

Valdosta Board of REALTORS®

School Policy Manual

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Approved by the
Georgia Real Estate Commission
School Code: 2565

NOTICE!!!!

This manual contains important information about the procedures for completing your course(s).

Please read this manual carefully to avoid any delay in obtaining your credit or license.

The Valdosta Board of REALTORS®

School Policy

NOTICE TO STUDENTS

The Valdosta Board of REALTORS® is approved by the Real Estate Commission (**School Code: 2565**) through **12/31/16** for the purposes of offering the computer-based courses. All questions pertaining to registration, refunds, school policy, explanation of state licensing law, final exams, and the electronic reporting of course completions to the Commission should be addressed to the School Director at **The Valdosta Board of REALTORS®**. We will be glad to assist each student, and should you have any questions, we will be glad to assist you and can be reached at **229.242.2085**.

COURSE EXPIRATION, EXTENSIONS AND REVIEW

All course lessons on the computer must be completed within 180 days from the date of enrollment. Access to the computer lessons will expire at midnight on the 180th day after enrollment. You are allowed up to three, 60 day extensions at the extension fee. It is best to request your extension on or before your course expiration date because your extension period will begin on the day that your course expires, and not from the date that you purchase the extension.

You have 90 days to access and review the course content after you have completed the last lesson in a course. (Regardless of when the course is completed within the 180 days from enrollment.)

REQUIREMENTS FOR COMPLETING THE COURSE

To complete the course and receive course credit, you must successfully complete the following requirements:

1. **To register yourself online through our website – www.valdostaboardofrealtors.com. Click on Continuing Education, then click on Register for CompuTaught and choose the Online version.**
2. **To access your course lessons, log on to www.mycoursepage.com**
3. Complete ALL lessons in the course by answering each question correctly at least twice.
4. Complete "Student Affidavit" electronically and the evaluation (**These document is only accessible once you have completed all course lessons**).
5. For Sales Person Pre-License, Broker, and Post License, you must also pass the course final examination and complete a History Questionnaire. (See page 2)

COURSE MATERIALS

Some courses contain handout materials, which can be accessed online once you are logged into your course. Upon enrolling in the Salesperson Prelicense and/or the Brokers Prelicense courses, you will have online access to the following:

Salespersons Prelicense – Candidate handbook containing an application for the state-licensing exam (accessible online), **Contract Forms Packet** (accessible online) and Georgia License Law and Rules and Regulations Manual (accessible online).

Brokers Prelicense - Candidate handbook containing an application for the state-licensing exam (accessible online) and Georgia License Law and Rules and Regulations Manual (accessible online).

EXAMINATION AND GRADING POLICY

When taking the Salespersons Prelicense, Brokers Prelicense and Sales Postlicense courses, a final examination is required for course completion. You must pass the exam with a minimum score of 75% correct to pass the course. All final exams are proctored. If you fail the first exam you may schedule a second exam no sooner than the next day. Should you fail both exams, you must re-register and repeat the course from the beginning before taking the final exam again. A discounted re-enrollment fee will be charged.

SCHEDULING FINAL EXAMS

For students taking courses that require a final exam, all exams are proctored. Therefore, you must call **229.242.2085** or email **Valdosta Board of REALTORS® vborceo@gmail.com** to schedule your exam in a proctored setting.

STUDENT AFFIDAVIT

All students participating in distance learning and correspondence courses must complete an affidavit certifying compliance with the course requirements. The "Student Affidavit" can be accessed on the "Course Home Page" once a student has completed all course lessons. This statement must be electronically submitted to the **Valdosta Board of REALTORS®** before any student can receive credit for a distance learning course. This statement certifies that each student has personally completed each lesson of instruction.

CERTIFICATION

Once you have completed your course, we will electronically notify the Georgia Real Estate Commission of your course completion. [Please Note: You will **NOT** receive an actual hardcopy certificate unless your license has lapsed with the commission.]

PROCESSING TIMES

After you have completed all the lessons on the computer, you must allow the following times for processing to complete the course and have your course completion electronically reported to the Commission:

Scheduling the proctored final exam (if applicable)	Minimum 3 business days
Mailing of exam from The Valdosta Board of REALTORS® to the proctor (if applicable)	3 days (estimated)
Grading of Exam (if applicable) and electronically reporting course completion to the Georgia Real Estate Commission (and to AMP if applicable)	3 business days

CONTINUING EDUCATION DISCLOSURE

If you have taken a Cengage Learning CompuTaught Sales Postlicense course within the past year (either Finance and Settlement Procedures or Advanced Topics for New Agents) please be advised that the content of these courses is duplicated in part in the following continuing education courses:

Advanced Topics for New Agents contains material from:
Tax Free Exchanges; Current Developments in Agency ; Tax Advantages of Home Ownership;
Property Management

Finance and Settlement Procedures contains material from:
Understanding Closing Statements; Real Estate Math; Basic Real Estate Finance; Methods of Residential Financing

If you completed one of these Sales Postlicense courses, you may take any of the continuing education courses for credit **ONLY IF** one year has passed since you completed the Sales Postlicense course. It is the student's responsibility to monitor this.

NOTICE TO STUDENT

All questions pertaining to registration, refunds, school policy, course content, explanation of state licensing law, final exams, and completion certificates should be addressed to Valdosta Board of REALTORS®. We will be glad to assist each student, and we can be reached at 229-242-2085. Should you have any questions regarding the course content we will be glad to assist you and can be reached at 229.242.2085.

RECRUITING

No recruiting for employment opportunities for any real estate brokerage firm is allowed in this class or on the school premises. Report promptly any effort to recruit by anyone to the Valdosta Board of REALTORS® Director at 229-242-2085 or the Georgia Real Estate Commission at (404) 656-3916. Commission Rule 520-2-.15.

NON-DISCRIMINATION POLICY

The Valdosta Board of REALTORS® will not discriminate on the basis of race, color, sex, religion, national origin, handicap, or familial status in the establishment of fees, entrance qualifications or standards for successful completion of any course.

REFUNDS

You have the right to cancel your registration for any reason up to seven (7) days from the date of purchase. Requests for cancellation of a registration must be made by contacting The Valdosta Board of REALTORS® by phone, FAX, or e-mail. The request must be received by The Valdosta Board of REALTORS® before midnight of the seventh day from the date of purchase.

After the seventh day, a cancellation fee will be charged to cancel a registration. The amount of the cancellation fee is 15% of the total purchase amount. If the course includes one or more textbooks, the books must be returned at the student's expense. The request for cancellation will not be processed until any book(s) are returned to the school in reusable condition. There are absolutely no refund allowed after 60 days.

Technical Issues: Outside of the seven day refund policy, you will be eligible for a refund only if Tech Support determines that your problem is not correctable. After a technician determines that your technical problem is not correctable, then you will be instructed to contact The Valdosta Board of REALTORS® to initiate a refund. Please note: Tech Support cannot issue a refund to you under any circumstances.

TECHNICAL SUPPORT

For technical assistance, please call Technical Support at 1-800-743-8703 or email them at techsupport@mycoursepage.com. Technical Support is available Monday – Friday from 9:00am to 11:00pm EST and on weekends from 12:00 – 4:00pm EST. (Holidays are an exception to this schedule. On holidays, the Technical Support hours may change.)

The best and quickest way to address tech support issues is to go to www.mycoursepage.com/support. If you call Technical Support, please be prepared to explain your problem in detail and have access to your computer. In order to effectively troubleshoot your issue, our technicians begin the call by asking you a series of questions regarding your operating environment. We will need to know what type of computer you are using, the operating system you are using, the version number of your software, etc. Your call may be documented or monitored to help us maintain quality of service standards

In order to take our distance education course, the student's computer must meet the following system minimum requirements:

Adobe AIR or Adobe AIR 2

Microsoft Windows XP or higher

PC Compatible Computer with 450 MHz Intel Pentium II processor (or equivalent) and later.

256 megabytes (MB) of RAM

Super VGA (800 x 600) or higher-resolution video adapter and monitor

Internet connection (minimum 56Kbps required, although we highly recommend a high speed connection such as DSL, cable or T1)

Internet Explorer 5.5 or greater

Adobe Acrobat Reader 6.0

Microsoft standard Arial, Times New Roman, Symbol, and Windings fonts

100 MB available hard drive space (CE Courses)

400 MB available hard drive space (Prelicense Courses)

Printer (for course documentation and Student Affidavit)

Most courses are supported by the Apple Macintosh platform

APPENDIX A

Course Approval Information

Valdosta Board of REALTORS® is approved to offer the following Cengage Learning CompuTaught courses:

<u>Course Name</u>	<u>CE Hrs.</u>
<u>Online Sales Prelicense Courses</u>	
Georgia Salesperson Prelicense Third Edition	75
Georgia Broker Prelicense Second Edition	60
<u>Sales Post-License Courses</u>	
Advanced Topics for New Agents Third Edition	25
Finance and Settlement Procedures	25
<u>Real Estate Continuing Education Courses</u>	
Understanding Closing Statements	9
Understanding Net to Seller Forms	6
Tax Advantages of Home Ownership	6
Methods of Residential Finance	6
Pricing Property to Sell	6
Property Management	6
Writing Contracts	6
Commercial Finance and Invest Analysis	6
Commercial Leases	6
Commercial Sales and Exchanges	6
Current Developments in Agency	6
Georgia Basic Real Estate Finance	6
Georgia License Law and Rules	6
Legal Issues for Agents	6
Legal Issues in the Brokerage Office	6
Licensees as Principal	6
Management in a Brokerage Office	6
Maximize Your Buyer's Borrowing Power	3
Introduction to Real Estate Ethics (Meets NAR New Agent Req.)	3
Ethics In Real Estate (Meets NAR Req. for Agents)	3
Consensual Dual Agency	3
ADA and Fair Housing	3
Check It Out: Home Inspection in Real Estate Practice	3
Real Estate Math	3
Principles of Commercial Real Estate	3
Tax Free Exchanges	3
Using the Internet in Your Real Estate Practice: An Introduction	3

Student Affidavit

NOTICE TO ALL STUDENTS:

You must submit this form to Valdosta Board of REALTORS when you complete your lessons (it is required for course completion). You can fax this form to Valdosta Board of REALTORS at or return it by mail to:

**Valdosta Board of REALTORS
604 Baytree Road
Valdosta, GA 31602
Phone: 229-242-2085
Fax: 229-242-0470**

CERTIFICATION STATEMENT

EXAMPLE

"I CERTIFY THAT I HAVE PERSONALLY COMPLETED EACH ASSIGNED LESSON OF INSTRUCTION"

Student's Signature Date

Print Name State

List Course(s):	Date
_____	_____
_____	_____
_____	_____
_____	_____