

Navigate School of Real Estate
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<https://thenavigateschool.com>

Policies & Procedures Disclosure

Date of Publication: October 16, 2025

Legal Name of Education Provider: Navigate School of Real Estate LLC

Name of Education Director: Tallie Griffith

Names of Faculty and of Full-Time Officials:

Tiffany Williamson and Brandon Williamson, co-owners

Tallie Griffith, Instructor

Rob Grantmyre, Instructor

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 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

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 75-80 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.*

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 Materials

Included in the course price, students will receive digital copies of the "North Carolina Real Estate Today, Third Edition" published by Learn Test Pass.

End-of-Course Exam

The Navigate School of Real Estate will be using Learn Test Pass online Proctoring service for the end-of-course exam within 7 days of the last day of online instruction.

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

Student exams will not work on: Chromebooks, iPads, cellular phones, or tablets. These are also not permitted during the online end-of-course exam. The exam does have Proctoring via video recording on the same site as the course content with a small program that is monitored via AI. It picks up things like pens, paper, cellular phones, calculators, other voices in a room, other people in the room, and the screen of the computer the student is using.

Missed Exam

The Navigate School of Real Estate 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 20 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Failed Exam

The Navigate School of Real Estate 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.

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

Tuition for Broker Prelicensing Courses is \$450 per student and materials for the course that will be administered in electronic format via an online learning management system called Learn Test Pass. This includes presentation slides, worksheets, quizzes, midterm and review examinations.

Annual Summary Report

During the July 2024 - June 2025 license year, the Navigate School of Real Estate did not offer the Prelicensing course.

License Examination Performance Report

During the July 2024 - June 2025 license year, the Navigate School of Real Estate did not offer the Prelicensing course.

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-carolina-real-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>

The Navigate 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.

End-of-Course Exam

The Navigate School of Real Estate will be using Learn Test Pass online Proctoring service for the end-of-course exam within 7 days of the last day of online instruction.

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

Student exams will not work on: Chromebooks, iPads, cellular phones, or tablets. These are also not permitted during the online end-of-course exam. The exam does have Proctoring via video recording on the same site as the course content with a small program that is monitored via AI. It picks up things like pens, paper, cellular phones, calculators, other voices in a room, other people in the room, and the screen of the computer the student is using.

Missed Exam

The Navigate School of Real Estate 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 20 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Failed Exam

The Navigate School of Real Estate 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.

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

Tuition for Broker Postlicensing Courses is \$225 per class or \$540 for all 3 classes that are registered with the Navigate School of Real Estate. The materials for the course that will be administered in electronic format via an online learning management system called Learn Test Pass. This includes presentation slides, worksheets, quizzes, and a review. Students will need to provide verification that they have access to the current edition of the North Carolina Real Estate Manual as required.

Broker Continuing Education Program

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 (8) hours must be comprised of an Update Course and four (4) credit hours of an elective course.

Course Descriptions

Current course descriptions for approved continuing education courses can be found on our website, <https://thenavigateschool.com/schedule-registration/> .

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.

All-Inclusive Tuition/Fees

Tuition fees for each continuing education course will be \$60. All course materials are included in the tuition fee.

General Information

Registration

To enroll in a course, prospective students must enroll online at <https://thenavigateschool.com> or contact the Education Director at 910-786-6100 or tallie@thenavigateschool.com

Attendance

- Students in a synchronous distance learning *Broker Prelicensing Course* must attend a minimum of 80% of all scheduled instructional hours. Attendance for synchronous distance courses shall be based on the student's being on camera, interacting appropriately with the instructor and other students, and participating in required activities. Course monitors will maintain contact with synchronous students to ensure adequate attendance monitoring.
- Students in a synchronous distance learning *Broker Postlicensing Course* must

attend a minimum of 90% of all scheduled instructional hours. Attendance for synchronous distance courses shall be based on the student's being on camera, interacting appropriately with the instructor and other students, and participating in required activities. Course monitors will maintain contact with synchronous students to ensure adequate attendance monitoring.

- 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.

Contact Technical Support at 910-786-6100 or tallie@thenavigateschool.com.

Student Conduct

Students are expected to be actively engaged in the learning process in all courses. This engagement requires full attention of the student without distraction by outside influences. Sleeping, causing disruptive talking or noise, engaging in internet activity outside of the course material, texting, taking or placing telephone calls, having in-person conversations, or riding in or driving a vehicle are ALL examples of unacceptable behavior. Also, students are expected to be fully clothed in appropriate attire for view in public whether attending in-person or via online synchronous distance learning. A student violating the code of conduct is the sole discretion of the instructor and the student may be asked to leave the class without a right of a refund.

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)].

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 24 hours prior to the start of the course.

If a course is canceled or rescheduled, students will have the following options: Transfer their enrollment to a future class or receive a full 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 an event, the student will have the following options: Transfer their enrollment to a future course.

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 4th day of class, 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.

Tallie Griffith
Education Director

CERTIFICATION OF RECEIPT

I certify that I received a copy of Navigate 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:
