

## Pre-License Overview

To qualify for taking the Alabama Real Estate License Exam, the student must meet the following requirements at a minimum:

- √ Be at least 19 years of age.
- √ Have a High School Diploma or a GED (A certificate of High School Completions is NOT acceptable).
- √ Be a U.S. Citizen or Lawful Permanent Resident.
- √ Not have been convicted of a felony or crime involving moral turpitude.
- √ Not have had a real estate application or license rejected or revoked in another state within the past two years.
- √ Completed 60-hours of pre-license instruction with a minimum course grade of 70.
  - We provide a list of the classes we have scheduled. We recommend that you schedule your time to complete the course as soon as possible.
  - The student must complete 60 course hours.
  - Students must take and pass our final exam AND return loaned books before credit can be given for the course.

**\* Once enrolled, students have ONE YEAR to complete the course by attending at least 90% of the course hours (54) and successfully passing the course exam with a minimum course grade of 70%.**

# Instructions/ Orientation for the Real Estate Salesperson Pre-License Course

## Registration

For other course information, please see our “Pre-License Overview”.

**Remember!** We try to incorporate as much of the material as possible in our lectures. However, **YOU** still must take the responsibility of studying the text and working the problems “on your own”. You will not obtain a complete grasp of the material unless you study.

## Exam Requirements

**Please contact us when you have finished the course to check and make sure we have entered all of your classes into the computer and to arrange to take our Final Exam.** (The Real Estate Commission requires us to give you a final exam for our course to insure that you understand the course material before you sit for the state exam.)

**If we do not show you having completed all of the classes/ workshops, or you have not taken our final exam, you will not receive credit for the course (even if you sit for and pass the state exam) and you will be required to sit for the state exam AGAIN after completing your course work. (Real Estate License Law 790-X-2.02(9)).**

You must make a 70 to pass our exam. You must make a 70 to pass the state exam.

**You have 6 MONTHS from the end of the course to take the state exam.**

**Please let us know how you did on the state exam. This way we can be sure we have logged you as having completed with the Real Estate Commission.**

**PLEASE NOTE!**

**We are providing you with a course evaluation form to send to the Real Estate Commission. We would also appreciate any feedback you can give us to improve this course.**

# Real Estate Education Center

## Real Estate Salesperson Pre-License Course Syllabus

### I. HOME OFFICE INFORMATION

Real Estate Education Center  
311 Gault Avenue North, Fort Payne, AL 35968  
Contact: Sara Quinn @ 256-845-6000

### II. BRANCHES (Huntsville, Madison, Cullman, and Centre)

Real Estate Education Center  
At Legend Realty, 3508 Memorial Parkway SW, Huntsville, AL 35801  
At Legend Realty, 12181 County Line Road, Madison, AL 35758  
At Eagle Eye Realty Executives, 825 County Road 490, Cullman, AL 35055  
At Copperleaf Properties, 111 W. Main St., Centre, AL 35960  
Contact: Sara Quinn @ 256-845-6000

### III. GENERAL INFORMATION

Instructors: Susan T. Smith, Jackie Luscher, Joe Dixon

Phone: (256) 845-6000 or (256) 996-6611

E-mail: [RealEstateEdCenter@gmail.com](mailto:RealEstateEdCenter@gmail.com)

Credit Hours: 60.0

Course Description: This course is composed of 60 hours in classroom. Students will complete the assigned tasks under the supervision of a certified instructor. No more than 6.0 hours credit in any 24.0 hour period. All course work must be completed plus a score of 70 on the final exam.

Class Meeting: Instruction is given by live presentation. Interaction between student and instructor will be interaction in class or by telephone and e-mail. Final exams will be administered at designated sites and times.

Withdrawal policy: Written notification of withdrawal is required. Withdrawal must be made by the student in person. (We do not accept telephone withdrawals or by second parties) **ALL WITHDRAWALS REQUIRE STUDENT SIGNATURE.**

Refund policy summary: The tuition and fees refund policy used by Real Estate Education Center is mandated by the Alabama State Board of Education. REEC is obligated to abide by the State Board Policy 290-030-050.05 (9b) dated August 1, 1991. The following outline summarizes the Board's and our regulations:

Have the following supplies:

- A. Highlighter
- B. Calculator (with % key, if possible)
- C. Notebook or paper for taking notes

D. Optional: Index cards (approx. 100) with card holder  
UP TO SEVENTY-TWO (72) HOURS AFTER ENROLLMENT: After notification and if books are returned in good condition, 100% refund of tuition paid, less 5% administrative fee. If books cannot be used, a \$50 book fee is charged.

AFTER SEVENTY-TWO HOURS OF ENROLLMENT TO ONE (1) WEEK: After notification, if books are returned in good condition, 75% refund of tuition is paid, less 5% administrative fee on full tuition amount. If books cannot be used, a \$50 book fee is charged.

AFTER ONE WEEK: No Refund is due.

#### IV. RESOURCES

- J. Textbook: Modern Real Estate Practice, by Fillmore W. Galaty, Wellington J. Allaway & Robert C. Kyle
- K. Textbook: Your Guide to Passing the AMP Real Estate Exam, by Joyce Bea Sterling
- L. Alabama License Law Chapter (Alabama License Law Book
- M. Enrollment Handouts including AMP Alabama Candidate Handbook

#### V. COURSE OBJECTIVES

- N. Students will learn basic fundamental and concepts of real estate. Emphasis will be place on those skills needed to obtain a passing grade on the Alabama real estate salesperson examination.
- O. Students will demonstrate their skills by working to complete the course, through self-study, and obtaining a passing grade on the final examination.

#### TOPIC OUTLINE

See attached course outline

#### INSTRUCTIONAL METHODS

Instruction shall consist on classroom and workshop attendance. Assistance by instructors will be provided on an individual basis as scheduled.

#### EVALUATION OF STUDENT

- A. Completion of the assigned course material.
- B. Obtaining a grade of 70% or better on the final examination.
- C. The above requirements will have to be met before you can register and sit for the state exam.

#### ADA STATEMENT

If you have a disability that might require special materials, services or assistance, please discuss this with the instructor during the orientation.



## Prelicense Course Evaluation Form

Name: \_\_\_\_\_

Date Course Started: \_\_\_\_\_ Date Course Ended: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

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1. Did this class meet your expectations?  Yes  No
  2. Was the instructor knowledgeable in the subject matter?  Yes  No
  3. Was the instructor prepared and presentation organized?  Yes  No
  4. Did the instructor encourage student feedback and participation?  Yes  No
  5. Were you provided with sufficient handouts/course materials?  Yes  No
  6. Did any cell phones, beepers or pagers go off during class?  Yes  No
  7. Did the class meet for the full time?  Yes  No
  8. What did you like most about the class? \_\_\_\_\_  
\_\_\_\_\_
  9. What did you like the least? \_\_\_\_\_  
\_\_\_\_\_
  10. Would you take another class from this instructor?  Yes  No

Provide additional explanation for answers above and/or any other comments. Use back if needed.

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**MAIL OR FAX COMPLETED FORM TO:**  
**Alabama Real Estate Commission**  
**1201 Carmichael Way**  
**Montgomery, AL 36106**  
**Fax: 334.270.9118**