

THE ACADEMY OF REAL ESTATE

MARYLAND REAL ESTATE PRINCIPLES AND PRACTICES - ONLINE PROGRAM CATALOG AND POLICIES

SCHOOL MISSION AND PROGRAM OBJECTIVES

The mission of the school is to teach prospective real estate agents the theory and principles of real estate and prepare them for employment and entry into the real estate industry. The primary objective of the school is to provide intensive training that will enable prospective real estate sales agents to sit for the Maryland Real Estate Salesperson examination.

The program is geared not only to prospective salespersons who are transitioning from their respective careers but also to recent high school or college graduates who wish to jump immediately into the business of real estate.

The program includes a 60-hour online pre-licensing course, which was written to Maryland e-licensing requirements and is designed to fully prepare students to pass their licensing exam. The various sections of the program include Contracts, Agency, Finance, Appraisal, Real Property Law, Ethics Training and Fair Housing. State coverage includes the Maryland Brokers Act, residential mortgage defaults, foreclosures and other key concepts. Structure includes unit reading assignments, interactive exercises and final exam.

Graduates of the program will be eligible to take the Maryland Real Estate Salesperson examination. The knowledge they will acquire in the various sections of the program will prepare the prospective candidates for the State examination and a career in real estate.

PROGRAM OVERVIEW

The total program consists of 60 clock hours and is entitled Principles and Practices of Real Estate for Maryland Salespersons. The objective of the program is to familiarize the student with the basic principles involved in the sale, purchase, lease, ownership, transfer of real estate from the contractual, financial and agency perspectives of real estate transactions and Maryland Real Estate Law. A program exam must be passed before a certificate of successful completion can be issued. All 60 hours must be attended. Upon successful completion of the program, students will be given a “Certificate of Completion” required to sit for the State PSI exam.

SPECIFIC OCCUPATION FOR WHICH PROGRAM GRADUATES QUALIFY

After successful completion of the sixty-hour program and passing the Maryland Real Estate Salesperson exam, program graduates (who are at least 18 years old) will qualify to be real estate salespersons in the state of Maryland and may work for a duly licensed real estate broker in the state of Maryland. Criminal convictions may affect a student’s ability to be licensed.

ENROLLMENT PROCEDURES

To register for the 60 hour Maryland Real Estate Principles & Practices pre-licensing program for Maryland salespersons, go to our website at www.MyAcademyClasses.com, from the menu bar on the top right corner of the page, click “ONLINE COURSES”, then follow the instructions on that page for online enrollment. The student may then purchase the 60-hour course on our secure website. Secure Socket Layer (SSL) with the highest level of encryption available is used to encrypt all your personal information so that this information cannot be read as it is transmitted online. For all pages through which personal information is transmitted, SSL is used.

Prior to beginning the program a signed copy of the enrollment agreement and verification documentation of high school completion must be sent (via Fax: 888-725-7791, Scan/Email: AcademyofRealEstate@Gmail.Com, hand delivery or mail) to the school Registrar in our administrative offices located at 10230 New Hampshire Ave., Suite 102, Silver Spring, MD 20903. Please call our business office toll-free at 888-786-8173 if assistance is required.

After registering for the course, applicants will receive a Welcome Letter via email from the school with reminder information on where to send a copy of their High School Diploma, GED or College Diploma as well as how to proceed with the course. You cannot begin the class until all paperwork has been received.

Please continue to read our Course Catalog for details about the course itself and our school policies

ENROLLMENT AND ENTRANCE REQUIREMENTS

Admission to the program requires that all applicants must be at least eighteen years of age and have provided evidence of high school completion or equivalency (GED) prior to beginning classes. If a high school diploma or a G.E.D. certificate is unavailable, the school may administer, through its representative, the Wonderlic Scholastic Level test. This test must be taken in person (not online). The applicant must contact the school to arrange a time to physically come to the administrative offices in Silver Spring, MD or at one of our regional classrooms and test site facilities to take the proctored exam in person. The applicant must score a minimum of 17 to pass the test (which is a score with a scholastic level equivalent to that of a high school graduate). If the applicant does not attain the minimum score on the first attempt, the applicant may take the test a second time. If the individual passes on the second attempt, he/she can be enrolled into the program. If the individual does not pass on the second attempt, and a high school diploma or a G.E.D. certificate remains unavailable, the student may not reapply.

There is no credit given for previous training or experience. Students are advised that they should have sufficient background, knowledge and technical skills to undertake a distance education (online) program.

TECHNOLOGICAL REQUIREMENTS AND SECURITY PROVISIONS

The Academy of Real Estate uses adequate provisions and safeguards to ensure the security and integrity of student online testing and evaluation and provides for the reliability, privacy, safety and security of student information and financial transactions. Our online program can run on either Windows-based PCs or Macintosh OS computers. The technical requirements for optimal performance are as delineated below. Note: Java and Cookies should be enabled.

Operating System

- Windows 7
- Windows Vista
- Windows XP (SP 2+)
- Mac OS X 10.1 or higher

Processor

- At least 500Mhz Intel Pentium/Celeron Family or AMD K6/Athlon/Duron Family or compatible

RAM

- 256 MB RAM

Browser

- Internet Explorer (8,9,10,11)
- Firefox 15+
- Chrome 30+
- Safari 5.1.1+
- Internet Explorer (8,9,10,11)
- Firefox 15+
- Chrome 30+
- Safari 5.1.1+

Software

- Windows Media Player 11.0+
- Adobe Acrobat 6.0+
- Flash Player 9.0+ or
- Shockwave Player 10.0+
- Java 6.0+

Connectivity

- Broadband (cable/DSL/T-1), Download speed 500K +

Display

- 1024 x 768 minimum

Technical Support

Please contact REcampus Technical Support regarding any technical issues you may experience with your course.

Technical Support Availability	Contact Information
8 am – 10 pm ET Monday - Thursday 8 am – 9 pm ET Friday Weekend email support is also available. Requests will be responded to within 24 hours	Phone: (888) 213-5124 Email: REtechsupport@dearborn.com

CLASS SCHEDULES & SCHOOL CALENDAR

Student questions regarding the content of course should be addressed to the school instructors at AcademyofRealEstate@Gmail.com. Technical questions should be addressed to Technical Support (above).

Students have 90 days from the date of purchase to complete the class and the live proctored final exam. Students may take the course at their convenience and within a time frame that suits their schedule over the course of this twelve-week period (90 days) that commences upon course purchase. Once the course has been purchased, students will be automatically notified by email at 30/60/75 days into the class to remind them of the number of days remaining to complete the program.

The administrative offices of the school will observe the following legal holidays: New Year's Day and the day after, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Day, Christmas Day and December 26. Office closure due to inclement weather will be posted on school website: MyAcademyClasses.Com.

SIXTY HOUR REQUIREMENT FOR PRE-LICENSING COURSE

The Maryland Real Estate Commission requires a minimum of sixty instructional hours to be eligible to sit for the real estate salespersons exam.

ATTENDANCE REQUIREMENTS

Students must complete all sixty hours of instructional training. No student will be allowed to sit for the final exam prior to completion of all required 60 hours.

COMPLETION REQUIREMENTS

A certificate of completion shall be awarded upon successful completion of the program.

Graduation requirements are as follows:

- Complete the full sixty hours (3600 minutes) in the course, as mandated by Maryland State Law.
Note: Each unit of reading material has a specific number of minutes associated with it. As you read through the material you will be able to see how many minutes you have spent in each unit. You can not access the Final Unit until you have fulfilled all of the requirements in each unit.
- Students have 90 days from the date of purchase to successfully complete the online program and pass the live proctored final exam. Students must contact the school immediately upon completion of the online exam to schedule their live proctored final exam at one of our regional classrooms and test site facilities. The students need to set aside time to take the final exam live and in person.
- A passing score of at least 70% is required on both the General and Law portions of the live proctored final exam. Students may have 2 chances to obtain a passing grade on the final exams. If the student fails on either exam on the 2nd try, the student will not be eligible to receive a certificate of successful completion and will be dismissed. Final Exam is 2 hours (1.5 hours on General Test and 1/2 hour on the Law Test).
- Satisfy his/her financial obligations to the school

PROGAM DESCRIPTION

The Maryland Real Estate Principles and Practices program satisfies the minimum educational requirements for eligibility to sit for the Maryland Real Estate Salesperson Examination.

UNITS OF STUDY

<u>TOPIC</u>	<u>TIME</u>
Unit 1: Introduction to the Real Estate Business	(110 minutes)
Unit 2: Real Property and the Law	(110 minutes)
Unit 3: Fair Housing	(110 minutes)
Unit 4: Interests in Real Estate	(110 minutes)
Unit 5: Forms of Real Estate Ownership	(110 minutes)
Unit 6: Land Description	(110 minutes)
Unit 7: Transfer of Title	(110 minutes)
Unit 8: Title Records	(110 minutes)
Unit 9: Real Estate Brokerage	(110 minutes)
Unit 10: Real Estate Agency	(110 minutes)
Unit 11: Listing Agreements and Buyer Representation	(110 minutes)
Unit 12: Real Estate Contracts	(110 minutes)
Unit 13: Real Estate Taxes and Liens	(110 minutes)
Unit 14: Real Estate Financing	(110 minutes)
Unit 15: Government Involvement in Real Estate Financing	(110 minutes)
Unit 16: Real Estate Appraisal	(110 minutes)
Unit 17: Closing the Real Estate Transaction	(110 minutes)
Unit 18: Leases	(110 minutes)
Unit 19: Property Management	(110 minutes)
Unit 20: Land-Use Controls and Property Development	(110 minutes)
Unit 21: Environmental Issues and the Real Estate Transaction	(110 minutes)
Unit 22: Investing Real Estate	(111 minutes)
Unit 23: Maryland Real Estate Law	(111 minutes)
Unit 24: Brokerage Relationships and Agency	(111 minutes)
Unit 25: Interests and Forms of Homeownership	(111 minutes)
Unit 26: Real Estate Taxes and Other Liens	(111 minutes)
Unit 27: Real Estate Contracts	(111 minutes)
Unit 28: Real Estate Financing	(111 minutes)
Unit 29: Title Issues	(111 minutes)
Unit 30: Leasing Real Estate in Maryland	(111 minutes)
Unit 31: Maryland Fair Housing Law	(111 minutes)
Unit 32: Maryland Real Estate Ethics	(180 minutes)
Practice Exam	(no time assigned)
Total Time: 60 hours	3600 minutes

GRADE RECORDS / PROGRESS OF THE STUDENT

The Academy shall maintain permanent grade records and academic achievement records on all students. Transcripts are available to graduates upon request.

Student progress is monitored through weekly reviews of the student's unit exam completions, and the monthly monitoring previously described. The school does not have an academic probationary period. A student whose performance is seen to not be on track for successful completion of the program will be contacted by a member of the school staff and counsel will be given on available remedial assistance. Students may view their progress throughout the program. Students take Unit Exams at the end of each

section of the program and must achieve 90% on each before the segment is considered completed and passed. Grade reports (final scores) are rendered at the completion of the program.

GRADING SYSTEM

Students will be given a test at the end of each unit online. Upon successful completion of all units, the student will take a comprehensive online exam at the end of the program. To receive a Certificate of Completion, the student will also be required to take a live proctored final exam within the aforementioned 90 days from the date of purchase. Students should contact the school immediately upon completion of the online exam to schedule their live proctored final exam at one of our regional classrooms and/or test site facilities.

The Academy's pre-licensing program is based on the Pass-Fail system. Pass is equivalent to a score of at least 70%. Numerical scores will be relevant insofar as determining whether the student passes or fails the program. The grade and attendance records will be kept by the school.

A passing score of at least 70% is required on both the General and Law portions of the final exam. Students may have 2 chances to obtain a passing grade on the final exams. The 2nd try must be completed within 30 days of the initial exam. If the student fails on either exam on the 2nd try, the student will be terminated and will not be eligible to receive a certificate of successful completion.

COST OF THE PROGRAM

The total cost of the program is \$245. Full payment is required. Credit cards such as Visa, MasterCard and Discover can be used for payment of the program online upon registration. No textbooks are required for this program. All required reading materials are included in the tuition fee. Study aids, reference books and additional online exam prep classes are available but not required for this program.

PAYMENTS

Payments for the tuition (\$245) are to be paid in full upon online enrollment. The Academy of Real Estate does not have any program or option for financial aid. The Academy of Real Estate does not provide any scholarships for prospective students. Some employers (such as Real Estate Brokerage Firms) have tuition reimbursement plans. Inquires regarding such tuition reimbursement plans should be made directly with said future employers.

REFUND POLICY

All tuition fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed the enrollment agreement. All money paid by a student will be fully refunded if the student withdraws prior to beginning the program. If the student withdraws after the 7-day cancellation period and after instruction begins, refunds will be made according to the following criteria, where refunds will be based on the student's progress on the last day of actively working (attendance) in the program. The refund amount will equal the balance of the tuition paid minus the prorated amount (percentage of class taken times the tuition paid). Calculations to be made as shown below:

$$\begin{array}{rcl} \$ \underline{\hspace{2cm}} & \times \underline{\hspace{2cm}} & = \$ \underline{\hspace{2cm}} \\ \text{Tuition} & \% \text{ of program completed} & \text{Prorated Amount} \end{array}$$
$$\begin{array}{rcl} \$ \underline{\hspace{2cm}} & - \$ \underline{\hspace{2cm}} & = \$ \underline{\hspace{2cm}} \\ \text{Tuition} & \text{Prorated Amount} & \text{Refund Amount} \end{array}$$

Refunds will be paid within sixty days of the student's withdrawal or termination from the program based on the student's progress on the last day of actively working (attendance) in the program. If the student has not taken the live proctored final exam within the 90 days from the date of purchase, then the student will be terminated and calculations for the refund will be based on the student's progress on the last day of actively

working (attendance) in the program. There will be no leave of absence or extension granted to any student enrolled in this program at any time. If the school closes, cancels or discontinues a course or program, the school will refund the entire amount of tuition and registration fees to each enrolled student.

Books or additional study aids purchased are the property of the student and are not refundable.

STUDENT CONDUCT POLICY

The Academy of Real Estate is a smoking-, drug- and alcohol-free workplace and educational institution. Neither smoking nor alcohol consumption nor illegal drugs is allowed on the premises. Students are required to act in a manner in accordance with reasonable standards of behavior and should conduct themselves in consonance with the highest possible ethical standards. The Academy has the right to dismiss any student who exhibits behavior unbecoming a student and/or who fails to conform to the school regulations. No one is allowed to be involved in illegal or unethical practices on the school premises and can be dismissed immediately once such charges are proven. Due process will be accorded to students who are caught exhibiting the above behavior and shall be dismissed only after a hearing with the Director who shall decide the matter. Appeals will be in accordance with the rules stated below. Students who are dismissed pursuant to the said procedure and for the above stated reasons will not be allowed to retake the program.

STUDENT SERVICES

Student services shall be provided by the Director of the School and the administrative staff at the administrative offices in Silver Spring, MD. The administrative office offers a variety of services, including but not limited to copying services, internet access, testing services, post-class consultation and tutoring and a small library of real estate materials which will be available to students for reference.

The academy does not offer placement assistance to its students and does not guarantee that its students will find employment as real estate agents.

The Academy may however, provide informational materials to make students aware of their options in the real estate business, after they complete the program and pass the real estate salesperson examination. The Academy maintains a website on the internet which serves to inform students and the general public of the real estate courses offered by the school. The website address is MyAcademyClasses.Com.

The Administrative Office and Staff shall be available Monday through Friday from 9:00am to 2:00pm (or by scheduled appointment) to aid students in any matter related to their program and can serve as a clearinghouse of information for services after the end of the program.

STUDENTS' RIGHTS PRIVILEGES AND REPONSIBILITIES

Students have the right to file a grievance action with the Maryland Higher Education Commission for reasonable and justifiable cause; to obtain program performance of the Academy from the said Commission; to graduate and receive a certificate for the pre-licensing program, and furthermore, to receive refunds pursuant to the policy outlined in the Catalog. Students are responsible for successfully completing the assigned reading units in the program. Students are responsible for scheduling, completing and passing the live proctored exam with 90 days of purchase of this online program. Students are responsible for diligently applying themselves to learning the material and preparing for the tests in the Academy and for scheduling the real estate examination, and more importantly, the obligation of complying with the Academy's requirements regarding performance, punctuality, and student conduct. There are no other privileges afforded the student.

GENERAL GRIEVANCE POLICY AND STUDENT GRIEVANCE PROCEDURE

The purpose of the General Grievance Policy for Students is to provide a method of recourse to students who feel that a particular action or series of actions on the part of an Academy employee has violated stated institutional practices and standards.

Student concerns appropriate to this policy include, but are not necessarily limited to, concerns regarding ethical and professional behavior of employees, arbitrary application of current school policies by school employees and perceived violation by school employees of accepted rights of students in trade schools. This policy is not to be used when the grievance involves a specific course grade.

Students who have a grievance with the Academy of Real Estate for a reasonable and justifiable cause are encouraged to discuss their concerns with the school representative. If the student is not satisfied with the response or the action of the school representative, the student may proceed to discuss the grievance via an appeal, to be filed with the School Arbitration Committee (SAC) composed of three members, one from the Executive Board of the Corporation that owns the Academy, another member who shall be another instructor of the Academy, and the third member, who shall be an administrative staff member. If the grievance is not resolved satisfactorily for all the parties involved, the student may appeal the decision of the School Committee by submitting a written complaint to the Secretary of Higher Education at the Maryland Higher Education Commission. The Maryland Higher Education Commission is located at 6 N. Liberty Street, 10th Floor, Baltimore, MD 21201. The Maryland Higher Education Commission's fax number is 410-332-0270. MHEC only accepts written complaints. On the web at www.mhec.state.md.us. The Maryland Office of the Attorney General, Consumer Affairs is located at 200 St. Paul Place, Baltimore, MD 21202 and can be reached by phone at 410-230-6230 and is located at 500 North Calvert Street, 3rd Floor, Baltimore, MD 21202.

PROGRAM PERFORMANCE

Students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program which includes but is not limited to information regarding each program's enrollment, completion rate, and pass rate of graduates on any licensure examination.

STAFF, OWNERSHIP AND CONTROL OF THE SCHOOL

The Director of the Academy of Real Estate is Steven Weiler. The Registrar and Director of Admissions is Lucy Wall. Instructors may include Farhad Rozi, Malik Tuma, Steven Weiler and William Frost. The school is owned and operated by the Academy of Real Estate, LLC in Rockville, Maryland. Steven Weiler, President and Chief Executive Officer.

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