

# CAREER INSTITUTE OF REAL ESTATE

333 Creekstone Ridge, / P. O. Box 560  
Woodstock, Georgia 30188  
(770) 928-6538 Office / (770) 928-8175 Fax  
Visit us at <http://www.alanbjennings.com/>  
<http://www.realestateagentslink.com/>

## PRE-LICENSE RESIDENT COURSE – 2008

### SALESPERSON PRELICENSE CLASS (75 Hours)

#### DAY CLASS - Cost: \$495.00\*

(\* \$25 Credit for Cash, Check or Money Order)

All Classes meet for 12 weeks

<u>Class</u>	<u>Classroom</u> <u>Location</u>	<u>Registration</u> <u>Deadline</u>	<u>Start Date</u>	<u>Days</u>	<u>Time</u>
Winter	Wdstk1	Feb 1 <sup>st</sup>	Feb 6 <sup>th</sup>	M & W	8:45am – 1:00pm
Winter	Wdstk1	May 2 <sup>nd</sup>	May 7 <sup>th</sup>	M & W	8:45am – 1:00pm

#### WEEKEND CLASS - Cost: \$495.00\*

(\* \$25 Credit for Cash, Check or Money Order)

All Classes meet for 12 weeks

<u>Class</u>	<u>Classroom</u> <u>Location</u>	<u>Registration</u> <u>Deadline</u>	<u>Start Date</u>	<u>Days</u>	<u>Time</u>
Winter	Wdstk1	Jan 31 <sup>st</sup>	Feb 2 <sup>nd</sup>	Saturday	8:45am – 5:00pm
Winter	Wdstk1	Apr 30 <sup>th</sup>	May 3 <sup>rd</sup>	Saturday	8:45am – 5:00pm

Classroom: Wdstk1: 333 Creekstone Ridge • Woodstock, Georgia 30188 • (770) 928-6538  
Wdstk2: 9910 Highway 92, Ste 102 • Woodstock, Georgia 30188 •

IF ATTENDING CLASS DOES NOT WORK IN YOUR SCHEDULE, CONSIDER OUR  
INDEPENDENT STUDY PROGRAM. CALL OUR OFFICE OR GO TO

<http://www.realestateagentslink.com>

ENROLL BY REGISTRATION DEADLINE TO GUARANTEE YOUR PLACE  
TO REGISTER: Return Enrollment form with payment

ALL CLASSES SUBJECT TO A MINIMUM OF 14 STUDENTS

# CAREER INSTITUTE OF REAL ESTATE

Woodstock, Georgia

## PRELICENCE AND POSTLICENCE EDUCATION Statement of Policy – Resident Courses

### BACKGROUND

The Career Institute of Real Estate (CIRE) is approved by the Georgia Real Estate Commission (GREC) for the purpose of offering prelicense, postlicense and continuing education courses. Our course will convey to the student the technical and practical information required, establishing a foundation for a career in real estate. Our school code is #119 and renewal ends 12/31/11.

### RECRUITING

No recruiting for employment opportunities for any real estate brokerage firm is allowed in this class or on the school premises. Report promptly any efforts to recruit by anyone to the Career Institute of Real Estate at (770) 928-6538 or the Georgia Real Estate Commission at (404) 656-3916. Commission Rule 520-2-.15.

### ATTENDANCE / ASSIGNMENTS / GRADING

Each student shall be required to ATTEND AND BE ON TIME the full class hours posted for each course. Hiring the instructor at posted hourly tutorial rate for the hours missed may be used to make up missed classes. State law requires, for course completion, that you complete all homework and class exercises. The final examination may be scheduled after completion of the course. Each student must score 75% or better on the final examination to receive a certificate of completion. If you fail the first exam you are allowed one retake. If a student fails the retake exam, they may re-enroll/retake the same course within six months after test date, for 70% of the tuition. Students may obtain missed handouts and homework materials from instructor by attending 30 minutes early or remaining after class. Test or in class assignments may be made up by prior arrangement with the instructor.

### REFUNDS

Students are eligible for refunds on the following basis:

<u>BROKER &amp; SALESPERSON PRELICENCE COURSES</u>	<u>POST-LICENSE (25 HOUR) COURSE</u>
1) Prior to start of class, a full refund less a \$10.00 Registration fee.	1) Prior to start of class, a full refund less a \$10.00 Registration fee.
2) After the start of classes, prior to session two: 75% of the tuition will be refunded.	2) After the start of classes, no tuition will be refunded
3) After session two begins, no tuition will be refunded	

A student enrolling with a credit card is entitled to a refund by credit memo. It will be issued and submitted to the credit card company and a copy of the credit memo will be mailed to the student. All refunds due will be completed and mailed within four (4) weeks from the time the refund is approved. Any applicant who has a returned check due to insufficient funds will be assessed a \$30.00 service charge. If enrolled and unable to attend the course, you may transfer to the same resident course within one year with a \$50 transfer fee plus any updated material required for that course.

### CERTIFICATION

Upon completion of a course, having met all attendance and grade requirements, the student's completion will be reported directly to the Georgia Real Estate Commission Online. The student will not receive a certificate for courses completed after 1/1/2003.

### SCHEDULE CHANGES

Scheduled dates, locations, and prices are subject to change without notice.

### NON-DISCRIMINATION/

The CIRE will not discriminate on the basis of race, color, sex, religion, national origin, familial, or handicap status in the establishment of fees, entrance qualifications or standards for successful completion of any course.

### NOTICE TO STUDENT / INSTRUCTOR (S)

Should you have questions or difficulty regarding the course content, contact the school office at (770) 928-6538 between the hours of 10:00 am & 5:00 pm Monday - Friday. The school will put you in touch with our approved instructor, Alan Jennings.

### MISCELLANEOUS

Cell phones and pagers must be turned off or on silent and may not be operated in the classroom. No laptops, recording devices, children or pets are allowed in the classroom. The classroom may be cooler than students prefer, it is recommended that you dress in layers. Students will be asked to leave the class if signs of alcohol, drugs, or inappropriate behavior are exhibited.

Rev November, 2007

# CAREER INSTITUTE OF REAL ESTATE

333 Creekstone Ridge / P.O. Box 560  
Woodstock, Georgia 30188-0560  
(770) 928-6538 / (770) 928-8175 Fax

## PRE-LICENSE RESIDENT COURSE APPLICATION

SALESPERSON: Start Date \_\_\_\_\_ Wdstk1 \_\_\_\_\_  Morning  Weekend

NAME: \_\_\_\_\_  
(As you want it on your certificate for licensing)

RESIDENCE ADDRESS: \_\_\_\_\_

CITY/ STATE/ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(IF DIFFERENT FROM RESIDENCE)

CITY/ STATE/ ZIP: \_\_\_\_\_

HOME #: \_\_\_\_\_ DAYTIME #: \_\_\_\_\_

Email address: \_\_\_\_\_

Person to contact in case of emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

How did you learn about this course?  Former Student  Advertising  Yellow Pages  
 Internet  Real Estate Broker  Other (specify): \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING INFORMATION AND ANSWER QUESTIONS ON REVERSE FOR THE  
GEORGIA REAL ESTATE COMMISSION

DATE OF BIRTH // SOCIAL SECURITY NO. --

SEX:  Male  Female EXAM TYPE:  Salesperson  Broker STATUS:  Active  Inactive

FIRM LICENSE NUMBER: H -  (If you know the company you plan to work for)

Cost: Salesperson \$495.00 (Tuition \$395, Books \$100\*)  
Make all checks payable to Career Institute of Real Estate  
(\$25 Credit for payment by Check or Money Order)  
\* Current text is required for course

PAYMENT INFORMATION:  CHECK  CASH  VISA  MASTERCARD

Please complete for Credit Card charges:  I authorize \$495.00 charged to my credit card:

Credit Card #: \_\_\_\_\_ Expiration: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name on Card: \_\_\_\_\_

OFFICE USE:

Enrolled:	Books:	REAL:	Called:	Compl:	Email/AMP:
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# HISTORY

(Check Yes or No)

YES NO

- 1. Are you applying as a Georgia resident?
- 2. Are you a veteran with at least one year of active duty who served at least 90 days during wartime?
- 3. Have you ever been licensed in another state as a broker or salesperson?

If YES, where? (State abbreviation)

Under what last name?

Note: If "yes," you must attach to this application a course completion certificate. In addition, you must attach a certificate of license history (not more than one year old) from any other state in which you have held a license only if you:

- a. Do not have course completion certificates and are attempting to prove that you have met Georgia's required prelicense or postlicense education in another state or (if applying for a broker's examination) you have met any part of Georgia's three-year experience requirement in another state; or
- b. Are a resident of Florida and taking only the state portion of Georgia's examination?

- 4. Have you ever held or do you hold a real estate license in Georgia?

If YES, give license number

If YES, but under a different name, what last name? \_\_\_\_\_

- 5. Are you a high school graduate OR the holder of a General Education Development (GED) certificate?
- 6. Have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of drugs or alcohol, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?
- 7. Have you ever been disciplined by the Georgia Real Estate Commission or any state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include but are not limited to such actions as: reprimand, a suspension, a fine, or any restriction placed on your rights to operate as a licensee.)

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- 8. If applying for a broker license, how many years have you been actively licensed as a salesperson? ; As a broker?  As a community assn manager?