

# Continuing Ed Courses

## Sponsor: Triangle Homes Realty

BICAR: \$55  
Mandatory Update: \$55

### Registration Form

Full Name: \_\_\_\_\_  
(First) (Middle Initial) (Last)

Firm Affiliation: \_\_\_\_\_

North Carolina Pocket Card License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Office: \_\_\_\_\_

Email Address: \_\_\_\_\_

Desired Course Name(s): \_\_\_\_\_ Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

How Did You Hear About Us? \_\_\_\_\_

#### Fax Form and Credit Card Information to (919) 468-7047

Circle Method of Payment:    Visa    Mastercard    Discover

Credit Card Number (Please Print Clearly): \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVN# \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Signature: \_\_\_\_\_



CVN #

#### Policies for Continuing Education Classroom Courses

##### BE READY TO PRESENT YOUR REAL ESTATE POCKET CARD WHEN CHECKING IN FOR THE COURSE

##### Refund and Cancellation Policy:

If Triangle Homes Realty cancels a CE class, you will be given the option of either a full refund or you may transfer your tuition to another CE class in the same CE year. If you are unable to attend the CE course for which you are registered, we will transfer your fees to another CE course within the same CE year if you have given us notification prior to class. If you are registered for one of our CE courses and do not show up and have not given prior notice, you can call our office at (919) 468-7076 to reschedule your course. There will be a \$5.00 administration fee. THERE ARE NO REFUNDS.

##### Walk-Ins:

Walk-ins are welcome in our Continuing Education courses as space allows. There is a walk-in fee of \$10.00 extra per CE course.

##### No-Shows:

If you are registered for one of our CE courses and you fail to show up for the course, call our office at (919) 468-7076 (open M-F, 8:30am - 5:30pm) to reschedule

the course. We will charge a \$10.00 rescheduling fee to enroll you in another CE course.

##### Attendance:

State law requires all CE students to attend at least 90% of a 4-Hour CE course including breaks. CE students who are absent from the classroom more than 24 minutes will not receive credit for a CE course. For example, if a CE course begins at 2pm, and you arrive in the classroom after 2:24, by state law our instructor will not allow you to enter the CE classroom, and we cannot give you credit for the CE course. In this event, we will consider you a "no-show," and you should call our administrative office to reschedule. See "No-Shows" above.

##### Exams:

There are no tests or exams given in our Continuing Education classes.

##### Course Reporting:

After you have successfully completed one or more of our CE courses, we will report electronically within 10 days to the NC Real Estate Commission that you have successfully completed your CE course. We will give you a certificate of completion at the end of the CE course to keep for your personal records.