

SCHOOL CATALOG

FOR

**PRINCIPLES AND PRACTICES OF
REAL ESTATE FOR SALESPERSONS**

REED TRAINING CENTER FOR REAL ESTATE

Administrative Office: 170 Rollins Avenue, 2nd Floor, Rockville, Maryland 20852
School Location: 10410 Kensington Parkway, Suite 115, Kensington, Maryland 20895
Telephone Number: 240-293-6393
Fax: 888-416-5187
Email: ReedTrainingCenter@Gmail.com

Reed Training Center for Real Estate

SCHOOL CATALOG & POLICIES

MISSION OF THE SCHOOL

The mission of Reed Training Center for Real Estate is to teach and equip prospective students with content and theory of the 60 clock hours of Principles and Practices of Real Estate for Salespersons to take the exam to become a real estate sales person in the state of Maryland.

OWNERSHIP

Reed Training Center for Real Estate is the trading as name for the school, which is owned by Georgetown SANA, LLC. Georgetown SANA, LLC also owns Living In Style Real Estate. The managing owner of Reed Training Center for Real Estate is Pramedai K. (Cammie) Reed who is also the principal broker for Living In Style Real Estate.

STAFF

The Director of the School is Samuel Reed, Jr. The Instructor is Cammie Reed – teaches 60 hours of principles and practices of real estate for salespersons, continuing education, and broker preparation classes.

SCHOOL CONTACT INFORMATION

School administrative office: 170 Rollins Avenue, 2nd Floor, Rockville, Maryland 20852.
School training classroom: 10410 Kensington Parkway, Suite 115, Kensington, Maryland 20895.
The office number: (240) 293-6393. Fax number: (888) 416-5187.
School Director – Email: ReedTrainingCenter@Gmail.com
Website: www.ReedTrainingCenter.com (Coming Soon)

SCHOOL FACILITY

Classes are held at 10410 Kensington Parkway, Suite 115, Kensington, Maryland 20895. The classroom is equipped with comfortable seating, an all-in-one copier, printer, scanner, and fax machine, and a small whiteboard. The classroom can accommodate 17 students and the classroom is 308 square footage. There are restrooms on the same floor. Parking is right outside the building. Easy access by car, bus, and/or rail.

STUDENT SERVICES

Students can make an appointment to meet the Director of the School and/or Instructor at the classroom location to discuss overall performance, attendance, make-up classes, taking an exam, or questions relating to the completion of the program. Instructors are available outside of classroom time by appointment to meet with students. Students will have access to instructor's contact information should students need to get in touch with the instructor outside of class time regarding questions of the material.

For resource information, students will be given internet links to obtain additional information about the real estate field, such as Local Board Association, Maryland Association of Realtors, National Association of Realtors, Multiple Listing Services, and how to obtain a real estate license from Maryland Real Estate Commission.

SCHEDULE OPTIONS

The Principles and Practices of Real Estate for Salespersons classes will be offered with five (5) Scheduled options. Please see below for the different options:

- 1) Evenings – Monday, Tuesday, and Thursday – 6:00 p.m. – 10:00 p.m. – 4 Hours per day – and 12 Hours a week for 5 1/3 weeks.
- 2) Weekends – Saturday and Sunday – 9:00 a.m. – 5:00 p.m. – 8 Hours per day – and 16 Hours a week for 4 weeks (30 minutes for lunch).
- 3) Day – Monday, Wednesday, and Friday – 9:00 a.m. – 5:00 p.m. – 8 Hours per day – and 24 Hours a week for 2 ½ weeks (30 minutes for lunch).
- 4) Evenings and Saturday – Tuesday, Thursday and all day Saturday – evening classes – 6:00 p.m. – 10:00 p.m. 4 Hours per day, and Saturday class – 9:00 a.m. – 5:00 p.m. 8 Hours per day (30 minutes for lunch). This is 16 Hours a week for 4 weeks.
- 5) Accelerated course – Day – Monday – Friday – 9:00 a.m. – 5:00 p.m. – 8 Hours per day – 40 Hours a week for 1 ½ weeks (30 minutes for lunch).

NOTE: There will be a fifteen minute break after every 90 minutes of instruction.

SCHOOL CALENDAR – 2017

<u>Evening Schedule</u>	<u>Start Dates</u>	<u>End Dates</u>
(M, Tu & Th – 4 Hrs each) 6:00 p.m. – 10:00 p.m.	January 23, 2017	February 28, 2017

<u>Weekend Schedule</u>	<u>Start Dates</u>	<u>End Dates</u>
(Sat and Sun – 8 Hrs each) 9:00 a.m. – 5:00 p.m.	February 4, 2017	March 5, 2017

<u>Accelerated Schedule</u>	<u>Start Dates</u>	<u>End Dates</u>
(M-F – 8 Hrs each) 9:00 a.m. – 5:00 p.m.	To Be Determined	

<u>Day Schedule</u>	<u>Start Dates</u>	<u>End Dates</u>
(M, Tu and Th – 8 Hrs each) 9:00 a.m. – 5:00 p.m.	To Be Determined	

HOLIDAYS

New Year's Day – January 1

Martin Luther King, Jr. Day – 3rd Monday of January

President's Day – 3rd Monday in February

Memorial Day – Last Monday of May

Independence Day – July 4

Labor Day – First Monday of September

Thanksgiving and the day before and after – Last Thursday of November and day before & after,
also Thanksgiving weekend

Christmas Eve through New Year's Eve – December 24 and December 31

NOTE: If classes fall on a holiday, then classes will not be held on that date, but will be held on the next schedule date. Students will complete 60 hours of coursework.

VACATION

When school staff and/or instructors are on vacation, the school will provide a substitute instructor(s) to ensure there is no disruption in the class schedule.

INCLEMENT WEATHER

The school policy regarding the cancellation of classes due to inclement weather follows that of the Montgomery County public school system (K-12) where the school is located. Students may also contact the school to verify if classes are held.

GRANTING CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE

To satisfy requirement of the program, students have to complete 60 hours of principles and practices of real estate for salespersons to obtain a certificate of completion. Should the student profession allow for an exemption such as being an attorney, then the student has to obtain permission and approval for a waiver of the 60 hours from the Maryland Real Estate Commission. The school does not grant a waiver for previous training or experience.

PRINCIPLES AND PRACTICES OF REAL ESTATE FOR SALESPERSONS

Program Description

This 60 hours program is required by the state of Maryland to qualify to sit for the real estate salesperson's exam. Students must attend all "60 Hours of the Program." No tardiness or early departures. If a student arrives ten minutes after class starts, the student will have to make-up one hour of class time, and the same applies if a student leaves ten minutes before class ends. If a student arrives 30 minutes or more after class starts, then the student will have to make-up the entire class session. If a student is absent for a class session then the student will have to make-up the class session missed. The entire program must be taken before students may take the class final examination (Session 16). A final exam passing grade of 75% is required on both the general and state exams to pass. If the student receives a score less than 75% on either the national or state exam, the student has the opportunity to retake the portion of the exam and will have to receive a score of 75% or higher to receive a certificate of completion. The student has one month to complete all sessions. The program is approved by the state licensing commissions/boards. The state law section covers jurisdictional licensing laws, rules and regulations, as well as fair housing. The general section covers: Property Ownership, Laws of Agency, Contracts, Federal Laws and Regulations, Mathematics, Valuation and Real Estate Economics, Financing, Land Use Controls and Regulations and Specialty Areas (property management, commercial property/income property, tax aspects, condominiums and cooperatives).

Vocational Opportunities after Completion

After completion of the program and taking the real estate exam, students have opportunities to pursue career fields in real estate as a salesperson. Within three years of being licensed full-time as a salesperson, an applicant can pursue 135 hours additional educational training towards credit

hours of obtaining a broker's license after passing the broker's exam. After acquiring a broker's license, applicants may open their own real estate company and hire licensed salesperson.

Enrollment Procedures

To enroll in class, the student shall complete the enrollment agreement form and return to the school with payment for tuition, books, and any other cost associated with the program. Student may submit enrollment agreement and payment either in person, by mail, or online. Payment may be in form of check, cash, or credit. Registration for the class is confirmed once payment is received and confirmed.

Entrance Requirements

All applicants must provide evidence of being at least 18 years of age and of possessing a high school diploma or G.E.D. prior to enrolling in the program. Should the student not have access to a high school diploma or G.E.D., then the school shall administer the Wonderlic Scholastic Basic Skills test. The applicant must score a minimum of 20 to pass the test. If the student does not pass on the first attempt, then the student is given a second opportunity to retake the test. Should the student not pass the test on the second attempt and a high school diploma or G.E.D. certificate is not available, then the student will be unable to reapply to the program.

Training Program for Occupation

The 60 hours of principles and practices of real estate for salespersons prepare the student the educational requirement to sit for the school exam and after passing the exam, the student is ready to take the national and state exam for obtaining a real estate license. NOTE: criminal convictions may affect a student's ability to be licensed, certified or registered.

REAL ESTATE PRINCIPLES AND PRACTICES FOR SALESPERSONS (60 CLOCK HOURS)

Program Objective

Successful completion of this exam preparation satisfies the minimum educational requirements for eligibility to take the Maryland Real Estate Salesperson Licensure Examination. The program objectives are to satisfy the requirements of the Maryland Real Estate Commission for a license to sell and list real estate.

Outline of the syllabus for class sessions and requirements.

Session 1 – 4 Hours

Orientation

Paperwork
Distribution of Textbooks and Class Materials
Overview of the School Catalog
Discuss the Syllabus and Course Requirement
Explanation of Testing Service
State Procedures

Application and Scores

Introduction to the Real Estate Business – Chapter 1

Learning Objectives:

- . List and describe the different real estate careers
- . Discuss professional organizations, services and designations, and ethical codes
- . List and describe different classifications and characteristics of real property
- . Explain factors that influence supply and demand in real estate
- . Define key real estate terms

Discuss Unit 1 – Quiz 1

Real Property and the Law – Chapter 2

Learning Objectives:

- . Discuss land and ownership rights in real property
- . Distinguish between real and personal property and differences in transferring ownership title
- . Describe and explain basic economic and physical characteristic
- . Discuss limitations of real estate professional under the law
- . Define key terms

Discuss Unit 2 – Quiz 2 – National book and Chapter 1 – Maryland Law book

Title 17 and COMAR 9.11.01.11

Chapter 1 – Maryland Real Estate Law book

Homework: Take home quiz for Chapter 1 and 2 – National book

Session 2 – 4 Hours

Fair Housing – Chapter 3

Learning Objectives:

- . Explain the Civil Rights Act of 1866 and constitutional framework and equal opportunity in housing
- . Describe and explain various federal laws that protect American from unfair housing practices
- . Describe blockbusting, steering, redlining and other abusive housing practices
- . List recourses that the aggrieved person can seek
- . Describe real estate professionals duties and responsibilities regarding fair housing laws
- . Define key terms

Maryland Law Book – Chapter 15

Title 17 and COMAR 9.11.01.11

- . Fair Housing
- . Question and Answer Period of the chapters

Discuss Unit 3 – Quiz 3 – National book and Chapter 15 – Maryland Law book

Homework: Take home quiz for Chapter 3

Session 3 – 4 Hours

Interest in Real Estate – Chapter 4 – National book and Chapter 5 – Maryland Law book

Learning Objectives:

- . Identify and describe types of estates
- . Explain difference between liens and encumbrances
- . Explain limitations of private property rights and the welfare of the public
- . Define key terms

Discuss Unit 4 – Quiz 4 – National book and Chapter 5 – Maryland Law book

Forms of Real Estate Ownership – Chapter 5 – National book and **Chapter 6** – Maryland Law book

Learning Objectives:

- . Define and explain ownership in severalty and co-ownership
- . Describe co-ownership
- . Describe key elements, trusts, partnerships, corporations, LLC
- . Identify and describe types of property ownership for common interest properties
- . Define key terms

Discuss Unit 5 – Quiz 5 – National book and Chapter 6 – Maryland Law book

Overview of Chapters

Question and Answer period of the chapters

Homework – take home quiz for chapters 4 and 5

Session 4 – 4 Hours

Land Description – Chapter 6 – National book and **Chapter 7** – Maryland Law book

Learning Objectives:

- . Identify and explain the methods used for describing real estate
- . Explain the process involved in identifying and measuring property rights above and below the surface
- . Define key terms

Discuss Unit 6 – Quiz 6 – National book and Chapter 7 – Maryland Law book

Transfer of Title – Chapter 7 – National book and **Chapter 10** – Maryland Law book

Learning Objectives:

- . Describe the fundamental concepts of title as it relates to the ownership of land, and the processes and instruments used to apply these concepts
- . Describe the circumstances and conditions which provide for the involuntary transfer of title
- . Explain testate, intestate, wills, and the probate process
- . Define key terms

Discuss Unit 7 – Quiz 7 – National book and Chapter 10 – Maryland Law book

Overview of Chapters

Question and Answer period of the chapters

Homework – take home quiz for Chapters 6 and 7

Session 5 – 4 Hours

Title Records – Chapter 8 – National book and **Chapter 11** Maryland Law book

Learning Objectives:

- . Explain the public recordation system and importance of title insurer
- . Explain the benefits of title insurance and the difference between an owner's policy and a lender's policy
- . Define key terms
- . Discuss Unit 8 – Quiz 8 – National book and Chapter 11 – Maryland Law book

Real Estate Brokerage – Chapter 9 – National and Chapter 3 - Maryland Law

Learning Objectives:

- . Describe the fundamental of real estate brokerage and licensing law
- . Describe the purpose and basic elements of antitrust laws – price fixing, boycotts, and allocation of markets
- . Explain how real estate professionals should use technology to comply with laws and ethical standards
- . Define key terms
- . Discuss Unit 9 – Quiz 9 – National book and Chapter 3 – Maryland Law book

Overview of Chapters

Question and Answer period of the chapters

Homework – take home quiz for Chapters 8 and 9

Session 6 – 4 Hours

Real Estate Agency – Chapter 10 – National and Chapter 2 - Maryland Law

Learning Objectives:

- . Explain agency concepts and terminology
- . Explain the difference between express and implied agency
- . Define the types of agency and identify which ones are involved in real estate practice
- . Describe and explain an agent's duties to third-party customers - misstatements, misrepresentation, and potential fraud
- . Describe dual agency and presumed buyer agency
- . Describe agency disclosure: Understanding Whom Agent Represent
- . Explain Client's right to confidentiality
- . Define key terms.
- . Discuss Unit 10 – Quiz 10 – National book and Chapter 2 – Maryland Law book

Overview of Chapters

Question and Answer period of the chapters

Homework – take home quiz for Chapters 10

Session 7 – 4 Hours

Client Representation Agreements – Chapter 11 - National and Chapter 4 - Maryland Law

Learning Objectives:

- . Describe the different types of listing agreements and causes for termination
- . Describe the listing presentation and the information needed for listing agreements
- . Identify and explain the listing agreement terms and the responsibilities of both parties
- . Describe the types of buyer representation agreements and causes for termination
- . Define key terms

. Discuss Unit 11 – Quiz 11 – National book and Chapter 4 – Maryland Law book

Real Estate Contracts – Chapter 12 - National and Chapter 9 - Maryland Law

Learning Objectives:

- . Describe the essential elements of contracts
- . Explain the various means by which a contract may be enforced, terminated, assigned, or replaced
- . Describe the primary written agreements and forms used in real estate sales and leasing.
- . Define key terms.
- . Discuss Unit 12 – Quiz 12 – National book and Chapter 9 – Maryland Law book

Overview of Chapters

Question and Answer period of the chapters

Homework – take home quiz for Chapters 11 and Chapter 12

Session 8 – 4 Hours

Administer the **Mid-Term examination** and after the exam - grade and review the examination

Real Estate Taxes and Other Liens – Chapter 13 - National and Chapter 8 - Maryland Law

Learning Objectives:

- . Describe the characteristics of statutory and equitable liens
- . Describe and explain general taxes and special assessments taxes
- . Describe and explain real property liens, including judgments and taxes, and protection and limitations offer to the respective parties
- . Define key terms
- . Discuss Unit 13 – Quiz 13 – National book and Chapter 8 – Maryland Law book

Overview of Chapters

Question and Answer period of the chapters

Homework – take home quiz for Chapter 13

Session 9 – 4 Hours

Real Estate Financing – Chapter 14 - National and Chapter 12 - Maryland Law

Learning Objectives:

- . Describe the various aspects of housing affordability, including mortgage terms, ability to pay, and investment and tax consideration
- . Describe the terms, conditions, and use of the promissory note
- . Explain the elements and use of security instruments, and describe the mortgage deed of trust and the roles, rights, and obligations of the parties involved
- . Describe the various types of real estate financing
- . Explain the distinction between a judicial foreclosure and non-judicial foreclosure, and process involved in
- . Describe the various consumer protection related to homeownership
- . Define key terms
- . Discuss Unit 14 – Quiz 14 – National and Chapter 12 – Maryland Law book

Investing in Real Estate – Chapter 22 – National

Learning Objectives:

- . Identify the advantages and disadvantages of investing in real estate
- . Describe the real estate investment objectives and the inherent financial concepts involved in the process
- . Explain the essential benefits of leverage, including pyramiding in the acquisition of real estate investments
- . Describe the tax benefits inherent in real property investments
- . Describe the mechanics of real estate investment syndicates, trusts, and mortgage conduits
- . Define key terms
- . Discuss Unit 22 – Quiz 22 – National

Overview of Chapters

Question and Answer period of the chapters

Homework – take home quiz for Chapters 14 and 22

Session 10 – 4 Hours

Government Involvement in Real Estate Financing – Chapter 15 - National

Learning Objectives:

- . Explain the primary and secondary mortgage marketplaces, the roles of the parties in each, and the impact on the parties through government influence
- . Describe the difference between conventional, government, and private loan programs available for real estate financing
- . Describe the various alternative and special purpose loan programs which can meet a borrower's needs
- . Explain the primary government regulations which govern real estate lending and provide consumer protection against unfair lending practices
- . Define key terms
- . Discuss Unit 15 – Quiz 15 – National

Math FAQ - National

Prepare a Buyer and Seller Net Sheet

Overview of Chapters

Question and Answer period of the chapters

Homework – take home quiz for Chapters 15

Session 11 – 4 Hours

Real Estate Appraisal – Chapter 16 - National

Learning Objectives:

- . Explain appraisal concepts and the process employed by the appraiser
- . Describe the characteristics of value and price and explain how they differ
- . Describe the three approaches to value
- . Define key terms
- . Discuss Unit 16 – Quiz 16 – National

Closing the Real Estate Transaction – Chapter 17 - National and Chapter 16 - Maryland Law
Learning Objectives:

- . Describe the specific steps and processes involved in order to achieve conveyance of clear and marketable title, including compliance with all applicable law
- . Describe the closing procedures and the respective roles of all parties
- . Explain the provisions of the Real Estate Settlement Procedures Act (RESPA) and the Mortgage Disclosure Improvement Act (MDIA)
- . Describe and explain all buyer and seller charges and credits contained in the closing statements
- . Explain the financial entries and mathematical calculations contained in the closing statement
- . Review and confirm the accuracy of a closing statement
- . Define key terms
- . Discuss Unit 17 – Quiz 17 – National and Chapter 16 – Maryland Law book

Overview of Chapters

Question and Answer period of the chapters

Homework – take home quiz for Chapters 16 and 17

Session 12 – 4 Hours

Leases – Chapter 18 - National and Chapter 13 - Leases - Maryland Law book

Learning Objectives:

- . Explain the essential elements of leasehold interests
- . Describe the essential terms of a lease agreement
- . Distinguish the various types of leases
- . Explain the means by which the lease may be terminated and discharges and the remedies available to the parties for its breach
- . Define key terms
- . Discuss Unit 18 – Quiz 18 – National book and Chapter 13 – Maryland Law book

Property Management – Chapter 19 – National

Learning Objectives:

- . Describe the various property management specialties available in the property management field and the role of the property manager in each
- . Explain the essential elements of the property agreement
- . List and explain the primary responsibilities of the property manager
- . Describe the various federal laws with which the property manager must be knowledgeable and comply with in the performance of his or her duties
- . Describe the implementation of risk management procedures to insure the safety and security of the property's tenants as well as protecting the landlord from liability and loss
- . Define key terms
- . Discuss Unit 19 – Quiz 19 – National book

Overview of Chapters

Question and Answer period of the chapters

Homework – take home quiz for Chapters 18 and 19

Session 13 – 4 Hours

Land-Use Controls and Property Development – Chapter 20 - National

Learning Objectives:

- . Explain the concept of police power and provisions under which it protects the public health, safety, & welfare
- . Explain zoning, ordinances, permits, and property use
- . Define building codes as they relate to the requirements and restrictions placed on construction standard
- . Explain the issues and regulations involved in subdivisions
- . Explain non-governmental (private) land use restrictions, covenants, conditions, and restrictions (CC&R)
- . Describe the various laws and agencies which regulate land sales
- . Define key terms
- . Discuss Unit 20 – Quiz 20 – National book

Environmental Issues and the Real Estate Transaction – Chapter 21 - National and

Chapter 14 - Maryland Law

Learning Objectives:

- . Identify the basic environmental hazards the real estate professional should be aware of for the protection of client interests as well as the personal risk of liability for nondisclosure
- . Define groundwater and water table and describe the provisions of the Safe Drinking Water Act
- . Describe the issues involved with underground storage tanks, and the associated legal requirements facing the property owner
- . Explain the regulation involved in the creation and operation of waste disposal sites and in the control of brownfields
- . List the various federal laws which protect the public from uncontrolled hazardous waste, and the liability issues facing those who violate any of these laws
- . Explain the responsibilities and duties of real estate professionals regarding environmental issues.
- . Define key terms
- . Discuss Unit 21 – Quiz 21 – National book and Chapter 14 – Maryland Law book

Overview of Chapters

Question and Answer period of the chapters

Homework – take home quiz for Chapters 20 and 21

Session 14 – 4 Hours

Code of Ethics – Maryland

NAR Code of Ethics

Code of Ethics – Case Studies

Hearing Panel Decisions

Session 15 – 4 Hours

National and State Review

Final Examination

State – 30 minutes

General – 90 minutes

MAXIMUM STUDENT-TO-INSTRUCTOR RATIO

The student ratio is 17 students to 1 instructor.

GRADUATION COMPLETION REQUIREMENTS

A certificate of completion is awarded to the student upon successfully completing:

- 1) The required 60 clock hours of training with no more than 12 hours missed and made up by the scheduled end date of the program or within 30 days from the last day of class.
- 2) Students must also satisfy an attendance rate minimum. Each student must attend at a rate of 80% with all hours made up. A student cannot miss more than 12 hours or 3 class sessions, and must make-up all hours missed.
- 3) Passing the final exam with a score of 75% or higher on both the national and law exams. Also, receiving an overall grade of 75% on homework, quizzes, participation, and mid-term exam.
- 4) Upon completion of all the above requirements, the student will receive a Certificate of Completion stating that the 60 clock hours have been completed. Students will receive instruction on taking the PSI exam to become licensed.

PROGRAM PERFORMANCE

Students and prospective students may obtain information regarding the school's program performance from the Maryland Higher Education Commission at 6 N Liberty Street, 10th Floor, Baltimore, Maryland 21201, www.mhec.state.md.us. This information may include, but is not limited to, enrollment, completion rate, placement rate and licensure exam pass rate of graduates.

PROGRAM COSTS

The total cost of the program is \$275.00 which includes tuition and textbooks. The breakdown of the cost: Tuition – \$215.00 and Textbooks – \$60.00 (Students have the option to purchase textbooks from other bookstores).

The entire fee of \$275.00 is due with the application and payable to Reed Training Center for Real Estate. The student may pick up the textbooks from the school before the first day of class or the textbooks will be distributed on the first day of class. Students have the option to purchase textbooks from another bookstore or the Internet.

Required Books:

Galaty, F.W., Allaway, W.J., & Kyle, R.C. (2014). *Modern Real Estate Practice*. 19th Edition. Kaplan Publishing.

White, Donald R. (2014). *Maryland Real Estate: Practice and Law*. 14th Edition. Kaplan Publishing.

Optional Books:

Sager, Lawrence. *Guide to Passing the PSI Real Estate Exam*.

McCaulay, Philip. *Maryland RE Licensing Exams State Portion Sample Exams & Study Guide Everyday Ethics in Real Estate*.

ATTENDANCE POLICY

The Maryland Real Estate Commission requires successful completion of 60 clock hours to be eligible for taking the real estate salesperson pre-licensing exam. Students have to attend every session to successfully complete the program. Students can only miss a maximum of 12 hours or three class sessions. Should a student miss a class session, the student will have to make-up the session before being eligible to take the school final exam. Arriving more than 10 minutes late or leaving more than 10 minutes early will count as a full hour of absence. If a student arrives 30 minutes or more after class starts, then the student will have to make-up the entire class session. The school staff will evaluate and report in writing to students at the end of the week if the student's attendance rate is below 80% at the end of any week. There is no probationary period for students missing 12 hours or more from the program. Students are requested, but not required, to notify the School Director or designated school official if they are withdrawing from the school. Should the student miss more than 12 hours or 3 class sessions from the program, the student will be sent a dismissal letter or email notifying the student that he or she has been dismissed from the program. It is critical that students contact the school or instructor when a class will be missed. The attendance requirements are also graduation/completion requirements – please review the section in the catalog under Graduation Completion Requirements.

MAKE UP POLICY

Hours missed cannot exceed 12 hours and must be made up before the scheduled end date of the program as indicated in the enrollment contract or make-up the session(s) in another class within 30 days from the last day of the program class that the student was enrolled in. Students must contact school staff to arrange make-up of missed time and academic assessments up to a maximum of 12 hours.

RE-ADMISSION POLICY

When a student voluntarily withdraw from the program prior to its completion or were terminated from the school's program because of unsatisfactory attendance or academic progress may re-enroll in the program. However, no credit will be granted for any previous training.

LEAVE OF ABSENCE POLICY

There is no leave of absence policy. Any students withdrawing from the program because of personal reasons should notify the school immediately. At the time of withdrawal, the student must be in good academic and attendance standing with the program. The student will request in writing asking for an official withdrawal from the program and tuition will be refunded according to the school refund policy.

STUDENT CONDUCT POLICY

Students are required to dress and act in an ethical and professional manner. The school has a no smoking, no drug and alcohol free workplace and educational environment. Neither smoking nor alcohol usage nor illegal drugs is allowed on school premises. The school has the right to dismiss any student who fails to adhere to school policies.

GRADING SYSTEM

Quiz – 15% of overall grade

National Quiz – Quiz 1 – Quiz 11
State Quiz – Quiz 1 – Quiz 4

Homework – 10% of overall grade

National homework – Unit 1 – Unit 22
State homework – Chapter 1 – Chapter 16

Mid-Term Exam – 20% of overall grade – Need a passing score of 75%

National Exam – 45 Questions
State Exam – 25 Questions

Final Exam – 50% of overall grade – Need a passing score of 75%

National Exam – 80 Questions
State Exam – 30 Questions

Participation – 5% of overall grade

To successfully complete the program, student must have received an average minimum score of 75% on the mid-term exam and final exam. If a student does not receive a 75% on both final exam (national and state), then the student has an opportunity to re-take another final exam to gain a 75%. The student will have a maximum of two times to retake the final exams. If a student passes the national exam but fails the state exam, then the student only re-take another state exam. If a student passes the state exam but fails the national exam, then the student only re-take another national exam. The student has 30 days to retake the final exam after the program ends.

SATISFACTORY ACADEMIC PROGRESS

Grades of students will be kept on a spreadsheet and updated weekly. Please refer to your class syllabus which is in this school catalog for when quizzes, mid-term and final exams will be administered – dates and times are detailed outlined in your class syllabus. Please bring your class syllabus to every class so that you can keep track of assignments. Students will receive a weekly update in regards to their progress in the program and will be given the opportunity to meet with the instructor by setting an appointment. A student will be given two sessions to improve his/her grades, and if by that time, the student does not show improvement and is above 75% then the student will be dismissed from the program. The student may receive a refund for tuition depending on how much of the course or program was attended (see the school refund policy). The minimum grade to receive a certificate of completion is 75%.

PERMANENT RECORD KEEPING

Students' grades will be maintained for as long as the school exists. The school will keep attendance records and grades of exams. Should a student need to get a copy of his/her attendance records or grades, the student should submit a letter or email in writing to the school. The school will respond within 10 days of receipt of request.

DAILY ATTENDANCE

Attendance is taken at the beginning of each class period. Student that arrives 10 minutes after the class starts will be marked tardy and will have to make-up one hour of the session before

being able to take the final exam and receive a certificate of completion. Any student that misses more than 10 minutes of any hour of class will have to make up a corresponding hour of class.

REFUND POLICY

1. All monies paid by the student will be fully refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having signed the enrollment contract.

2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration fee will be retained by the school.

3. If, after the seven-day cancellation period, a student withdraws or is terminated after the instruction begins, refunds will be made according to the following schedule for tuition:

Portion of Program Taught by Date of Withdrawal	Tuition Refund
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No Refund

4. If the school closes, cancels or discontinues a program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.

5. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance.

6. All refunds due will be paid within 60 days of the student's last date of attendance.

7. Students who withdraw or are dismissed may return books if purchased from the school, in like-new condition, with no noticeable writing or altered pages.

STUDENT SERVICES

Reed Training Center for Real Estate does not guarantee job placement assistance or entry level starting position into the field of real estates to its graduates.

STUDENTS RIGHTS, PRIVILEGES and RESPONSIBILITIES

Students have the right and privilege to the highest and best quality of pre-licensing education that will prepare the students to excel and pass the national and state exam. It is the responsibility of the student to attend all classes, read the material before coming to class, do the end of chapter quiz prior to coming to class and do the homework assignments. Students are expected to conduct themselves in the highest ethical standards and any deviation from the school policy may result in dismissal from the program.

STUDENT GRIEVANCE PROCEDURE

Students who have a grievance with Reed Training Center for Real Estate are encouraged to resolve the matter with their instructor. If after speaking with the instructor, the matter is not resolved. The student should address the grievance in writing to the school director within five days of the incident. The school director will respond to the student in writing within 10 days of receipt with a decision of the grievance. If at that time the student is still unsatisfied, the student can request an appeal in writing within 10 days and ask for a meeting with the instructor and director of the school. If there are no resolution between the student, instructor and school director, then the student is encouraged to contact Maryland Higher Education Commission, Maryland Real Estate Commission and/or Maryland Office of the Attorney General, Consumer Affairs. Please see below for contact information.

Maryland Higher Education Commission, 6 N Liberty Street, 10 Floor, Baltimore, Maryland 21201. Telephone number: 410-767-3301 or Toll Free 800-974-0203. Fax number: 410-332-0270. Website: www.mhec.state.md.us. MHEC only accepts written complaints.

Maryland Real Estate Commission, 500 North Calvert Street, Baltimore, Maryland 21202. Telephone number: 410-230-6230.

Maryland Office of the Attorney General, Consumer Affairs, 200 St. Paul Place, Baltimore, Maryland 21202. Telephone number: 888-743-0023 or 410-528-8662.

ADDITIONAL INFORMATION IN PREPARATION OF TAKING THE EXAM

Listed below is a summary of exam questions.

SUMMARY OF EXAM QUESTIONS

Taken from the PSI Handbook 2015, the Examination Summary Table below shows the number of questions and the time allowed for each examination portion.

EXAMINATION SUMMARY TABLE

Examination Portion - Salesperson

Number of Questions	Time Allowed
National 80	90 Minutes
State 30	30 Minutes
Both 110	120 Minutes

NATIONAL PORTION STUDY MATERIALS

NATIONAL CONTENT OUTLINE (PRINCIPLES AND PRACTICES)

Property ownership (Salesperson 7 items)

1. Classes of property
 - a. Real versus personal property
 - b. Defining fixtures
2. Land characteristics and legal descriptions
 - a. Physical characteristics of land
 - b. Economic characteristics of land
 - c. Types of legal property descriptions
 - d. Usage of legal property descriptions
 - e. Physical descriptions of property and improvements
 - f. Mineral, air and water rights
3. Encumbrances and effects on property ownership
 - a. Liens (types and priority)
 - b. Easements and licenses
 - c. Encroachments
4. Types of ownership
 - a. Types of estates
 - b. Forms of ownership
 - c. Leaseholds
 - d. Common interest ownership properties
 - e. Bundle of rights

Land use controls and regulations (Salesperson 5 items)

1. Government rights in land
 - a. Property taxes and special assessments
 - b. Eminent domain, condemnation, escheat
 - c. Police power
2. Public controls based in police power
 - a. Zoning and master plans

- b. Building codes
- c. Environmental impact reports
- d. Regulation of special land types (floodplain, coastal, etc.)
- 3. Regulation of environmental hazards
 - a. Abatement, mitigation and cleanup requirements
 - b. Restrictions on sale or development of contaminated property
 - c. Types of hazards and potential for agent or seller liability
- 4. Private controls
 - a. Deed conditions or restrictions
 - b. Homeowners association (HOA) regulations

Valuation and market analysis (Salesperson 8 items)

- 1. Value
 - a. Market value and market price
 - b. Value
 - i. Types and characteristics of value
 - ii. Principles of value
 - iii. Market cycles and other factors affecting property value
- 2. Methods of estimating value/appraisal process
 - a. Market or sales comparison approach
 - b. Replacement cost or summation approach
 - c. Income approach
 - d. Basic appraisal terminology (e.g., replacement versus reproduction cost, reconciliation, depreciation, kinds of obsolescence)
- 3. Competitive/Comparative Market Analysis (CMA)
 - a. Selecting and adjusting comparables
 - b. Contrast CMA and appraisal
 - i. Price per square foot
 - ii. Gross rent and gross income multipliers
 - iii. Capitalization rate
- 4. Appraisal practice; situations requiring appraisal by a certified appraiser

Financing (Salesperson 6 items)

- 1. General concepts
 - a. LTV ratios, points, origination fees, discounts, broker commissions
 - b. Mortgage insurance (PMI)
 - c. Lender requirements, equity, qualifying buyers, loan application procedures
- 2. Types of loans and sources of loan money
 - a. Term or straight loans
 - b. Amortized and partially amortized (balloon) loans
 - c. Adjustable rate mortgage (ARM) loans
 - d. Conventional versus insured
 - e. Reverse mortgages; equity loans; subprime and other nonconforming loans
 - f. Seller/owner financing
 - g. Primary market

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- h. Secondary market
 - i. Down payment assistance programs
3. Government programs
 - a. FHA
 - b. VA
 - c. Other federal programs
 4. Mortgages/deeds of trust
 - a. Mortgage clauses (assumption, due-on-sale, alienation, acceleration, prepayment, release)
 - b. Lien theory versus title theory
 - c. Mortgage/deeds of trust and note as separate documents
 5. Financing/credit laws
 - a. Lending and disclosures
 - i. Truth in lending
 - ii. RESPA
 - iii. Equal Credit Opportunity
 - b. Fraud and lending practices
 - i. Mortgage fraud
 - ii. Predatory lending practices (risks to clients)
 - iii. Usury lending laws
 - iv. Appropriate cautions to clients seeking financing

General principles of agency (Salesperson 10 items)

1. Nature of agency relationships
 - a. Types of agents and agencies (special, general, designated, subagent, etc.)
 - b. Nonagents (transactional/facilitational)
 - c. Fiduciary responsibilities
2. Creation and disclosure of agency and agency agreements (general, not state specific)
 - a. Agency and agency agreements
 - b. Disclosure when acting as principal or other conflict of interest
3. Responsibilities of agent/principal
 - a. Duties to client/principal (buyer, seller, tenant or landlord)
 - b. Traditional common law agency duties; effect of dual agency on agent's duties
4. Responsibilities of agent to customers and third parties, including disclosure, honesty, integrity, accounting for money
5. Termination of agency
 - a. Expiration
 - b. Completion/performance
 - c. Termination by force of law
 - d. Destruction of property/death of principal
 - e. Mutual agreement

Property condition and disclosures (Salesperson 8 items)

1. Property condition disclosure
 - a. Property owner's role regarding property condition

- b. Licensee's role regarding property condition
- 2. Warranties
 - a. Purpose of home or construction warranty programs
 - b. Scope of home or construction warranty programs
- 3. Need for inspection and obtaining/verifying information
 - a. Explanation of property inspection process and appropriate use
 - b. Agent responsibility to inquire about "red flag" issues
 - c. Responding to non-client inquiries
- 4. Material facts related to property condition or location
 - a. Land/soil conditions
 - b. Accuracy of representation of lot or improvement size, encroachments or easements affecting use
 - c. Pest infestation, toxic mold and other interior environmental hazards
 - d. Structural issues such as roof, gutters, downspouts, doors, windows, foundation
 - e. Condition of electrical and plumbing systems, and of equipment or appliances that are fixtures
 - f. Location within natural hazard or specifically regulated area, potentially uninsurable property
 - g. Known alterations or additions
- 5. Material facts related to public controls, statutes of public utilities
 - a. Zoning and planning information
 - b. Boundaries of school/utility/taxation districts, flight paths
 - c. Local taxes and special assessments, other liens
 - d. External environmental hazards
 - e. Stigmatized/psychologically impacted property, Megan's Law issues

Contracts (Salesperson 11 items)

- 1. General knowledge of contract law
 - a. Requirements for validity
 - b. When contract is considered performed/discharged
 - c. Assignment and novation
 - d. Breach of contract and remedies for breach
 - e. Contract clauses
- 2. Listing agreements
 - a. General requirements for valid listing
 - b. Exclusive listings
 - c. Non-exclusive listings
- 3. Buyer/tenant representation agreements, including key elements and provisions of buyer and/or tenant agreements
- 4. Offers/purchase agreements
 - a. General requirements
 - b. When offer becomes binding (notification)
 - c. Contingencies
 - d. Time is of the essence
- 5. Counteroffers/multiple counteroffers
 - a. Counteroffer cancels original offer

- b. Priority of multiple counteroffers
- 6. Leases
 - a. Types of leases, e.g., percentage, gross, net, ground
 - b. Lease with obligation to purchase or lease with an option to purchase
- 7. Other real estate contracts
 - a. Options
 - b. Right of first refusal

Transfer of title (Salesperson 5 items)

- 1. Title insurance
 - a. What is insured against
 - b. Title searches, title abstracts, chain of title
 - c. Cloud on title, suit to quiet title
- 2. Deeds
 - a. Purpose of deed, when title passes
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 - b. Types of deeds (general warranty, special warranty, quitclaim) and when used
 - c. Essential elements of deeds
 - d. Importance of recording
- 3. Escrow or closing; tax aspects of transferring title to real property
 - a. Responsibilities of escrow agent
 - b. Prorated items
 - c. Closing statements/HUD-1
 - d. Estimating closing costs
 - e. Property and income taxes
- 4. Special processes
 - a. Foreclosure/short sale
 - b. Real estate owned (REO)

Practice of real estate (Salesperson 12)

- 1. Trust/escrow accounts (general, not state specific)
 - a. Purpose and definition of trust accounts, including monies held in trust accounts
 - b. Responsibility for earnest money and other trust monies, including commingling/conversion
- 2. Federal fair housing laws
 - a. Protected classes
 - i. Covered transactions
 - ii. Specific laws and their effects
 - b. Compliance
 - i. Types of violations and enforcement
 - ii. Exceptions
- 3. Advertising and technology
 - a. Incorrect “factual” statements versus “puffing”
 - i. Truth in advertising
 - ii. Fair housing issues in advertising
 - b. Fraud, technology issues

- i. Uninformed misrepresentation versus deliberate misrepresentation (fraud)
 - ii. Technology issues in advertising and marketing
- 4. Agent supervision and broker-associate relationship
 - a. Liability/responsibility for acts of associated licensees (employees or independent contractors) and unlicensed employees
 - b. Responsibility to train and supervise associated licensees (employees or independent contractors) and unlicensed employees
- 5. Commissions and fees
 - a. Procuring cause/protection clauses
 - b. Referrals and other finder fees
- 6. General ethics
 - a. Practicing within area of competence
 - b. Avoiding unauthorized practice of law
- 7. Antitrust laws
 - a. Antitrust laws and purpose
 - b. Antitrust violations in real estate

Real estate calculations (Salesperson 6 items)

- 1. Basic math concepts
 - a. Area
 - b. Loan-to-value ratios
 - c. Discount points
 - d. Equity
 - e. Down payment/amount to be financed
- 2. Calculations for transactions, including mortgage calculations
- 3. Property tax calculations
- 4. Prorations (utilities, rent, property taxes, insurance, etc.)
 - a. Commission and commission splits
 - b. Seller's proceeds of sale
 - c. Transfer tax/conveyance tax/revenue stamps
 - d. Amortization tables
 - e. Interest rates
 - f. Interest amounts
 - g. Monthly installment payments
 - h. Buyer qualification ratios
- 5. Calculations for valuation
 - a. Competitive/comparative market analyses (CMA)
 - b. Net operating income
 - c. Depreciation
 - d. Capitalization rate
 - e. Gross rent and gross income multipliers (GRM, GIM)

Specialty areas (Salesperson 2 items)

- 1. Subdivisions, including development-wide CC & Rs
- 2. Commercial, industrial and income property
 - a. Trade fixtures

- b. Accessibility
- c. Tax depreciation
- d. 1031 exchanges
- e. Trust fund accounts for income property

MARYLAND STATE STUDY PORTION

Maryland Real Estate Commission Laws, Rules, and Regulations includes a knowledge of state legislation as outlined in the *Annotated Code of Maryland* and the *Code of Maryland Regulations*.

Duties and Powers of the Real Estate Commission (4 Salesperson)

General Powers
 Investigations, Hearings, and Appeals
 Suspensions, Revocations, and Penalties
 Guaranty Fund

Licensing Requirements (4 Salesperson)

Activities Requiring a License
 Change in License Status
 License Renewals
 Continuing Education Requirements

Agency (7 Salesperson)

Listing Agreements
 Disclosure of Agency
 Disclosure of Interest in Property/Conflict of Interest
 Disclosures

Supervision (5 Salesperson)

Handling Monies including Trust Monies
 Recordkeeping Requirements (electronic recordkeeping) WWW.PSIEXAMS.COM 6
 Supervision Requirements
 Knowledge of Other Maryland State Laws (short sale, home improvements, PIFHA)

Business Conduct (6 Salesperson)

Offers
 Commissions (including rebates)
 Advertising and Signs
 Fair Housing Laws and Regulations
 Summary Suspensions/Convictions

Ethics (4 Salesperson)

Unfair Inducements
 Dealings with Other Licensees
General Ethics