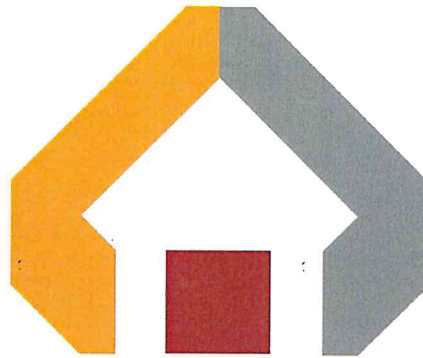


MARYLAND REAL ESTATE
CAREER INSTITUTE

CATALOG

Volume 1, Number 1: September, 2018



MDRECI

Maryland Real Estate Career Institute

1441 McCormick Drive, suite 1020
Upper Marlboro, MD 20774
(240) 719-3210: Office | (240) 737-5050: Fax
Website: mdrealestatecareerinstitute.com
email: mdrecareerinstitute@gmail.com

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Website: mdrealestatecareerinstitute.com | email: mdrecareerinstitute@gmail.com

Mission

The school's mission is to prepare students to sit for the real estate salesperson licensing exam.

Ownership

The school is owned by PCL, LLC. The officers are:

Patricia Long President

Staff

Rachel L. Jefferies	School Director
Edward Jefferies	Instructor
Tyrone Whitby	Instructor
Patricia Long	Instructor

School Facility

All pre-licensure exam preparation is held at the school facility located on the first floor of the Keller Williams Preferred Properties office, Training Room. The facility is 15,000 square feet overall, and has adequate restrooms and a break area. The training room measures 353 square feet. The instructional area consists of comfortable seating and desks, wall-mounted TV monitors, a movable podium and white board. Free parking for students is available.

The administrative office hours are: Monday, Wednesday and Friday: from 9:00 a.m. – 1:00 p.m. Class times are listed below as schedule options.

Schedule:

Evening	Mondays and Wednesdays	6:00 p.m. -10:00 p.m.	8 hours/week for 7.5 weeks
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School Calendar:

Evening Schedule	Start Dates	End Dates
	September 10, 2018	October 29, 2018
	November 5, 2018	January 2, 2019

Inclement Weather:

The school's policy regarding the cancellation of classes due to inclement weather follows that of the Prince George's County public school system (K-12), as reported on the local news networks. Students may also call the school to verify if classes will be held.

Delays of class starting times as reported on the local news networks will apply only to the Full Day schedule.

Holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving and the day after
Christmas Eve through New Year's Eve

Entrance Requirements

All applicants must provide evidence of being at least 18 years of age. Acceptable proof of age may be a birth certificate, current driver's license, or passport. Additionally, all applicants must submit a copy of their high school diploma, official high school transcript, or G.E.D. upon application to the program. . If a student does not possess a high school diploma or G.E.D., the student must take the Wonderlic admissions test.

NOTE: criminal convictions may affect a student's ability to be licensed.

Enrollment Procedures

Students may request a copy of the *Enrollment Agreement* and *Catalog* by calling or visiting the school by appointment during business hours. To complete enrollment, students must meet with School Director to review and sign the enrollment agreement and complete financial arrangements

The school does not accept credit for previous training.

Attendance Policy

The Maryland Real Estate Commission requires successful completion of 60 clock hours to be eligible to sit for the Real Estate Salesperson Pre-licensure Exam. Therefore, students should attempt to attend every session. Arriving more than 10 minutes late or leaving more than 10 minutes early will count as a full clock hour of absence. Missed hours count against a student's attendance rate but can be made up, in order to reach the requirement of 60 clock hours.

A student must attend and complete all 60 clock hours of the program at a minimum 80% attendance rate in order to successfully complete the program. All missed time, up to 12 clock hours must be made up. A student's attendance will be evaluated and reported in writing to students at the end of each week. If a student's cumulative attendance rate is below 80% at the end of any week, the student will be counseled by school staff, and will receive a written warning. When a student misses more than 12 hours of the program, the student will be dismissed from the program.

Leave of Absence Policy

The school does not permit a leave of absence.

Make up Policy

Hours missed cannot exceed 12 hours, and must be made up. All assignments must be completed before the end of the course session in which the student is enrolled. Students must contact school staff to arrange to make up academic assessments, course material content, and up to a maximum of 12 missed hours of attendance.

Grading System

Letter Grade	Grade Scale	<u>Academic Assessments:</u> 10 quizzes Mid-term exam Final exam
A	95-100%	
B	85-94%	
C	75-84%	
F	0-74%	

Students who score below 75% on a quiz or exam may retake the quiz or exam only once. These retakes will be scheduled outside of the scheduled class times and must be taken before the scheduled end date of the session in which the student is enrolled.

Satisfactory Academic Progress

Students' academic progress will be evaluated at the end of each week and reported electronically via email to students weekly. The School will also maintain records of the student's evaluations.

Graduation/Completion Requirements

1. Complete all 60 clock hours of training with no more than 12 hours missed (which must be made up).
2. Achieve an average minimum score of 75% on all quizzes and a minimum score of 75% on both the mid-term and final examinations, and at least an 80% attendance rate.
3. Financial obligations to school satisfied.

Re-Admission Policy

Students who have voluntarily withdrawn from the school's program prior to its completion or who were terminated from the school's program due to unsatisfactory attendance or academic progress may re-enroll to be accepted into a new offering of the program. No credit will be granted for any previous training, however.

Program Costs

Registration fee	\$ 25.00
Tuition	\$300.00
Text(s)	\$110.00
Total	\$ 435.00

The current cost to sit for the Maryland Real Estate Salesperson licensing exam through PSI is \$61.00. Additional information may be found at:

https://candidate.psiexams.com/catalog/fti_agency_license_details.jsp?fromwhere=findtest&testid=528.

Textbooks

Modern Real Estate Practice, 20th Edition, Dearborn Real Estate Education, ISBN: 978-1475463729;
Modern Real Estate Practice Study Guide, 20th Edition, Dearborn Real Estate Education, ISBN: 978-1475463743; and
Maryland Real Estate Practice & Law, 15th Edition, Dearborn Real Estate Education, ISBN: 978-1475446944

Program Objective

Successful completion of this exam preparation program satisfies the minimum educational requirements for eligibility to take the Maryland Real Estate Salesperson Licensure Examination. The program objectives are to satisfy the requirements of the Maryland Real Estate Commission for a license to sell real estate.

The Student-to-Instructor ratio will not exceed 18:1

Program Subjects (Lecture)	# Clock Hours
Unit 1:	
Principles of Real Property	4
Landlord-Tenant Relationships	3
Real Estate Contracts	5
Unit 2:	
Rules of Agency and Listings	4
Transfer of Title to Real Property	4
Title Insurance and Settlements	3
Unit 3:	
Fundamentals of Appraising	3
Real Estate Finance	6
Maryland Real Estate License Law	6
<i>Mid-term Exam</i>	
Unit 4:	
Maryland Real Estate Regulations	4
Real Estate Ethics (focusing on MD)	3
Human Rights & Community Relations	4
Unit 5:	
Basic Math Pertaining to Real Estate	4
Property Condition Disclosures	3
Hazardous Substances Laws and Regulations	2
<i>Final Examination</i>	2
TOTAL CLOCKHOURS	60

Refund Policy

- (a.) If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- (b.) All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract.
- (c.) If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the registration fee.
- (d.) If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the registration fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of Total Program Taught by Date of Withdrawal	Tuition Refund
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No Refund

- (e.) The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
- (f.) Textbooks are non-refundable.

Student Services, Rights, Privileges and Responsibilities

Free student parking is available for all enrolled students.

Transcripts: Student transcripts will be provided free of charge upon request in writing to the school.

Placement: While the school cannot guarantee job placement, school staff will be available by appointment to advise students who complete the training and desire employment guidance and assistance.

Student Conduct Policy

The Maryland Real Estate Career Institute is a smoking-, drug- and alcohol-free workplace and educational institution. Neither smoking nor alcohol consumption nor the possession, use or distribution of illegal drugs is permitted anywhere in the school facilities.

Students are required to act in a manner which will reflect credit on themselves, the school, and the profession. Students will be expected to have the highest possible ethical standards and conduct themselves accordingly. The school has the right to dismiss any student which fails to adhere to and observe school regulations; is involved in illegal or unethical practices; or cannot meet the standards of the school's approved academic and attendance requirements. Criminal convictions may affect a student's ability to be licensed.

Student Grievance Procedure

Students who have a grievance with the school are encouraged to resolve the matter with their instructor.

If unsatisfied, the grievance should be submitted in writing and addressed to the School Director. The grievance should include the date upon which the grievance occurred, the nature of the grievance, the name of the instructor, and a desired solution. The Director will respond to the grievant by phone, email, or text within 72 hours to resolve the issue.

If still unsatisfied, the student may submit a written complaint to the Secretary of Higher Education at the Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201; or to the Maryland Consumer Protection Division at 200 St. Paul Place, Baltimore, MD 21202, (410) 576-6300, www.marylandattorneygeneral.gov, email: consumer@oag.state.md.us.

Program Performance

Students and prospective students may obtain information regarding the school's program performance from the Maryland Higher Education Commission at 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201, www.mhec.state.md.us/institutions_training/Pages/career/pes/complaint.aspx. This information may include, but is not limited to, enrollment, completion rate, placement rate and licensure exam pass rate of graduates.

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ENROLLMENT AGREEMENT

THE PRINCIPLES & PRACTICES OF REAL ESTATE FOR SALESPERSONS PROGRAM

Name: _____

Phone: Home: _____ (Cell) _____

Address: _____ City: _____

State: _____ Zip: _____ SSN: _____

Email: _____ Fax: _____

I am enrolling at THE MARYLAND REAL ESTATE CAREER INSTITUTE for a program of study in Principles and Practices of Real Estate for Salespersons - 60 clock hours. (See *Catalog* schedule for dates.)

The program is scheduled to begin on: _____ and conclude on: _____.

Location of the classes is 1441 McCormick Drive, Suite 1020, Upper Marlboro, MD 20774.

Texts to be used in the course are the latest editions of: Galaty, Fillmore W., **Modern Real Estate Practice**; 20th Edition, and White, Donald A., **Maryland Real Estate Practice & Law**, 15th Edition. Books may be purchased through the school or on the open market.

I understand that I will be entitled to the privileges and bound by the conditions below:

- **Graduation requirements:** Complete all 60 clock hours of training with no more than 12 hours missed (which must be made up); achieve an average minimum score of 75% on all quizzes and a minimum score of 75% on both the mid-term and final examinations; achieve at least an 80% attendance rate; and satisfy all financial obligations to the school.
- **Job Placement:** I acknowledge that the MARYLAND REAL ESTATE CAREER INSTITUTE cannot guarantee job placement, school staff will be available by appointment to advise students who desire employment guidance and assistance.
- **Program Cost:** The total cost of the program at registration is **\$435.00** as follows: tuition, \$300.00; registration, \$25.00; and books, \$110.00. Full payment of all costs is due upon enrollment.
- **Textbooks:** I must obtain the required textbooks, which may be purchased through the school, or on the open market.

Refund Policy:

- (a.) If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- (b.) All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract.
- (c.) If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the registration fee.
- (d.) If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the registration fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

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40% up to 50%	20%
More than 50%	No Refund

- (e.) The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

- (f.) Textbooks are non-refundable.

Acknowledgments: I have received a copy of the MARYLAND REAL ESTATE CAREER INSTITUTE **Catalog**, and the **Enrollment Agreement**. I understand that I am advised to keep copies of all documents regarding enrollment and financial obligations. I have read the requirements and policies stated in the catalog for entrance, grading, attendance, conduct, leave of absence, withdrawal, and graduation. As a condition of acceptance, I agree to adhere to and abide by these requirements and policies with the knowledge that the MARYLAND REAL ESTATE CAREER INSTITUTE has the right to cancel my contract if I do not meet attendance requirements, standards of progress or abide by the student policy of conduct. The enrollment contract may be extended or modified only with the written consent of both the student and the school.

In order for this Enrollment Contract to be binding, the contract must be signed by the applicant, the guardian if applicable, and the school official.

Signature of Applicant

Date

Signature of MRECI Official

Date