

THE GEORGIA SCHOOL OF REAL ESTATE

P O Box 30012 Savannah, GA 31410

School Renewal Date 12/31/2012

75 HOUR GEORGIA SALES PERSON PRE-LICENSE COURSE

NOTICE TO STUDENTS

GEORGIA REAL ESTATE COMMISSION: The Georgia Real Estate Commission has approved that The Georgia School of Real Estate is an approved school to teach the 75 hour Georgia Salesperson Pre-License course which meets the pre-license education credit requirements. This course is a prerequisite for the Georgia Salesperson License and satisfies this requirement and completion of this course enables the student to take the Georgia License Salesperson Exam.

ATTENDANCE/MAKE UP POLICY: Every student is required to be in class on time to receive credit for each course hour. Each student may miss two classes without having to make up the hours. If a student misses four classes then they must make up two of the four classes by contacting your instructor for the make up schedule. If a student should miss any more than 4 classes they are not eligible for course completion and will have to retake this course. In the event of special circumstances an instructor can allow additional make up hours if deemed necessary by the course instructor and approved by the schools Director for a designated fee.

NON DISCRIMINATION: The Georgia School of Real Estate 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 in any course.

RECRUITMENT: It is a violation for any person or company to recruit, or attempt to recruit any student in this class while on the property of this class from the time one hour prior to class through one hour after class during each and every class held. Should any student be approached or contacted in anyway in any attempt of recruitment, said student should report this violation immediately to the course instructor who in turn will promptly report this to the Georgia Real Estate Commission.

STUDENT BEHAVIOR: Disruptive classroom behavior can negatively affect the classroom environment as well as the educational experience for students enrolled in the course. The Georgia School of Real Estate defines disruptive classroom behavior as "any behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class." Any student showing this

disruptive classroom behavior will receive one warning then will be asked to leave the course. There will be no refund on the course if this should happen.

END OF COURSE EXAMINATION AND GRADING POLICY: In order to pass this course the student must take the final exam and receive a 75% or above. If this grade is not made then one re-take exam will be schedule and the students must receive a grade of 75% or above to pass this course. The only grade that counts towards passing this class is your final exam.

REAL ESTATE SALESPERSON REQUIREMENTS: Be at least 18 years old. Be a resident of Georgia, unless seeking a nonresident license. Be a high school graduate or holder of a certification of equivalency. Complete a 75-hour Salesperson Pre-license course (such as this course) and complete the school in-house exam. Pass the state real estate examination. Obtain a copy of your Georgia Crime Information Report.

ACTIVE/INACTIVE STATUS: Any individual who successfully passes the salesperson licensing examination may apply to place his or her license on inactive status rather than activating it with a broker. In any case, the applicant must pay the appropriate licensing fee. The salesperson post license educational requirements apply to a salesperson that goes on inactive status. Any licensee who places a license on inactive status must also pay renewal fees as they come due. Any individual who successfully passes the salesperson licensing examination may apply to activate his or her license with a broker using the Sponsoring Broker Statement Application. The application must be signed by the sponsoring broker.

FEES: If you are applying within 3 months from taking your exam, the license fee will be \$170.00. If you are applying more than three months but less than 12 months from taking your exam, the fee will be \$340.00. AMP (Applied Measurement Professionals, Inc) charges \$97.00 to take the state exam. This amount covers all fees due for the first four years of licensure.

POSTLICENSE EDUCATION REQUIREMENTS: Salespersons must take a 25 hour Salespersons post license course in their first year of licensure. The Georgia School of Real Estate offers this course. Failure to complete a post license course during the first year of being licensed will cause the license to lapse.

CONTINUING EDUCATION: The Commission requires that all active licensees licensed after January 1, 1980, must complete at least twenty-four (24) hours of approved continuing education course work during each four year renewal period to meet the Continuing Education requirements.

INSTRUCTORS: The Georgia School of Real Estate currently has two certified/approved instructors which are Chris Wigley and Everett Goethe. Both Chris and Everett are authorized to teach all courses that are approved by The Georgia Real Estate Commission for The Georgia School of Real Estate.

CONVICTION OR SANCTION: The Official Code of Georgia Annotated Section 43-40-15 provides in part that the Commission may deny a license to an applicant who has a prior criminal conviction(s) or a disciplinary sanction(s) imposed by any occupational licensing body. An applicant for licensure is a person who has met all experience, education, and examination requirements for the license sought. Because of the time and expense involved in becoming an applicant for licensure, the Commission affords an individual who has not yet become an applicant the opportunity to request that the Commission make a preliminary decision on the conviction(s) or the prior disciplinary sanction(s) before the individual takes the required education and examination for license. The purpose of a preliminary decision is merely to provide advisory guidance. Preliminary decisions are not binding. However, the Commission may elect to allow a favorable preliminary decision to become its final decision without further investigation or hearing when the individual becomes an applicant for licensure. (a) Required Information. An individual seeking a preliminary decision must submit to the Commission a certified copy of any indictment and conviction or a disciplinary sanction imposed by another licensing regulatory authority. An individual seeking a preliminary decision may also provide the Commission with any additional information that the individual believes may assist the Commission in rendering a preliminary decision. (b) Adverse Preliminary Decisions. A preliminary decision by the Commission that is unfavorable to the individual shall not prevent the individual from becoming an applicant for licensure by successfully completing all education, experience, and examination requirements for the license. Whenever the Commission denies a license based on a prior conviction or prior disciplinary action, it must provide the applicant the opportunity for notice and a hearing.