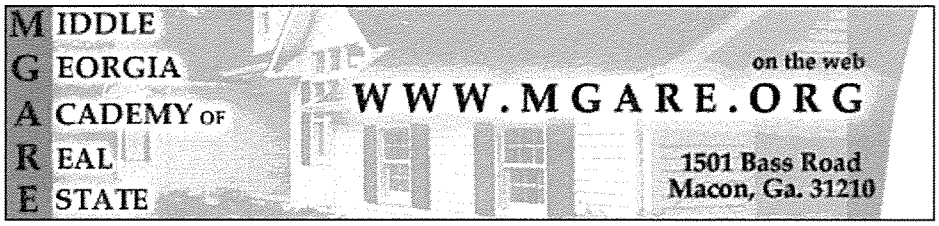
PRELICENSE 2020

INSTRUCTOR	DATE	TIME	NIGHT	LOCATION
Dorothy Mitchell	1-7-20 To 4-14-20	6:00-9:15 PM	Tuesday/ Thursday	Macon
Cassie Griffith	6-3-20 To 9-14-20	6:00-9:15 PM	Monday/ Wednesday	Warner Robins
Dorothy Mitchell	9-8-20 To 12-17-20	6:00-9:15 PM	Tuesday/ Thursday	Macon
Cassie Griffith	9-8-20 To 12-17-20	6:00-9:15 PM	Tuesday/ Thursday	Warner Robins

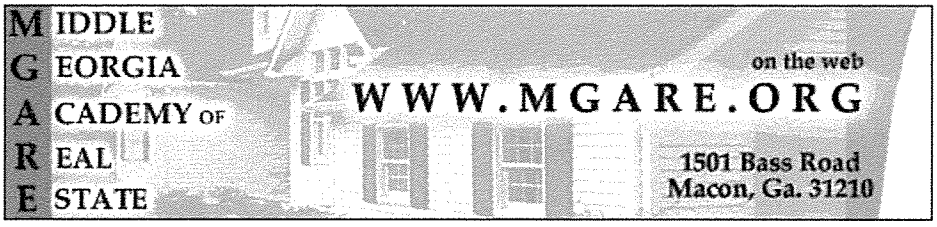


SALESPERSON

PRELICENSE COURSE

Dorothy Mitchell, Director

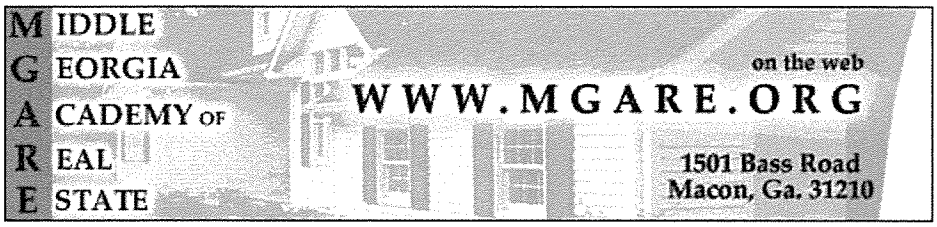
www.mgare.org



Salesperson Prelicense Course

Middle Georgia Academy of Real Estate offers an approved Salespersons Prelicense course conducted by an approved Prelicense course instructor. Course hours are a minimum of seventy-five hours of in-class instruction. Breaks are given in compliance with the Georgia Real Estate rules and regulations and are not counted as part of the in-class instruction time.

The fundamentals of Real Estate, as identified in the *Standards of Real Estate*, Chapter 520-2-.03, are applied in this course. The *Real Estate Dynamics* will be the subject material for the Prelicense course. Sample forms and worksheets are used as reference materials in accordance with the subject matter being taught. Teaching methods include lecture, discussion, question and answer sessions, role playing, situational analysis and homework assignments. In-class quizzes are given throughout the course. A final exam to measure the student's competence in the knowledge and skills taught is given in compliance with the rules and regulations set forth in 520-2-.04. Exam day is on the final day of the course. The passing score for the salesperson course examination is 72% correct answers. Final exam(s), including 2nd final exam, if applicable, must be completed within 30 days of the original final exam date.



MEMO

TO: Pre-License Course Students
FROM: Dorothy Mitchell, School Director
RE: Night-Online Resident Courses

Welcome to the ***Middle Georgia Academy of Real Estate's*** salesperson's Pre-license course. Our school code is **3651** and our approval by the Georgia Real Estate Commission is renewable on December 31, 2023.

We offer the salesperson's Pre-license course two different ways to meet your schedule: night-time and online courses.

Night-time courses will be offered on Tuesday/Thursday nights 6:00 – 9:15 pm or Monday/Wednesday nights 6:00-9:15 pm for the duration of each course. The school exam will be administered on the last night of the course.

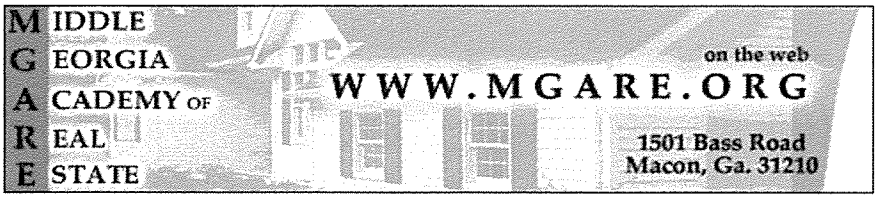
A salesperson's Pre-license course is available online; 6 months are allowed to complete the course. A course book is not necessary for the online course but is available for purchase.

Materials for the in-class courses include:

- Real Estate Dynamics book
- Reading / Homework assignment sheet

You will receive a copy of the *Applied Measurement Professionals (AMP) Georgia* ***Handbook*** during your first class. **You must complete the combination State Examination and License Application contained in this booklet.** Upon successful completion of your pre-license course, Middle Georgia Academy of Real Estate will electronically transmit your application and your completion date to AMP. AMP requires 48 hours to process your application and proof of completion. After this time, you should contact AMP at 1-800-345-6559 or visit www.goAMP.com to schedule your state examination.

Thank you for choosing ***Middle Georgia Academy of Real Estate.*** Our staff of *professionals* wishes you much success in this course and in your future real estate career. Please contact the School Director, Dorothy Mitchell, 478-960-1834 if you need additional information or have any questions.



SALESPERSON PRE-LICENSE COURSE

Salesperson License Requirements:

- Be at least 18 years of age
- Be a resident of the State of Georgia, unless seeking a nonresident license
- Pass a state real estate examination
- Be a high school graduate or holder of a certification of equivalency
- Obtain a criminal history report from your local police/sheriff's department
- Complete a 75-hour Salesperson Pre-license course, attending all sessions

GRADING POLICY

- **Homework Assignments**

  Students must maintain a 75% average on homework or in-class assignments in order to take the exam

- **Final Exam**

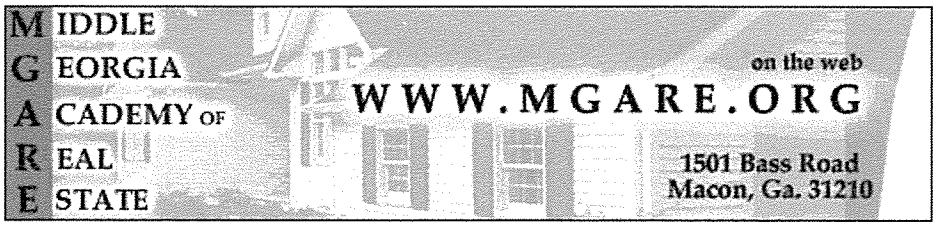
  A score of 72% on the final exam is required to pass the course. Students who do not make a passing score are permitted to retake the exam at another scheduled time. Students are allowed to take the Pre-license course exam only twice before having to retake the course again. All course exam(s) must be taken within 30 days of course completion.

- **Final Grade**

  STUDENTS ARE REQUIRED TO SCORE 72% ON THE FINAL EXAM TO PASS THE COURSE

ABSENCES

Students are required to attend all scheduled classes. Make-up for an absence must comply with the school make-up policy as outlined under Make-up Policy, Prelicense course.



ENROLLMENT FORM

School Code 3651

Course Name: Prelicense Course **Course Date:**
Course Code: 42581
Location: _____ **Macon** _____ **Warner Robins (CHECK ONE)**

Student Name: _____

Address: _____

Telephone Number: (home) _____ **(work)** _____

(cell) _____ **(pager)** _____

Email Address: _____

No refunds are given after purchasing the course. Tuition can be transferred to a later course date, if changed before class starts. A $100 transfer fee will be required, students can transfer only 1 time within 1 year of original enrollment date. A $50 service fee will be assessed for any returned checks. MGARE accepts cash, check or money order for payment; credit cards are accepted on-line at www.mgare.org.

Please mail or fax enrollment form to the following:

MGARE
Attention: Dorothy Mitchell
1501 Bass Road
Macon, GA 31210

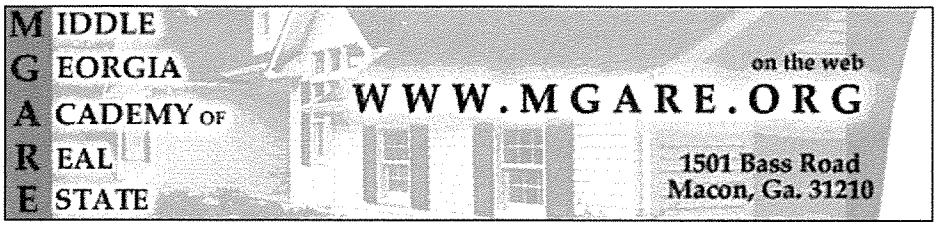
MGARE
Attention: Dorothy Mitchell
(478) 321-1006 Fax

Office use only:

Course Code: 42581 **Instructor:** _____

Course Fee $ 530 In-class - $400-550 Online Amount Paid $ _____ **Date Paid** _____

Cash _____ **Check #** _____ **Money Order** _____ **Online** _____



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NOTICE TO STUDENTS

SCHOOL INFORMATION

Middle Georgia Academy of Real Estate is approved by the Georgia Real Estate Commission for the purpose of offering Salesperson Prelicense and Broker's Prelicense, Post License and continuing education courses to licensees and licensee candidates. Our school code is **3651** and our approval by the Georgia Real Estate Commission is renewable on December **31, 2023**. The mission of our school is to provide creative, interesting and informative courses in support of state-minded education programs for licensure and continuing education for professional competency.

SCHOOL ATTENDANCE

Students must BE ON TIME AND ATTEND ALL SCHEDULED COURSE CLASSES FOR THE DURATION OF EACH IN-CLASS course in order to receive credit for the course. A student that is fifteen (15) minutes late to a class shall be considered absent and need to take a make-up class. A student may be absent for two (2) 3-hour classes and still be eligible to take the course final examination, after taking make-up classe(s), see Make-up Policy. Fifteen-minute breaks for every two hours of instruction are allowed. In-class instruction and testing in any course will not exceed six hours per day.

MAKE-UP POLICY

- **PRELICENSE COURSE**

  A student that has missed a class is required to make up the absence. The Instructor will announce the scheduled make up classes by the Midterm exam. These make up classes will be held within the last two (2) weeks prior to the course exam. A make-up class will consist of three (3) hours of instruction time. **The make up class fee is $35.00 per class and MUST be paid prior to the student taking the make-up class.**

(MAKE-UP POLICY CON'T)

- **POST LICENSE COURSE / LAUNCH**

  No make-up offered

- **CONTINUING EDUCATION COURSES**

  No make-up offered

PROGRAM OBJECTIVES

I. Prelicense Course Offered in Residence and Online

Prelicense courses are offered to the general public in class to satisfy the educational requirements for licensure as required by the Georgia Real Estate Commission. The primary focus is to introduce students to the language of the real estate profession and basic theory underlying the duties and responsibilities of real estate licensees. Reading, written assignments and final examinations are required. Prelicense courses require seventy-five in-class hours of instruction. Fundamentals of the course include the following:

- Real estate contracts
- Real estate instruments and conveyances
- Closing procedures
- Law of Agency and Agency disclosure
- Pricing real property
- Real estate financing
- Community association management activities and property management activities
- Environmental laws
- Taxation
- City and urban development
- Fair Housing
- Anti-trust laws
- Safety precautions
- Georgia's real estate license law
- Mortgage fraud
- Other areas as the commission may from time to time require or authorize

II. Postlicense Course Offered in Residence and Online

Postlicensing courses are offered to licensees and must provide twenty-five hours of instruction. Reading, written assignments and final examinations are required. Licensees must complete a Postlicense course within one year of obtaining a salesperson license. The curriculum of the course focuses on legal fundamentals and / or basic practices in sales management of residential, agricultural, commercial or industrial properties.

III. Continuing Education Offered in Residence and Online

Continuing education courses are specific in topic and are offered to enhance licensee's professionalism and to elevate awareness to the need of further study and perfection of practical skills. The Georgia Real Estate Commission requires that each real estate licensee complete nine hours of continuing education for each year of the four-year license renewal period. Courses may be 3 hours minimum in-class and online instruction and 24 hours maximum.

Outside Assignments, Examinations and Grading Policies

Middle Georgia Academy of Real Estate endorses the usage of reading and written assignments, quizzes, graded essays, graded contracts or forms, class reports, mid-term examinations, final examinations and other sound educational tools to assess a student's knowledge and competency of the course material.

Outside Assignments:

Prelicense and Postlicense courses include appropriate reading and written assignments to enhance further study and the perfection of practical skills. The instructor will notify the student in writing of all homework assignments or out-of-class assignments that must be completed in order to pass a course. Middle Georgia Academy of Real Estate requires that each of the assignments completed out of class and submitted for grading by a student include a statement signed and dated by the student stating that he / she has personally completed the assignment.

Examinations:

The Georgia Real Estate Commission requires final examinations in the Prelicense, Postlicense and Brokers Prelicense courses. For continuing education courses, the Commission does **not** require a final examination; however, courses that lead to a professional designation offered by a real estate trade association may require that a student pass the examination to receive credit for the course. Final examinations for the Prelicense, Postlicense and Brokers Prelicense courses must be taken on a day that does **not** include classroom instruction.

Grading

The instructor, the school director or the school coordinator of Middle Georgia Academy must grade the course work that students prepare outside of class. The signed homework certification statement will be retained in the student's records and course files.

The standard for passing the Salesperson Prelicense and Brokers Prelicense course examinations is 72% correct. After successful completion of the course, the school coordinator will transfer the student's graduation date to AMP online. Students may telephone AMP 48 hours after Middle Georgia Academy of Real Estate transmits verification of passing (1-800-345-6559).

Successful completion of the course certifies students to take the state real estate examination. Cost of the test is $121.00. The exam is given Monday through Saturday, 9:00 am and 1:30 pm each week in Macon, Georgia, at the following location:

Applied Measurement Professionals, Inc.
6394 Zebulon Road
Suite 102
Macon, GA 31220

Test scores are available immediately following the completion of the test. Retakes are unlimited; however, the charge is $121 for each retake. Application for licensure is submitted via to the Georgia Real Estate Commission from the test site in Macon.

SCHOOL RECORDS

Middle Georgia Academy of Real Estate will manage and maintain all records of all courses and students participating in those records for a period of five years. Records will include the following:

- Name of Course
- Course Code
- Content Outline and Learning Objectives
- Time and Date of course
- Student name, address, phone number
- Attendance records
- Exams
- Grades
- Payments and receipts
- Course evaluations
- Biographical information on instructors
- Other records the Commission from time to time requires and/or authorizes

AMERICANS WITH DISABILITIES ACT

Middle Georgia Academy of Real Estate complies with all related provisions of the Americans with Disabilities Act (ADA). Middle Georgia Academy of Real Estate will not discriminate in its fees, enrollment, or completion policies on the basis of race, color, sex, religion, national origin, familial status or handicap.

FEES

THERE WILL BE NO REFUNDS AFTER PURCHASING THE COURSE. Tuition, however, can be transferred to a later course date only if classes have not started. A $100 transfer fee will be required, students are allowed to transfer to another only once within one (1) year of original registration date. *Revisions to the text materials will require transfer students to purchase new textbooks.* A $50 service charge will be assessed for any returned checks. The fee schedule for courses offered by Middle Georgia Academy of Real Estate is as follows:

- Sales Prelicense Course (including book) $ 530
- Sales Prelicense On-line Course (books may be included) $ 400 - $550
- Broker's 60-Hour On-line Course (books not included) $ 400
- Sales Postlicense Course $ 135
- Continuing Education Courses $ 30 - $55

PROHIBITION OF RECRUITING

No recruiting for employment opportunities for any real estate brokerage firm is allowed in the class or on the premises of Middle Georgia Academy of Real Estate except the one night designated as "Broker night", if applicable. Date and time of Broker night will be announced prior to the start date of the Prelicense course. Report any effort to recruit, by anyone other than in the above described manner, to Dorothy Mitchell, School Director, (478) 960-1834, 1501 Bass Road, Macon, GA 31210 or the Georgia Real Estate Commission.

Instructors and school directors/coordinators will promptly report to the Commission any efforts to recruit students outside the guidelines established above.

MISCELLANEOUS

Cell phones, pagers, children or pets are **NOT** allowed in classrooms.