

# **School Policy Manual**

## **The Career Academy of Real Estate**

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# **THE CAREER ACADEMY OF REAL ESTATE**

## **STATEMENT OF POLICY**

### **GENERAL SCHOOL INFORMATION**

The Career Academy of Real Estate is approved by the Alabama Real Estate Commission for the purpose of offering distance education courses and classes that combine online sessions and live classes.

The courses offered via the distance education delivery method are:

- Salesperson Prelicense Online (60 hours)
- Post License (30 hours)
- Broker Prelicense (60 hours)
- Reciprocal Salesperson (6 hours)
- Reciprocal Broker (6 hours)
- Continuing Education (3 hours each)

The class offered via a live classroom setting but also include an online component are:

- Salesperson Prelicense Live (60 hours)

### **MISSION STATEMENT**

To provide real estate licensees and prospective licensees with mastery-based education opportunities that allow the student to learn the concepts and develop the skills necessary to build a lawful, ethical, and financially and personally rewarding real estate practice.

### **NON DISCRIMINATION**

The Career Academy of Real Estate does not discriminate on the basis of race, color, sex, religion, national origin, familial, or handicap status in the establishment of fees, entrance qualifications or standards for successful completion of any course.

### **SCHOOL RECORDS**

The Career Academy of Real Estate will maintain for a period of four years, the following information in each student record: The student's name, address, license and social security numbers, date of enrollment, course title, and records reflecting attendance and scores earned on all graded materials and examinations.

## **PRICING**

Prices are subject to change without notice.

## **REGISTRATION**

Students can register company web site [www.CareerAcademyOfRealEstate.com](http://www.CareerAcademyOfRealEstate.com) or by calling the school at 800-481-3116.

## **REGISTRATION CANCELLATION POLICY**

The Career Academy of Real Estate's policy is that we only cancel registrations if the instructor determines that the student is experiencing unsolvable technical difficulties.

## **REFUND POLICY**

No refunds are given after the first session is taken.

## **SYSTEM REQUIREMENTS**

Both Macs and PC work with our system. We do not recommend dial-up or wireless connections. Although they both will probably work, you may not be satisfied with the response that you receive.

## **TECHNICAL SUPPORT**

Available: Monday through Friday; 8:00 AM – 5:00 PM Central Standard Time at 800-481-3116.

## **ORIENTATION**

Technical orientation that familiarizes the student as to how to take the course is available by clicking the "Instructions for Using the Website" button on the My Courses Page. Orientation regarding the legal requirements of each type of course is provided in the "Licensing Process and Deadlines" session.

## **REQUIREMENTS FOR COMPLETING COURSES**

### **A. Licensing Process and Deadlines Form**

The first session in the Salesperson Prelicense, Broker Prelicense, Post License, and Reciprocal license courses is the Licensing Process and Deadlines Form. This form must be initialed as directed, signed, dated and emailed to [lpd@CareerAcademyofRealEstate.com](mailto:lpd@CareerAcademyofRealEstate.com). This form is required by the Alabama Real Estate Commission and must be received by the school before course credit can be given.

### **B. Student Certification Statement**

There is a “Student Certification Statement” at the end of this manual, which the student must sign and date before receiving credit for the course or take any final exam. This statement certifies that the student personally completed all of the sessions/quizzes themselves. The student did not enlist someone else to complete the sessions/quizzes for them.

## **SALESPERSON PRELICENSE COURSE PROGRAM OBJECTIVES**

The Salesperson Prelicense course is offered to anyone who desires to:

- Acquire basic life skills knowledge that will be valuable as they buy or sell property for their personal residence or for investment purposes
- Prepare for the Alabama Real Estate Examination
- Learn concepts and develop the skills that will allow them to establish a real estate career
- Expand their knowledge and understanding of the challenging and complex industry of today’s real estate market

## **REQUIREMENTS FOR COMPLETING THE SALESPERSON PRELICENSE COURSE**

This 60-hour course must be completed within six months from the start date. It is presented in self-paced Internet-based sessions. If the course is not completed and the course final exam passed within this six month period, the student can purchase a three-month extension. If the course is not completed and course final exam passed with this three-month extension, a second three-month extension can be purchased. If the course is not completed and course final exam passed by this second three-month extension, the student must retake the course.

During the course, a student will receive an email with a link to the Alabama Real Estate Commission's website and instructions on how to obtain a student ID number. This student ID number must be obtained by the student before he/she is eligible to take the end-of-course final exam.

To complete the course a student must successfully complete the following requirements:

- Complete 100% of all self-paced sessions and quizzes.
- Complete and return the “Distance Education Evaluation” form and the Student Certification Statement form. (Both forms can be found at the end of this manual).
- Complete and return the "Licensing Process and Deadlines" form. (found in the first session of the course).
- Obtain Student ID number from the link provided to the Alabama Real Estate Commission. This link will appear on the screen upon completion of the course.

- Take and pass a proctored school final examination. Instructions will be found in the last session as to how to schedule and take the course final exam. If assistance is needed in making arrangements to take a proctored school final examination, call a school representative at 800-481-3116.
- The Career Academy of Real Estate is committed to helping our students pass the Alabama state real estate exam on the first try. We have implemented the following testing procedures to assist the student in accomplishing this goal.
  - The student must make 80% or better to pass the end-of-course final exam. There are three final exams. If the student fails the first exam, can go back in and retake any sessions/quizzes for study purposes. The student may schedule a second exam after the student has completed more preparation. If a student fails to pass the second final exam, a third final exam will be administered. If a student fails the third final exam, the student must retake the course at no additional cost.
  - During the final exam the student is allowed to use clean scratch paper and a non-programmable calculator provided by the student.
  - Once the student has passed the final exam with an 80% or better the student has successfully completed the Salesperson Prelicense 60-hour course requirement.

### **AFTER COMPLETING THE SALESPERSON PRELICENSE COURSE**

Upon completion of the course (passing the course final examination with an 80% or better) course credit will be communicated electronically to:

- Alabama Real Estate Commission (AREC) and
- Applied Measurement Professionals (AMP) – Adding the student’s information into AMP electronic eligibility database confirms that the student is now entitled to take the Alabama real estate exam. This electronic confirmation is in lieu of a paper certificate of completion. The student will find his/her name in the AMP website ([www.GoAMP.com](http://www.GoAMP.com)) by typing in the Student ID number obtained earlier.

### **IMPORTANT NOTE ABOUT SALESPERSON PRELICENSE:**

Upon completion of the self-paced online course work for the Salesperson Prelicense course, the student will take two exams.

- An end-of-course final exam administered by a proctor (for a full explanation see above).
- The Alabama real estate exam written by the testing company selected by the Alabama Real Estate Commission, AMP (Applied Measurement Professionals). This exam will be administered at selected locations around the nation. To read more about this exam and the location of test sites go to [www.GoAMP.com](http://www.GoAMP.com).

## **POST LICENSE COURSE PROGRAM OBJECTIVES**

The Post license course is offered to anyone who desires to:

- Create an effective business plan and recognize the importance of using this plan to prospect
- Identify the steps in working with a buyer to find property that meets the buyer's needs, write
- Correctly complete a purchase agreement and create an estimated closing cost sheet
- Identify the steps in working with a seller to price and market their property,
- Properly present offers, write counteroffers, and create an estimated closing cost sheet
- Develop good negotiating skills,
- Identify the tasks that must be performed to properly complete/close a real estate transaction
- Recognize areas of liabilities that exist in the practice of real estate and how to avoid them.
- Learn concepts and develop the skills necessary to build a lawful, ethical, and financially and personally rewarding real estate practice

Finally, the course is designed to document the attainment of mastery of these skills and evaluate that the transfer of knowledge actually occurs. It also satisfies a legal requirement of Alabama license law (further details provided below).

## **REQUIREMENTS FOR COMPLETING THE POST LICENSE COURSE**

This course must be completed within the first six months of licensure for active licensees and within one year for inactive licensees. It is presented via self-paced Internet-based sessions. This course cannot be started until a student has been assigned a real estate license number by AREC.

To complete the course a student must successfully fulfill the following requirements:

- Complete 100% of all self-paced sessions and quizzes.
- Complete and return the "Distance Education Evaluation" form and the Student Certification Statement form. (both forms can be found at the end of this manual).
- Complete and return the "Licensing Process and Deadlines" form. (found in the first session of the course).
- Pass the appropriate course final examination. Instructions will be found in the last session as to how to schedule and take the end-of-course proctored final exam. The student must make 70% or better to pass the course final exam.

If the student fails the first exam, remedial work will be assigned by the instructor. The student may schedule a second exam no sooner than one day after the first exam. If a student fails to pass the second final exam, a third final exam will be administered. If a student fails the third final exam, the student must retake the course.

Once the student has passed the final exam with a 70% or better the student has successfully completed the Post License 30-hour course requirement.

There is NO state exam requirement after completion of the Post License course.

## **AFTER COMPLETING THE POST LICENSE COURSE**

Upon completion of the course (passing the course final examination with a 70% or better) the student's course credit will be communicated electronically to the Alabama Real Estate Commission.

The student will be emailed an application for an original license by the school. This application should be completed and mailed to the Alabama Real Estate Commission by the student's deadline date which is within the first six months of licensure for active licensees and within one year of licensure for inactive licensees. This application must be received in the Alabama Real Estate Commission's office by the end of business day on the student's deadline date (not just postmarked by the deadline date but received in Alabama Real Estate Commission's office before close of the business day which is 4:30 pm CST).



## **BROKER PRELICENCE COURSE PROGRAM OBJECTIVES**

This course will prepare a real estate licensee for the responsibilities involved in performing the duties of a real estate qualifying broker in Alabama, including legal aspects of brokerage, business administration of a company, knowledge of important documents, training and supervision of agents, and other significant areas of the real estate brokerage and management.

## **REQUIREMENTS FOR COMPLETING THE BROKER PRELICENCE COURSE**

This 60-hour course must be completed within twelve months from start date. It is presented via self-paced Internet-based sessions.

To complete the course a student must successfully complete the following requirements:

- Complete 100% of all self-paced sessions and quizzes.
- Complete and return the “Distance Education Evaluation” form and the Student Certification Statement form. (both forms can be found at the end of this manual).
- Pass the appropriate course final examination. Instructions will be found in the last session as to how to schedule and take the end-of-course proctored final exam. The student must make 70% or better to pass the exam.

If the student fails the first exam, the student may schedule a second exam no sooner than one day after the first exam. If a student fails to pass the second final exam, a third final exam will be administered. If a student fails the third final exam, the student must retake the course at no additional cost.

## **AFTER COMPLETING THE BROKER PRELICENCE COURSE**

Upon completion of the Broker Prelicense course (passing the course final examination with a 70% or better) the student’s course credit will be communicated electronically to:

- The Alabama Real Estate Commission (AREC), and
- Applied Measurement Professionals (AMP) – Adding the student’s information into AMP electronic eligibility database confirms that the student is now entitled to take the Alabama Broker Prelicense state exam. This electronic confirmation is in lieu of a paper certificate of completion. The student will find his/her name in the AMP website ([www.GoAMP.com](http://www.GoAMP.com)) by typing in student's license number.

This course serves as all of the student's continuing education for the next license renewal.

## **CONTINUING EDUCATION COURSES PROGRAM OBJECTIVES**

The continuing education courses are offered to anyone who desires to meet state mandated education requirements while also increasing his/her knowledge on advanced subject matter growing in professional development, developing new skills and keeping up-to-date on industry changes.

Finally, these courses are designed to document the attainment of mastery and evaluate that the transfer of knowledge actually occurs.

## **REQUIREMENTS FOR COMPLETING THE COURSE**

CE courses expire after 12 months. Courses are self-paced and presented on the Internet.

To complete the course a student must successfully complete the following requirements:

- Complete 100% of the material and quizzes.
- Complete and return the “Distance Education Evaluation” form which can be found at the end of this manual.

No proctored final examination is required.

## **COURSE COMPLETION**

Upon completion of the course, the student will receive an email indicating that the course has been successfully completed. CE credit will be communicated electronically to the Alabama Real Estate Commission.

Students can visit the Alabama Real Estate Commission’s web site, [www.arec.alabama.gov](http://www.arec.alabama.gov) to confirm that the Alabama Real Estate Commission has successfully received course completion information.

## **RECIPROCAL SALESPERSON OR RECIPROCAL BROKER COURSES**

The reciprocal courses are offered to anyone who holds a current license on either active or inactive status in another state.

If an agent holds a current salesperson's license in another state, the agent must take the Reciprocal Salesperson course.

If an agent holds a current broker's license in another state, the agent must take the Reciprocal Broker course.

## **REQUIREMENTS FOR COMPLETING THE COURSE**

These 6-hour courses must be completed within twelve months from the date the course was started. They are presented in self-paced Internet-based sessions.

While taking the 6-hour reciprocal salesperson or reciprocal broker course, the agent needs to obtain a certification of licensure (license history) from the agent's qualifying state and any other state(s) where the agent holds or have held a license within the past 5 years.

A request form can be found on the Alabama Real Estate Commission's website [www.AREC.Alabama.gov](http://www.AREC.Alabama.gov) on the Forms menu. The name of the form is "Request For Determination Of Examination For Reciprocal Licensing."

During the course, the student will receive an email with a link to the Alabama Real Estate Commission's website and instructions on how to obtain a Student ID number. This Student ID number will be used later to set up an appointment to take the state exam.

To complete the course a student must successfully complete the following requirements:

- Complete 100% of all self-paced sessions and quizzes which consists of 6 hours of Alabama license law
- Complete and return the "Distance Education Evaluation" form and the Student Certification Statement form. (both forms can be found at the end of this manual).

No course final exam is required.

Upon completion of all course work, a student's course credit will be communicated electronically to:

- Alabama Real Estate Commission (AREC), and
- Applied Measurement Professionals (AMP) – Adding the student's information into AMP electronic eligibility database confirms that the student is now entitled to take the Alabama Reciprocal Salesperson or Reciprocal Broker licensing exam. This electronic confirmation is in lieu of a paper certificate of completion.

The student will find his/her name in the AMP website ([www.GoAMP.com](http://www.GoAMP.com)) by typing in the Student ID number referred to earlier.

## **INSTRUCTOR ASSISTANCE**

Should a student have any questions or difficulty regarding the course content, our approved instructor, Donnis Palmer, will be glad to assist, and can be reached by calling the school offices at 800-481-3116 or sending an email to [dpalmer@CareerAcademyOfRealEstate.com](mailto:dpalmer@CareerAcademyOfRealEstate.com).

Thank you for choosing The Career Academy of Real Estate for your real estate training needs!



## Distance Education Course Evaluation Form

Name: \_\_\_\_\_

Course: \_\_\_\_\_ Completion Date: \_\_\_\_\_

School: Career Academy of Real Estate Delivery Method: Internet

Instructor: Donnis Palmer

<u>Instructor:</u>	low				high	
Demonstrated knowledge of course content.....	1	2	3	4	5	
Encouraged feedback and questions .....	1	2	3	4	5	
Responded to my questions quickly.....	1	2	3	4	5	
Instructor's support of student.....	1	2	3	4	5	
Instructor/student interaction.....	1	2	3	4	5	

<u>Content/Materials:</u>						
Orientation was thorough and clear	1	2	3	4	5	
Organization of content	1	2	3	4	5	
Course objectives clearly stated	1	2	3	4	5	
Content was what I expected	1	2	3	4	5	
Value of resource materials	1	2	3	4	5	
Ease of use of software if CBT	1	2	3	4	5	n/a

<u>Delivery Method:</u>						
Satisfied with my learning experience	1	2	3	4	5	
Course provided interactivity with instructor	1	2	3	4	5	
Course provided interactivity with other students	1	2	3	4	5	
Program met my needs	1	2	3	4	5	
Degree of problems with self paced instruction	1	2	3	4	5	
If this course utilized any technologies, such as the Internet or TV, please rate your satisfaction with the technologies.	1	2	3	4	5	n/a

How was the orientation session accomplished?

If this was a pre or post license course, were you given either state exam information or original licensing information in the orientation session?

Who answered your questions regarding course content?

Were they able to sufficiently help you? If not, please explain.

What suggestions do you have to improve this program?

# Student Affidavit

You must submit this form to  
The Career Academy of Real Estate when you complete the online course.

You can fax this form or return it my mail to:

**The Career Academy of Real Estate**  
**2629 Cahaba Road**  
**Birmingham, AL 35223**  
**Phone: 1-800-481-3116**  
**Fax: 1-800-481-3116**

I completed the Live Online/Self-Paced Course taught by The Career Academy of Real Estate personally and did not allow anyone else to take or attend sessions on my behalf.

Check below:

Salesperson Prelicense: \_\_\_\_\_

Post License: \_\_\_\_\_

CE: \_\_\_\_\_

Broker Prelicense: \_\_\_\_\_

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date