



30-Hour Alabama Salesperson Post-License Student Course Orientation and Policy Manual for Synchronous Courses

EFFECTIVE JUNE 2022

Course Instructor

Amanda Adams, CREI, CDEI, REALTOR®

Course Instructor Contract Information

- **Email:** aadams@martinandfellowsres.com
- **Phone:** (334) 777-9052

Your instructor is Amanda Adams and may be reached by email or by phone from Monday to Saturday from 8 am CST and 8 pm CST. The instructor will respond as soon as possible, but no later than 24 hours. When sending an email message, please include your full name and phone number where you can be reached. Please try to be as descriptive as possible in your message to help your instructor answer your question as quickly as possible.

Course Description

This is a **30-Hour Alabama Salesperson Pre-license** course that is required for individuals holding a Temporary Alabama Salesperson Real Estate license in the state of Alabama. The course fulfills the requirements to apply for an Original Alabama Salesperson Real Estate license.

The course covers the following topics as set forth by the Alabama Real Estate Commission: Alabama real estate license law, marketing and business technology, the home financing process, working with sellers and listing homes, working with buyers and preparing offers, creating CMAs, the steps required to proceed from contract to closing, creating estimated closing statements (net sheets), and how to recognize and manage risk.

Cost of the Course (Fees)

The total fee for the 30-Hour Alabama Salesperson Post-license course offered by Martin & Fellows Real Estate School is \$199, which covers all required books and materials (excluding a computer/tablet and high-speed Internet). We offer a FREE class for former students that pass the PSI state licensing exam on their first attempt. Please contact the school at aadams@martinandfellowres.com for more information about the discount.

Students have two options when enrolling in the course:

Option #1: Pay \$199 in full

Option #2: Pay a \$99 deposit to hold your seat and make payments on the remaining balance. Balance is due by the end of the fifth week of the course.

Registration is only available on-line. If you do not pay your fee within 15 minutes, your registration will automatically be deleted by our website.

Upon successful registration, you will receive details about your course via email.

Registration Periods

Registration opens on-line on our website approximately two months before the beginning of the course. When the maximum number of attendees has been reached, enrollment is automatically closed and anyone wishing to attend the course can request to be placed on the waitlist. Students will be notified via email if and when a seat becomes available in the upcoming course.

Prerequisites for the Course

According to the Alabama Real Estate License Law, all students must have either an active or inactive temporary license BEFORE taking the course.

Library and Resource Information

Upon enrollment into the course, students will receive many resources to help them prepare for their real estate career and the final course exam: a printed class schedule, one printed textbook, and hard copies of all PPTs to be used in the live ZOOM sessions. PDF versions of these resources are also available on the on-line homework course and can be downloaded as needed.

Class Schedule (Broadcast Schedule)

The class meets via ZOOM in a virtual classroom on the scheduled dates from 6:30 pm CST until 9:30 pm CST.



A printed class schedule is provided on the cover of your textbook binder. You will receive a link and passcode to the ZOOM meetings after registration and the day of each class via email. Please make sure the instructor has your correct email address.

The live ZOOM sessions will be recorded, and you will receive a link to view the recorded ZOOM sessions as needed. **However, watching a missed session does not make up for an absence caused by missing a ZOOM session.**

Criteria for Successful Completion of the Course

To complete this course and receive credit for completion, students must:

- Attend 90% of the live ZOOM sessions, and
- Complete the on-line homework study course (read through all course chapters, watch all videos, pass all unit and chapter quizzes), and
- Complete a course survey, and
- Pass the proctored final course exam.

On-line Homework Course (Testing and Grading Information)

The on-line homework course consists of ten “locked” chapters (one per main topic), a comprehensive practice final course exam and a course survey. The live ZOOM sessions and on-line homework course is designed to be completed in a particular sequential order, beginning with Alabama license law and ending with a series of comprehensive final exams. You are not able to “skip around” the chapters.

Each chapter in the homework course consists of narrated videos, multiple choice quizzes, downloadable handouts and worksheets and a comprehensive chapter exam. After watching all videos and passing each unit quiz, you will be required to pass a comprehensive chapter exam to ensure your comprehension of the material. The quiz and chapter exam questions are randomly chosen from a chapter question bank. You will be able to review their unit quizzes and chapter exams after each attempt. Once the chapter exam is passed with an 85% or better, the next chapter in the sequence will be “unlocked.”

The final chapter is a course completion survey. After completing the survey, you’ll be able to schedule your final in-person exam with the instructor.

AREC Temporary Salesperson License

As stated in Rules 790-X-1-.06(1) and 790-X-2-.03(1), an individual must have a temporary license prior to taking a post license course. Basically, that is where the term “post license” originates. It is a course that is taken after the license has been issued, just like pre-license courses must be taken prior to the salesperson or broker license being issued. Therefore, all schools must advertise the temporary license requirement for a post license course.



Completion and Assignment Timelines/Completion Deadlines

The course must be completed, including passing the course final exam, within four months of enrollment. The first date of the live ZOOM sessions is considered the start date of the program.

While attendance to the live ZOOM sessions is required as scheduled, students may complete the on-line homework course at their own pace. A suggested completion schedule is provided to student to assist them with completion of the homework course. However, **the on-line homework course must be completed before students are eligible to take the proctored course final exam.**

Final course exam information

The final course exam is a comprehensive exam designed to measure how well you have learned the materials and prepare you for proctored final course exam. It consists of 30 questions and covers all topics studied in the course.

- **The minimum passing score on the proctored course final exam is 70%. If you do not make a 70% or better, you must re-take the exam.**
- **You are not allowed to retake the proctored course final exam in the same day. A minimum gap of 24 hours is required between test attempts.**
- **You are allowed up to four attempts to pass the proctored course final exam.**

The proctored course final exam must be taken in the presence of your instructor. At the end of your course, you will be given instructions for scheduling an appointment with your instructor.

Student Survey

After successfully passing the final course exam, students are required to complete a brief course survey. The final survey page must be submitted to the school to indicate that you have finished the course material successfully. Upon receiving the survey, a course complete certificate will be issued and your credit for completing the course will be reported to the Alabama Real Estate Commission.

Application for Original License

After successfully completing the 30-Hour Alabama Salesperson Post-license course, students will be eligible to apply for an **Original License**.

Students must apply for an original license via the Alabama Real Estate Commission's website here: <https://arec.alabama.gov/arec/pages/forms.aspx>

Students holding a temporary ACTIVE license must apply within six months of the issue date of the temporary license.

Students holding a temporary INACTIVE license must apply within twelve months of the issue date of the temporary license.

To verify your temporary license expiration date, use the License Search feature on the AREC website: https://arec.alabama.gov/arec/pages/professionals/licensing/license_search.aspx

Refund and Balance Due Policy

Refunds are available for the first two weeks of school only. If you need to withdraw from the course, send an email to your instructor at aadams@martinandfellowsres.com.

You will receive a refund for the amount paid up to that date for the course minus \$30.00 for the textbooks and materials. If you choose to return the printed textbook, you will receive a full refund of the total amount that you have paid.

The refund will be processed through our payment server, PayPal.

Your balance is due within 14 days of beginning the ZOOM classes.

After the fourth class of the course, no refunds will be given. If you “disappear” from the class after the initial two weeks and still owe a balance, you still owe a balance to the school whether you attend or not.

After this happens and you try to re-enroll in another course at MFRES, you will be required to pay for your course IN FULL.

Student Conduct

Students are expected behave in a respectful and ethical manner towards the instructor, the staff and their fellow students while enrolled in our courses. Inappropriate student behavior is grounds for termination and forfeiture of your education. Inappropriate behavior includes, but is not limited to, cheating, fraud, use of profane language in written and verbal interactions with our staff or website, verbally abusive language toward staff or instructors, threatening and bullying. Students with repeated offenses will be dismissed at the school’s discretion without a refund.

Equipment and System Requirements

Students will need reliable internet access and a computer or tablet to take this course. While you *can* access the course on smartphone, *it is not recommended as some menu items may not be easily seen or located.*

Computer Operating Systems:

- Windows Vista, 7, 8, 10 (*Note: Microsoft no longer supports Windows XP. Our system does not support XP and we recommend you upgrade.*)
- Mac OS X 10.4 to 11.0

Browsers:

Our course is compatible with all modern browsers including Firefox, IE 9+, Chrome, Safari, and Opera. Our platform is also compatible with all browsers used by the latest mobile devices (i.e., iOS and Android).

When our course detects an older browser, the student is automatically prompted to update their browser to experience our course the best way possible. Older browsers don’t support HTML5 and other standards adequately. We strongly recommend that you install a modern browser to enjoy an optimal course experience.

Internet Connection:

Our course had been optimized for broadband. We cannot guarantee our courses will run on dial-up internet service.

- Minimum Broadband Specs of 500 Kbps download and 384 Kbps upload.
- Recommended 1 Mbps download and 768 Kbps upload.
- Wireless Broadband can run slowly on videos depending on connection speeds.
- 4G Network recommended for wireless.

Technical Support

Technical support is initially provided by the Course Instructor and the Classroom Moderator as most technical issues can be easily handled by these two staff members. If more complex technical support is required, the School Administrator and Technical Support Manager will be engaged.

If you require technical support, we may be reached from 8 am CST and 8 pm CST. in the following ways:

- **Email:** aadams@martinandfelloweres.com
- **Phone:** (334) 777-9052

Non-Discrimination and ADA Policy

Our school 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 this or any course.

Alabama Real Estate Commission Virtual Classroom Rules

According to the Alabama Real Estate Commission, the following requirements must be followed for classroom courses offered virtually via ZOOM:

- **Video is mandatory.** Students must physically be present on camera at all times. The instructor must be able to see the faces of all students. This does not include the top of a head or someone sitting at a long distance from a camera making it difficult to see the face. Any artificial background being used by a student should not include distracting movement and must not be a picture of the student. Anyone who uses a blackened screen should not be given course credit.
- **Students must be present 100% of the time.** If someone loses connection and misses more than 15 minutes of the class, they do not receive course credit.
- **Students must behave appropriately and pay attention.** This includes sitting in a location with a writing surface and facing a camera, not lying on the couch, or sitting in a comfortable recliner.
- **Students cannot be driving or participating in some other activity.** Other activities include phone calls, paperwork, conversations with someone not in the class, walking on a treadmill, or anything else that is unrelated to the course.

- **Proper monitoring of students.** The instructor and the administrator or any assistants must monitor each student and make corrections when needed.
- **Use breakout rooms, polling, or other means of promoting interaction.** Students must be involved in the class.
- **Limit the chat tool to information related to the course.** General conversations and comments make the chat tool difficult to maintain and follow. It should only be used for questions related to the course material and must be observed constantly to make sure all questions are identified and answered.

Receipt of Course Manual and Course Orientation

In the on-line homework course, you will be asked to digitally sign to indicate that you have completely read the *Alabama 30-Hour Post-License Synchronous Course Manual and Orientation* manual and will comply with the policies and procedures of Martin & Fellows Real Estate School.

If you have any questions or concerns about the policies, please contact the school instructor or school administrator.