



Communities Real Estate School
2 Ravinia Drive
Suite 965
Atlanta, GA 30346
(478) 333-5100
info@learnwithcommunities.com
www.learnwithcommunities.com

Policies & Procedures Disclosure

Date of Publication: May 15, 2025

Legal Name of Education Provider: Glover and Partners, LLC dba Communities Real Estate School

Name of Education Director: Blake Glover

Names of Faculty and of Full-Time Officials: Blake Glover, Zach Glover

Education Provider Certification

Communities Real Estate school 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.



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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.

A current list of North Carolina approved continued education courses can be found at www.learnwithcommunities.com

Course Materials

Our courses provide all the necessary materials and resources to successfully complete the course, ensuring students have everything they need to gain the knowledge and skills required to pass the North Carolina real estate licensing exam and begin their journey as a licensed broker.

End-of-Course Exam

For In-Person, Synchronous (live online), and Blended delivery courses, the end-of-course exam will be administered as a written test. For In-Person courses, the exam will typically take place at the original course location or a nearby location, which will be communicated to students either during registration or at the start of the course. The exam for In-Person courses will be conducted on the last scheduled day of the course.

For Synchronous and Blended courses, the exam will also be administered as an in-person written test at a location specified during registration or at the beginning of the course. This exam will be scheduled within five days following 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.



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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.

For Distance or Online delivery (self-paced online) courses, the end-of-course exam will be administered through our online proctoring service. Students can schedule their proctored exam within seven days after completing the course. According to NC Rule 58H .0208(a), the course, including the successful passing of the end-of-course exam, must be completed, and a completion certificate must be issued within 180 days of the course enrollment date.

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 120 days from enrollment.

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 120 days of enrollment.

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 120 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. The student must attempt and pass the exam within 120 days of enrollment.

Eligibility Requirements for Course Completion Certificate



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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 120 days of enrollment.

Tuition/Fees

We accept credit cards (Visa, MasterCard, AMEX or Discover) for full tuition at the time of enrollment. Full tuition payment is due at registration and prior to the start of a course. Course tuition includes student all course materials as determined by the specific course.

For In-Person, Synchronous (live online), and Blended delivery courses

Broker Prelicensing Course: \$650 tuition

For Distance or Online delivery (self-paced online) courses

Broker Prelicensing Course: \$549 tuition

Annual Summary Report

During the July 2023-June 2024 license year, this provider was not certified to teach in North Carolina.

License Examination Performance Report

During the July 2023-June 2024 license year, this provider was not certified to teach in North Carolina.



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Broker Postlicensing Courses

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

A current list of North Carolina approved continued education courses can be found at www.learnwithcommunities.com

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. Students must download digital copies or purchase physical copies for use during the courses using the links below:

- 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>.

End-of-Course Exam

For the In-Person, Synchronous (live online), and Blended delivery Postlicensing courses, the end-of-course exam will be administered as a written test. For In-Person courses, the exam will typically take place at the original course location or a nearby location, which will be communicated to students either during registration or at the start of the course. The exam for In-Person courses will be conducted on the last scheduled day of the course.



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

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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 120 days from enrollment.

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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 120 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 120 days of enrollment.



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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 120 days of enrollment.

All-Inclusive Tuition/Fees

For In-Person, Synchronous (live online), and Blended delivery courses

Broker Postlicensing Course: \$299 tuition

For Distance or Online delivery (self-paced online) courses

Broker Postlicensing Course: \$199 tuition

Broker Continuing Education Program

Course Description(s)

Courses Available, Cost, and Descriptions can be found by visiting www.learnwithcommunities.com

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.



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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.

General Information

Registration

To enroll in a course, prospective students will visit our online school website at www.learnwithcommunities.com

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.



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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 478-333-5100 or info@learnwithcommunities.com for any questions or concerns.

Student Conduct and Exam Confidentiality

Students are expected to conduct themselves in a manner befitting mature adults. Dress may be comfortable but in good taste. No weapons are allowed on any school premises. No smoking or vaping of any kind is allowed in the classroom. Dismissal without recourse will be imposed for behavior that, in the judgment of the instructor or staff, is inappropriate in a professional setting, is a distraction to other students, or reflects negatively on the School. Synchronous and distance-learning school exams are administered using an online proctor service. Students must abide by the rules set forth by the online exam proctoring company to complete their pre and post course requirements. The School is required to report students suspected of cheating to the NC Real Estate Commission. Exams are confidential and will not be accessible for student review after they have been completed or graded. All students are required to adhere to NCREC rules regarding examination related conduct and confidentiality of examinations as set forth by NCREC in the following rules. 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



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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 option to either receive a 100% refund or reschedule for the new date provided.

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 option to transfer to another course within 365 days from previous course start date or receive 80% refund.

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 of the course will not be entitled to a refund of any portion of paid Tuition.



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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.

Blake Glover
Education Director

CERTIFICATION OF RECEIPT

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

_____ Date _____

Full Legal Name of Prospective Student:

Course Title: _____