

## **SCHOOL POLICIES AND PROCEDURES REAL ESTATE SALESPERSON'S COURSE REAL ESTATE BROKER'S COURSE**

### **QUALIFICATIONS FOR LICENSURE — REAL ESTATE SALESPERSON'S COURSE**

Applicant must:

- Be a citizen of the United States or legally present in this country
- Be at least 18 years of age or older
- Have a high school education or equivalency.
- Be of good moral character
- Complete a 75-hour pre-licensing course at a school approved by the New Jersey Real Estate Commission
- Pass the school and the state pre-licensing exams

### **QUALIFICATIONS FOR LICENSURE — REAL ESTATE BROKER'S COURSE**

Applicant must:

- Be a citizen of the United States or legally present in this country
- Be at least 18 years of age or older
- Have a high school education or equivalency
- Be of good moral character
- Have been continually licensed and employed on a full-time basis as a NJ real estate salesperson for the 3 years immediately preceding application

### **SCREENING QUESTIONS**

All applicants will be required to answer screening questions prior to the first class. These questions involve criminal, misdemeanor or disorderly persons offenses; criminal complaint, disorderly persons charges, criminal accusations or criminal information currently pending; revocation, suspension, surrendering or denial of a real estate license or other professional license; any child support obligations; age requirements of 18 years of age; whether or not applicant has ever held any license issued by NJ Real Estate Commission; whether or not applicant is a high school graduate or holder of a G.E.D.; and whether or not applicant holds a real estate license in another state. Any applicant who does not qualify will get a full refund of their fees prior to course start. (See attached screening questions). Once class has started, no fees will be refunded.

### **FEES**

All fees for the class expire one year from the starting date of the original course. After that time, applicants will be required to submit a new application and repay the fees, if they wish to continue.

### **ATTENDANCE**

Per NJAC11:5-2.2(s), the attendance policy is as follows:

To satisfactorily complete any pre-licensure course, a student must achieve a passing grade and attend at least 80% of the session hours required for the course by NJAC11:5-2.1.

Any student who misses more than 20% of the required hours will be required to make up the hours missed and missed material accordingly before taking the final exam and receiving a completion certification from the school within 90 days of original class start date.

\*Please note: We do not encourage students to miss the allowed 20%, as full attendance is best in order to prepare for exams. Making up hours in other offered courses, when available, is permitted at no additional fee.

### **REFUND POLICY / FEES**

Refunds for withdrawals requested a minimum of 10-days prior to the first class are issued at 100% minus a \$50 processing fee, only when notification is submitted in writing. Course fees received may always be applied to a future course, for up to one year from the start date of the original course, if a student withdraws in writing a minimum of 5-days prior to the start date of the class. Checks returned for any reason will incur a \$75 fee. There are no refunds for withdrawals or no-shows within 5 days of the start of class or once class has begun.

### **WITHDRAWAL POLICY**

If you must withdraw from a course once in session, you can sign up for a subsequent course for up to one year from the start of the original class. All withdrawals must be in writing.

### **BEHAVIOR**

All students must be respectful of the instructor and other students.

- No disruptive behavior of any kind will be tolerated and could be cause for dismissal.
- At the discretion of the instructor, any student displaying such behavior will be expelled from the class.
- No refunds will be given.
- All cell phones, beepers, and other electronic devices must be turned off during class.

### **SCHOOL EXAMS**

As part of the course, students are required to take and pass the school exam. Passing the school exam, is a prerequisite for registering and taking the state exam.

In the event that a student does not pass the Friedberg school exam, they may repeat the school exam for a charge of \$25. Students can take a re-test up to 3 times, while paying the \$25 fee each time. Students must call or email the school to schedule date/timing for make-up test or retest. A student may take the school test up to 3 times, and if the student is unsuccessful in passing after a third attempt, that student must retake the course, at a cost of \$99 in order to take the school test again.

If a student does not pass the original school test, they may opt to attend 1 subsequent course of same nature for up to one year from the starting date of the original class for a fee of \$99.

A minimum grade of 70% is required to pass the exams.

*Please note:* We would hope that our students score a minimum of 80% or higher in order to be well prepared for the state exam and would encourage anyone scoring between 70% and 80% to attend additional classes, review classes that are available, and to do a thorough review of the course materials prior to sitting for the state exam.

Salesperson Exam: 75-hour course.

Broker's Exams:       90-hour General Broker's Course  
                              30-hour Agency and Ethics Course  
                              30-hour Office Management Course

### **SCHOOL CLOSING PROCEDURES**

All emergency school closing will be posted on our website at [www.FriedbergRealEstateSchool.org](http://www.FriedbergRealEstateSchool.org). The school will also notify all students in currently running courses via email of any school closing or delayed openings. All students must confirm correct email addresses on the first day of class for emergency closing purposes.

### **STATE EXAM**

Once students have passed the school exam, they are required to register to take the state exam in order to get licensed. The state exam must be taken within one year of the course completion date. For additional information on the state test, please visit the Testing Center website at [www.psiexams.com](http://www.psiexams.com). After taking and passing the state exam, students are required to be fingerprinted, through Morphotrack. Their website is [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj)

### **Class Cancellation**

Should it be necessary to cancel a class for any reason, including failure to meet minimum registration requirements, we will notify all registered students, and offer to refund their fees or allow them to move to the next class.

### **FRIEDBERG Real Estate School**

Administrative Office: 20 West Clinton Avenue, Tenafly, NJ 07670  
Class Location: 1018 Closter Dock Road, Suite 2, Alpine, NJ 07620  
(201) 497-8990   [www.FRIEDBERGRealEstateSchool.org](http://www.FRIEDBERGRealEstateSchool.org)  
[FRIEDBERGRealEstateSchool@gmail.com](mailto:FRIEDBERGRealEstateSchool@gmail.com)