

**Rule 790-X-1-.06(h): Prelicense and Post License School Approval and Requirements.**

(h) Instructors shall teach a minimum of 60 hours for the prelicense course and a minimum of 30 hours for the post license course. **Ninety (90%) percent** course attendance in the prelicense and post license courses is required of students to successfully complete the course. Any sessions taken by students to make up missed hours must cover topics that have not already been taken in the course. Instructors may take a 10-minute break after each 50 minutes of instruction. **(Rule 790-X-1-.14; 790-X-1-.06; 790-X-2-.03)**

**Policy on Tests and Final Exam:**

The Institute’s Lecture-Room is **STUDENT FOCUSED** with a determination to lead the students from **Fluency to Mastery**. Students must pass **each** assessment (incremental and final) with a minimum score of 80% in order to successfully complete the Salesperson or Broker Prelicense course.

Institute’s method of assessing students’ **MASTERY** of the course:

**1 Math Diagnostic Test**

**Several Formative Tests**

Written multiple choice questions

Matching questions

True/False – Yes/No questions

Group activities

**1 Take Home Mock Test in preparation for Final**

**1 Summative Test – Final Exam – passing grade being 80%**

**Important Note:** The Institute limits the amount of retake to **3 retake attempts** on the **FINAL EXAM!**

**Policy on Safety Procedures:**

Main entrance door to the “**Institute**” facilities will be locked at the same time classes begin. Student should notify Instructor via text if he/she is running late.

**Policy on Sexual Harassment:**

Zero tolerance

**Policy on Discrimination:**

Zero tolerance

Violation of REALTORS’ Code of Ethics Article 10

**The Institute Offers AREC Approved Courses**

**018:** DE – Salesperson Prelicense – Livestream – Real Estate Express – 60 Hours

**005:** Salesperson Prelicense – 60 Hours

**002:** Broker Prelicense – 60 Hours

**006:** Post License – 30 Hours

**747:** Reciprocal Salesperson Prelicense – 6 hours

**847:** Reciprocal Broker Prelicense – 6 Hours

**900:** Risk Management:

Initial Contact to Accepted Offer – 3 Hours

Continuing Education – 15 Hours

CE-Code of Ethics and other Commission

Approved CE Courses

**The Institute’s Instruction Schedule**

Monday, Tuesday & Thursday: 5:30PM – 8:30PM

or

Monday, Tuesday & Thursday: 6:00PM – 9:00PM



**MICHAEL S. ROBERTS**

*INSTRUCTOR & OWNER*

**Institute Established 2020**

**The Institute’s**

**Mission/Purpose Statement**

*“The Institute Provides an Environment Conducive to Learning and that Results in a Rewarding and Satisfying Experience”*

**254 Seville Street, Suite #1**

**Florence, AL 35630**

**O: 256-349-2603 C: 256-762-7793**

**Email: roberts.institute@gmail.com**

**Website: robertsminstitute.org**

**The Institute is “100% Student Focused”**



## MICHAEL S. ROBERTS

INSTRUCTOR & OWNER

O: (256) 349-2603 / C: (256) 762-7793  
 roberts.institute@gmail.com  
 www.robertsminstitute.org

### Instructor's Credentials

Qualifying Broker, REALTOR®  
 Certified Real Estate Instructor  
 CDEI – Certified Distance Education Instructor  
 GRI – GRADUATE Realtor® Institute  
 AHWD – At Home With Diversity®

### The Institute's Commitment Statements

#### Mission/Purpose Statement

“The Institute Provides an Environment  
 Conducive to Learning and that Results in a  
 Rewarding and Satisfying Experience”

#### Vision/Focus Statement

The Institute is “Committed to Being Exceptional”

#### Value Statement

The Institute's Foundation is Integrity

The Institute is “100% Student Focused”

## Welcome

Welcome to **ROBERTS' International Real Estate Institute, LLC**. As you embark on your Real Estate educational journey, your success is central to the Institute and that is the reason why one of our philosophies is, the Institute is **100% Student Focused**. We have provided for you a learning environment, which will contribute to your initial success in learning, and passing your course. Ultimately, you will proceed to take and pass the state exam and become a **Licensed Real Estate Agent**. Again, welcome! Proceed, Succeed and Exceed!

## Guidelines, Policies & Procedures

### Policy on Contacting Instructor:

The Institute's Instructor is Available and Accessible to all students outside of Instruction Schedule:  
**Phone:** Text your questions to **256-762-7793**  
**Email:** Send your questions to [roberts.institute@gmail.com](mailto:roberts.institute@gmail.com)  
**Website:** visit [www.robertsminstitute.org](http://www.robertsminstitute.org)

### Policy on Fees:

**Important Note:** Fees are subject to change.

Prelicense Fee for Salespersons: **\$500.00 paid by check, credit card or debit card**. Fee will cover lecture sessions/course, textbook, license law book and all copied course material.

**Broker's Fee: 60 Hours - \$500.00**  
**Postlicense Fee: 30 Hours - \$390.00**  
**CE-Continuing Education Fee: 15 Hours - \$375.00**  
**Single 3 Hour CE Course Fee: \$35.00**

Returned check will be allowed one week to be remedied – the full amount paid with an Official Check or Money Order, plus the insufficient fees in order to continue in the course.

## Policy on Attendance and Participation:

### **Rule 790-X-1-.14. Student Attendance Participation Standards**

(1) Administrators and instructors shall take steps to ensure that all students comply with the following participation standards:

(a) A student shall direct his/her attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction.

(b) A student shall refrain from engaging in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class such as personal conversations, talking on cell phones, and anything else that causes distracting noise.

(2) Administrators shall not submit course credit to the Commission for a student who fails to comply with the student attendance participation standards prescribed in Paragraph (1)(a) & (b) of this Rule.

### **Rule 790-X-1-.17(f): Disciplinary Actions For Instructors, Administrators And Schools.**

(1) The Commission may take disciplinary action against an instructor, an administrator or a school in accordance with **Article 1: Section 34-27-6** for violation of any of the following:

(f) Awards credit to any student who fails to comply with the student's attendance participation standards as set forth in Commission rules.

Students can miss **ONLY 10% (ONLY 6 Hours)** of the Pre-license Course and **ONLY 10% (ONLY 3 Hours)** of the Post-License Course. Students **MUST** make up for the next missed hours. **100% ATTENDANCE** for CE Courses.

**Acknowledgement Form**  
**Student's Copy**

I, \_\_\_\_\_

acknowledge that I received from **ROBERTS' International Real Estate Institute, LLC**

and reviewed with the Instructor, the Institute's **Guidelines, Policies and Procedures** on the first day of class:

Date: \_\_\_\_\_(mm/dd/yyyy)

All Policies and Procedures were reviewed and in particular, the **Alabama Real Estate Commission Rule** cited as the Institute's Policy on Attendance and Participation.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Michael S. Roberts, Instructor**

**Acknowledgement Form**  
**Student's File Copy**

I, \_\_\_\_\_

acknowledge that I received from **ROBERTS' International Real Estate Institute, LLC**

and reviewed with the Instructor, the Institute's **Guidelines, Policies and Procedures** on the first day of class:

Date: \_\_\_\_\_(mm/dd/yyyy)

All Policies and Procedures were reviewed and in particular, the **Alabama Real Estate Commission Rule** cited as the Institute's Policy on Attendance and Participation.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Michael S. Roberts, Instructor**

**Acknowledgement Form**  
**Institute's Copy**

I, \_\_\_\_\_

acknowledge that I received from **ROBERTS' International Real Estate Institute, LLC**

and reviewed with the Instructor, the Institute's **Guidelines, Policies and Procedures** on the first day of class:

Date: \_\_\_\_\_(mm/dd/yyyy)

All Policies and Procedures were reviewed and in particular, the **Alabama Real Estate Commission Rule** cited as the Institute's Policy on Attendance and Participation.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Michael S. Roberts, Instructor**

