



AMERICA'S REAL ESTATE ACADEMY, INC.

SCHOOL POLICIES

Important Notice to Students: This document contains essential information about procedures for completing your course(s). Please read this document carefully to avoid any delay in obtaining your course credit or license.

America's Real Estate Academy, Inc. (AREA) is approved by the Georgia Real Estate Appraiser's Board (GREAB), School Code #2787, renewal 12/31 annually, and the Georgia Real Estate Commission (GREC), School Code #2786, renewal 12/31/2021 for the purpose of offering real estate appraisal and sales related courses. Courses, including electronic offerings and in-class schedules, offered by AREA and approved by the state can be obtained from AREA's website, www.education-area-ga.com, or by contacting a school administrator at education@area-ga.com.

MISSION

AREA is determined to consistently offer quality real estate education and affordable access to the professional tools needed for individuals to succeed in their real estate career. AREA curriculum focuses on the skills necessary to compete in today's real estate sales, appraisal, and home inspection markets. In addition to the educational opportunities and license and certification exam prep courses, AREA provides an extensive array of continuing education courses that are meaningful and geared to allow you to excel beyond your competitors. The following policies are designed to comply with state and regulatory agencies which govern real estate education and assist AREA in providing appropriate course and licensure credit. AREA reserves the right to update and administer current policies as necessary to comply with statutes.

INSTRUCTORS

Dick Viti, AREA Curriculum Director is approved by the GREC and GREAB to teach all of the approved courses offered at AREA. Mr. Viti is a real estate broker, appraiser, and home inspector and has a broad background in all real estate fields pertaining to the courses offered. Mr. Viti supervises all AREA instructors. Information about individual instructors and their qualifications can be viewed by visiting AREA's website www.education-area-ga.com or by contacting the office at education@area-ga.com or 770-591-5552.

ENTRANCE QUALIFICATIONS

Admission for all courses requiring state licensure is limited to students who are:

1. at least eighteen (18) years old; and
2. high school graduates (or holder of a general educational developmental equivalency diploma).
3. students taking Pre-License courses must submit a Georgia criminal background report in order to obtain licensure. For persons with criminal convictions a preliminary background application may be completed. [520-1-.04 (11)].

NOTE: State agencies may revise rules and regulations. Contact the school administrative office and/or individual state agency directly to verify license law information.

COURSE COMPLETION REQUIREMENTS

To complete the course and receive appropriate credit (specific credit hours detailed in Online Course Catalog), you must successfully complete the following requirements:

1. Complete ALL lessons in the course including answering any and all review questions/quizzes. Most questions are timed and need to be answered within the prescribed time for credit.
2. Complete the appropriate Student Affidavit this will be accessible at the completion of your online course material as well as an evaluation form. A sample affidavit is located at the end of the policies.
3. Pass the course final examination, if one is required.

NOTE: Students taking the SALESPERSONS PRELICENSE COURSE must complete homework assignments which will be uploaded through the online course provider, and receive a passing grade on each before taking the final exam.

GRADING

If a final examination is required for the course you are taking, state law requires that you score **75% or better** on the exam. If you fail the first exam you may schedule a second exam no sooner than the next day. Appraisal continuing education courses require an electronic examination at the end of the course, which must be passed with a score of 75% or greater (per IDECC regulations).

COURSE COMPLETION

All courses must be completed prior to the course expiration date.

Dearborn REcampus Students:

All courses must be completed within **twelve months** from the date of enrollment. Course completion for all the Pre-license and Post-license courses recommends also passing a final exam within the same period to ensure you have appropriate access to your course for exam preparation.

OnCourse Learning Students

All courses must be completed within **180 days** from the date of enrollment. Each student has 90 days to access and review the course content after they have completed the last lesson in an online course. Course completion for all the Pre-license and Post-license courses recommends also passing a final exam within the same period to ensure you have appropriate access to your course for exam preparation.

EXTENSIONS

In the event that you are unable to complete your course in the amount of time allotted or you need additional time to study the material time expiration extensions may be granted with administrative approval. Extension prices and time frames vary if available, please contact the administrative office for more information should an extenuating circumstance arise.

COMPLETION CERTIFICATION

Upon completion of a course and/or required exam, certification shall be submitted electronically to the appropriate state agency. An electronic completion notice shall be sent to you from the school detailing your course credit for your own personal records and should not be sent to the state for any type of renewal or for the purpose of scheduling any exams. Students may not receive credit for a course taken within the previous calendar year. In the event the student needs a paper certificate for any reason within one week of completion they should notify the AREA administrative office, education@area-ga.com. Subsequent duplicate paper certificates may be obtained for a fee by contacting the office.

COURSE INFORMATION**COURSE MATERIALS**

All supplemental course materials for electronic courses are embedded into the course program and may be available in PDF format or through active hyperlinks. Students can view or print these PDF documents using the free Acrobat Reader program.

In an effort to aid our students with successful completion of their course AREA has developed additional study aid materials for certain tested courses. Study aids will be provided upon registration or by contacting the administrative office. Material listed is for reference purposes and is not intended to replace learning course material, but to supplement and enhance your learning experience.

Upon enrolling in the Salesperson Pre-license course, students can access the following items directly through their course. Some items are also posted on the AREA website:

Salespersons Pre-license

Candidate Handbook with an application for the state-licensing exam
Contract Forms Packet
Georgia License Law and Rules and Regulations

Brokers Pre-license

Candidate Handbook with an application for the state-licensing exam
Georgia License Law and Rules and Regulations

HOW TO COMPLETE THE COURSE**1. Starting Instructions**

Please refer to the "Introduction" lesson, located at the beginning of each course.

2. Homework Assignments for Real Estate Sales Prelicense

Mandatory contract and/or form assignments must be completed and are built into your course. You may need to print off or view narrative information to complete the appropriate assignments.

3. Certification Statement

All students participating in CBT courses must complete an affidavit certifying compliance with the course requirements before any student can receive appropriate course credit. This statement certifies that each student has personally completed each lesson of instruction. The affidavit may be done electronically through your online course.

4. Course Final Examination

For Salespersons\Broker Pre-license, Post-license, and Appraisal Qualification students ONLY, please email AREA staff at education@area-ga.com or call **770-591-5552** to schedule your final exam. Schedules are only set AFTER the online portion of the course is completed.

5. Continuing Education Disclosure

Appraisal continuing education courses may require passing a final online review at the end which is necessary for completion of the course.

6. Technical Support**Dearborn REcampus Students**

Please contact REcampus Technical Support at 888-213-5124 or email them at REtechsupport@dearborn.com. Technical telephone support is available Mon - Thu, 8:00 am to 10:00 pm EST, Fri, 8:00 am to 9:00 pm EST, holidays excepted.

OnCourse Learning

Support is available for students at <http://www.mycoursepage.com/support>. This website addresses the vast majority of issues. You may call OnCourse Learning Technical Support directly at 1-800-743-8703 or email them at techsupport@oncourselearning.com. Technical telephone support is available Mon - Fri, 8:30 am to 5:30 pm CST, holidays excepted.

7. Minimum System Requirements for Online courses

- Internet connection (minimum 56Kbps required, although we highly recommend a high speed connection such as DSL, cable, or T1)
- Printer (for course documentation and student affidavit)

For Windows PC

- Intel® Pentium® III 1GHz or faster processor, Intel® Pentium® 4 2GHz or faster
- Microsoft® Windows® XP, Windows® Vista®, or Windows® 7
- 512MB of RAM (1GB recommended)

For Mac OS

- Intel Core™ Duo 1.83GHz or faster processor
- Mac OS X v10.5 or v10.6
- 512MB of RAM (1GB recommended)

REFUNDS

AREA's policy is that **we do not issue refunds for CBT courses except under the following conditions:**

1. ***Online courses*** – Refunds due to unresolved technical issues will be applied only if not more than one lesson following the course tutorial has been completed. The student must contact the appropriate tech support first to try to resolve the issue. The student must provide the following to the school administrative staff: the tech support person's name, date you spoke with them, and the help ticket number.
2. ***Exam Prep online products are non refundable and will expire as indicated below:***
Dearborn REcampus products expire **360 days** from the original date of purchase.
OnCourse Learning products expire **180 days** from the original date of purchase.
3. For print products and software purchased through the manufacture's website, please enclose a copy of the packing slip that was included with your original order and ship products to the appropriate address. We recommend that you ship in a manner that you can track. All items must be returned within **30 days** from the initial date of shipment and must be in original condition. ***No opened software or audiotapes may be returned.***

In any case in which a refund is issued, the amount of the refund is equal to the retail price of the product less any shipping, handling and/or processing charges.

STUDENT QUESTIONS

All questions pertaining to course registration: i.e. registration, discounts, school policies, exams, certification, etc. should be addressed to the administration at AREA. Questions regarding course content would be best directed to your course instructor. AREA will be glad to assist any student. It is recommended that students email any questions, education@area-ga.com, as this is monitored during and after regular office hours.

NON-DISCRIMINATION

AREA does not discriminate in fees, enrollment, or completion policies on the basis of race, color, sex, religion, national origin, familial status, or disability.

AMERICA'S REAL ESTATE ACADEMY, INC.
9425 HIGHWAY 92, SUITE 148, WOODSTOCK, GA 30188
WWW.EDUCATION-AREA-GA.COM
770-591-5552

AMERICA'S REAL ESTATE ACADEMY, INC.

Notice to All Students:

You must submit this form to America's Real Estate Academy, Inc. when you complete your lessons (it is required for course completion).

You can fax this form to 770-591-5379, or return it by mail to:

America's Real Estate Academy, Inc.

9425 Hwy 92 Suite 148

Woodstock, GA 30188

STUDENT AFFIDAVIT

"I certify that I have read and agree with the information contained within the School Policy Manual, and I have personally completed each assigned lesson module of instruction. If any homework assignment, contract form, or other written exercise is required for the completion of this course, I certify that I have personally completed this (these) assignment(s). I understand that if any other person has completed any part of this course required for completion the school may not award credit for the course or may withdraw credit already awarded for the course."

Student's Signature

Date

Print Name

Social Security Number

List Course(s):

