wireless internet access. Devices are permitted in the classroom for learning purposes only – notes, research, or the online Manual. Personal use (texting, shopping, social media, games) results in a warning; a second offense means dismissal without class credit or a refund. If wireless access is disrupted, a printed Manual will be loaned and must be returned at the end of the session. Devices must be silenced and are strictly prohibited during all quizzes and exams.

Visitors

Classroom courses are open to enrolled students only; walk-ins and visitors are not permitted at any time.

ALL STUDENTS MUST SIGN THIS PRIOR TO CLASS:

