



**Alabama Pre-License Student Policies Manual and Orientation
for Synchronous Courses
EFFECTIVE JANUARY 2021**

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 **60-Hour Alabama Salesperson Pre-license course** that is required for any individual wishing to earn an original real estate license in the state of Alabama. The course fulfills the requirements to earn an 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, real property, personal property (fixtures, trade fixtures, etc.), land rights, legal descriptions, acreage and square footage, title and deeds, encumbrances (easements, liens, encroachments, etc.), real property ownership (types of estates, joint tenancy, tenancy in common, etc.), land use controls (taxation, eminent domain, escheat, etc.), environmental hazards and property conditions (radon, asbestos, carbon monoxide, toxic black mold, etc.), agency relationships (fiduciary obligations, special agency, general agency, universal agency, etc.), real estate contracts (listing contracts, buyer's agency agreements, , etc.), appraisals, financing (types of loans, types of payments, mortgage markets, government oversight, etc.), marketing regulations (federal fair housing laws, anti-trust laws, ADA, , etc.), practice of real estate, property management (leasehold estates, types of leases, etc.), and real estate calculations.

Cost of the Course (Fees)

The total fee for the 60-Hour Alabama Salesperson Pre-license course offered by Martin & Fellows Real Estate School is \$379, which covers all required books and materials (excluding a computer/tablet and high-speed Internet). We offer a \$50 discount for active and retired military and public school teachers. Please contact the school at admin@martinandfellowres.com for more information about the discount.

Students have two options when enrolling in the course:

Option #1: Pay \$379 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

While there are no educational prerequisites for the course, the state of Alabama does have specific requirements for real estate license applicants. Please review the information in the **Alabama-specific requirements** section.

Prior Learning Assessment Policies

While no prior learned assessments are conducted before enrollment, student should have a sound knowledge of basic math skills including rounding numbers, converting percentages to decimals, basic geometry (to calculate square footage and acreage), multiplying percentages, basic knowledge of simple fractions and basic division. Students are also expected to read and comprehend written passages on an 8th grade level.

After completion of the course, students are required to pass a comprehensive final course exam consisting of 150 multiple-choice questions.

Library and Resource Information

Upon enrollment into the course, students will receive many resources to help them prepare for the Alabama state licensing exam including a textbook binder that contains the following resources: a printed class schedule, two printed textbooks, a printed PSI Alabama Candidate Handbook, a set of printed vocabulary worksheets, a printed set of math videos and worksheets and a set of printed flashcards. 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 every Tuesday and Thursday evening from 6 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 session.

Criteria for Successful Completion of the Course:

To complete this course and receive credit for completion, you must attend 90% of the live ZOOM sessions, complete the on-line homework study course (read through all course chapters, watch all videos, pass all unit and chapter quizzes), complete a course survey and pass the proctored final course exam.

The on-line homework course consists of eighteen “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.

Testing and Grading Information

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, chapter 17, consists of three comprehensive practice final exams. After passing all three exams with an 85% or better and registering for your AREC student ID number, you will be eligible to take your proctored final exam at the actual school by scheduling an appointment with your instructor.

Completion and Assignment Timelines

AREC Student ID Number

Every student is required to register for a student ID number from the Alabama Real Estate Commission. This is a 9-digit number that will be used to report your credit for the course to the Alabama Real Estate Commission. It will also become your license number after you pass the state licensing exam and apply for a real estate license.



During the registration process you will be required to provide your social security number and other personal information. Be sure to use the name that appears on your government-issued ID. Upon completion of the registration process, a 9-digit student ID number will be issued to you. You will be asked to provide the AREC-issued ID number to our school before entering the course final exam.

If you have held an Alabama real estate license in the past or have attended another real estate school, you will use the same student ID number. If you cannot remember your old student ID number, contact the Alabama Real Estate Commission at (334) 242-5544.

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 the state licensing exam. It consists of 150 questions and covers all topics studied in the course. **The minimum passing score on the final course exam is 85%. If you do not make an 85% or better, you must re-take the exam.**

You are not allowed to retake the final exam in the same day. A minimum gap of 24 hours is required between test attempts.

The final course 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.

Completion and Assignment Timelines/Completion Deadlines

The course must be completed, including passing the course final exam, within six 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 final course exam.

If as student is not able to complete the course within the initial six-month deadline, they may purchase a course extension for more time so long as thier total time in the course does not exceed one calendar year. According to Alabama real estate license law, students have one year to complete and pass a state-approved sales pre-license course.

If the student does not complete the course within the one-year time period permitted by Alabama real estate license law, they will be required to re-register for the course and take the entire course over again from the beginning.

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 us 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.

State licensing exam:

After successfully completing the 60-Hour Alabama Salesperson Pre-license course, students will be eligible to sit for the state licensing exam given by PSI. Only after passing the state licensing exam, will students be eligible to apply for an Alabama real estate license.

The state licensing exam contains 145 questions on state and national topics. The minimum passing score is 70%. For more detailed information, please review the **Alabama Candidate Handbook** located in the FILES section or visit the PSI website at <https://schedule.psiexams.com/>.

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 our Administration Manager at admin@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.

After the second Thursday 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. **If you do not pay your balance within 60 days or make payment arrangements with the school, your balance will be referred to a local collection agency.**

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.

Note: 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: techsupport@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-specific requirements:

The following are Alabama-specific requirements for the applicants and the 60-Hour Alabama Salesperson Pre-license course.

- According to Alabama real estate license law, individuals must meet the following requirements when applying for a real estate license:
 - Be trustworthy and competent as to safeguard the interests of the public;
 - Cannot have had a real estate license rejected or revoked in any state during the previous two (2) years for any reason except failure to pass the state exam;
 - Be nineteen (19) years old or older;
 - Be a United States citizen OR an individual legally present with appropriate documentation OR an alien with permanent resident status;
 - Must be a high school graduate or equivalent; and
 - Not been convicted of a felony or a crime involving moral turpitude (such as shoplifting or writing bad checks).

If you have any questions about the eligibility requirements, please visit the Alabama Real Estate Commission's website, <https://arec.alabama.gov/arec/>

- According to Alabama real estate license law, students have one year to complete and pass a state-approved sales pre-license course. If you do not complete your course within the one-year time period permitted by Alabama real estate license law, you will be required to re-register for your course and take the entire course over again from the beginning.
- According to Alabama real estate license law, all students must apply for a student ID number.
- According to Alabama real estate license law, all final course exams must be completed in the presence of an approved proctor (meaning the instructor or moderator).