

Dear Student,

After you have registered for this course by clicking on the "Register Link", you will automatically be emailed a receipt.

1) Please find attached the "License-Process-Deadlines form - you MUST print this form and fax it back to the office (256-534-6879). Please do this ASAP.

2) Also Please find attached the Policy & Procedure Handbook for the on-line 6 Hour Alabama Reciprocal Sales Pre-License Course. If you have any questions, please give me a call or drop me an email.

This course does not apply toward the Appraisal Courses.

All course material and exit exam must be completed within 1 (one) calendar year of course enrollment (purchase date). You have 12 months from the time you complete the course to take AND pass the state exam.

The web site to start your course: www.mycoursepage.com.

If you have a question concerning the operation of the software or question related to the computer side of the program, please contact Technical assistance. Technical support can be reached at (800) 743-8703 via the telephone Monday through Friday from 9:00 AM to 11:00 PM EST and on weekends from Noon to 4:00 PM, holidays excepted. (Holidays are an exception to this schedule. On holidays, the Technical Support hours may change.) The quickest way to solve technical problems is to go to <http://www.mycoursepage.com/support/>.

If you call Technical Support, please be prepared to explain your problem in detail and have access to your computer. In order to effectively troubleshoot your issue, our technicians begin the call by asking you a series of questions regarding your operating environment. We will need to know what type of computer you are using, the version number of your software, etc. Your call may be documented or monitored to help us maintain quality of service standards.

You have access to the course 24 – 7. As long as you have an internet connection, you can work at your own pace from any computer, anytime, or anywhere.

We will email you every couple of weeks to check the progress of your course. You can respond to the email or not – It is up to you. This is our way of keeping in touch with the student in case there are any questions or problems.

Everything you need is on-line. When you login to the course - in the middle of the screen, there will be tabs that look like file folder tabs, the one that reads "handouts" - you can print those. You can print out the handouts but you can not print out the course material.

The course gives you 180 days (6 months) to complete. If you can not complete the course in 180 days (6 months) – you may purchase a 60 day (2 month) extension for \$20.00. You can purchase a 60 day (2 month) extension up to 3 times if necessary. It is your responsibility to contact the school for the extension.

After you complete the course you **MUST** complete the **Evaluation** and the **Student Affidavit**. (The Student Affidavit is a Signed document from you certifying that you have personally completed each assigned lesson of instructions. - A "Course Certificate Instructions" link will appear on your course home page upon completion of the course. Click on that link for your instructions. After reading instructions – click on "Submit Documentation" button. After completing the Evaluation, the Student Affidavit will appear.) The course is not considered completed until the Evaluation and the Student Affidavit is completed.

It is your responsibility to contact the school to let us know you have completed the course. We will notify the Alabama Real Estate Commission and AMP (testing center) of your completions. Your "graduation" date will be sent to AMP the next business day. Then you can sign up to take you state exam. **As of October 1, 2009 – NO Certificate is Given – everything is done electronically.**

To schedule the state exam, after passing E.S. Brooks School of Real Estate's exit exam, the web site is: www.goAMP.com.

The state exam is \$71.00 and is offered Monday through Friday 9:00am to 1:30pm with at least one Assessment Center being open on Saturday on a rotating basis. The exam is given at H & R Block Tax Offices in several major cities; Huntsville, Athens, 2 locations in Birmingham, Montgomery, and Mobile.

Thank you for choosing ES Brooks School of Real Estate; we hope you enjoy the course.

E.S. Brooks School of Real Estate
(Partnership with CENGAGE Learning)
2312 Memorial Parkway SW Suite J
Huntsville, AL 35801

256-539-3136 or 888-228-7760
Fax: 256-534-6879

Email: sherryl@esbrooks.com

Web Site: www.esbrooks.info

Instructor: **Everett S. Brooks**

Policy & Procedure Handbook

On-Line 6 Hour Alabama Reciprocal Broker License Course

NOTICE: This Manual contains important information about the procedures for completing your course(s). Please read this manual carefully, to avoid any delay in obtaining your credit or license.

STATEMENT OF POLICY

SALESPERSON

Beginning October 1, 2009 the requirements for reciprocal licensure will change. For all salesperson and broker reciprocal applications, on October 1, 2009 or later, applicants must have completed a six-hour course in Alabama real estate law as specified in Rule 790-X-1-.18 and taken and passed the corresponding Alabama portion of the licensing examination. Exam candidates will receive an application for licensure at the test centers upon passage of the exam. All reciprocal applicants should follow these links and thoroughly read [Section 34-27-32\(b\)\(1\)](#) and [Rule 790-X-1-.18](#).

To view [Sample Reciprocal Broker License Application](#), go to the Alabama Real Estate Commission's Web site: www.arec.alabama.gov. In the middle of the top of the page, you will click on the link that reads "LICENSING". In the drop down menu click on "Reciprocal License".

If you hold a current license in another state, you may obtain a RECIPROCAL license by doing the following:

Completed a six-hour course in Alabama real estate law as specified in Rule 790-X-1-.18 and take and pass the corresponding Alabama portion of the licensing examination **AND**

Submit with the application an official "Certificate of Licensure" form (license history) showing you hold a current license in another state. This certification can be obtained from the Real Estate Commission Office in that state. This certification must have been issued within 120 days of our receipt of your reciprocal license application. Exam candidates will receive an application for licensure at the test centers upon passage of the exam.

All reciprocal applicants should follow these links and thoroughly read [Section 34-27-32\(b\)\(1\)](#) and [Rule 790-X-1-.18](#).

BACKGROUND

E. S. Brooks School of Real Estate is approved by Alabama Real Estate Commission for the purpose of offering the distance education courses developed by Thomson CompuTaught – CENGAGE Learning.

NOTICE TO STUDENT

All questions pertaining to registration, refunds, school policy, course content, explanation of state licensing, exit exams, and completion certificates should be addressed to E. S. Brooks School of Real Estate, 2312 Memorial Parkway SW Suite J, Huntsville, AL 35801 to attention Sherryl. She may be reached by phone at 256-539-3136, 888-228-7760, or by e-mail at sherryl@esbrooks.com. Content questions should be directed to Everett Brooks. We will email you every couple of weeks to check the progress of your course. You can respond to the email or not – It is up to you. This is our way of keeping in touch with the student in case there are any questions or problems.

These courses DO NOT apply toward Appraisal Courses.

COURSE EXPIRATION AND REVIEW

All course lessons on the computer must be completed within 180 days (6 months) from the date of enrollment. Access to the computer lessons will expire on the 180th day at the exact time of enrollment. You have 90 days to access and review the course content after you have completed the last lesson in the course. **All course material and exit exam must be completed within 1 (one) calendar year of starting date of course (purchase date).** We will notify the Alabama Real Estate Commission and AMP (testing service) of your completion of this course.

COURSE EXTENSION POLICY

If you cannot complete your course within the 180 days, then you may purchase a 60 day extension from E. S. Brooks School of Real Estate. The 60 day extension period begins from the date your course originally expires or when you purchase the extension, whichever comes first. The 60 day (2 month) extension is \$20.00. You may purchase up to three extensions per course, if necessary. It is **your responsibility** to contact the school to find out about purchasing an extension. **It is recommended that you purchase the extension immediately after the course has expired in order to be able to have the full 60 days of the extension.**

CERTIFICATE OF COURSE COMPLETION

Upon completion of the License Process Deadline form, and the course, you will receive Credit for this course. We will notify the Alabama Real Estate Commission and the AMP (testing Center) of your Completion. We notify the AMP the next business day of your “graduation”. Then you can sign up to take you state exam. **As of October 1, 2009 – NO Certificate is Given – everything is done electronically.**

The state exam is \$71.00 and is offered Monday through Friday 9:00am to 1:30pm with at least one Assessment Center being open on Saturday on a rotating basis. The exam is given at H & R Block Tax Offices in several major cities; Huntsville, Athens, 2 locations in Birmingham, Montgomery, and Mobile.

To schedule the state exam, after passing E.S. Brooks School of Real Estate’s exit exam, the web site is: www.goAMP.com.

***REGISTRATION CANCELLATION POLICY**

You have the right to cancel your registration for any reason up to five (5) business days from the date of purchase. A cancellation fee will be charged to you to cancel a registration. The amount of the cancellation fee is 15% of the total purchase amount. If the course includes textbook, the books must be returned at the student’s expense. The request for cancellation will not be processed until the book(s) are returned to the school in reusable condition.

However, you can **not** cancel your registration of a course for a partial or a completed course that falls outside the 5 business days.

How will refunds be processed? In order to process your refund, you will need to contact Sherry at E.S. Brooks School of Real Estate. If your enrollment date falls within the policy, Sherryl will initiate the refund. The credit card used to purchase the course will be the account that is refunded.

TECHNICAL SUPPORT

For technical assistance, please call Technical Support at 800-743-8703 or email them at <http://www.mycoursepage.com/support/>. Technical Support is available Monday – Friday from 9:00am to 11:00pm EST and on weekends from 12:00 – 4:00pm EST. (Holidays are an exception to this schedule. On holidays, the Technical Support hours may change.)

The best and quickest ways to address tech support issues is to go to www.mycoursepage.com/support/. If you call Technical Support, please be prepared to explain your problem in detail and have access to your computer. In order to effectively troubleshoot your issue, our technicians begin the call by asking you a series of questions regarding your operating environment. We will need to know what type of computer you are using, the version number of your software, etc. Your call may be documented or monitored to help us maintain quality of service standards.

SYTSTEM REQUIREMENTS

In order to take this distance education course, your computer must meet the following system requirements:

- IBM PC Compatible Computer (minimum 350 MHz processor with 64 MB RAM)
- SVGA (800x600) video card, driver, and monitor
- Microsoft Windows 98/ME/2000*/XP*
- Adobe Acrobat Reader 5.0 or greater (free download available with course)
- Internet connection (minimum 56Kbs required, although we **highly recommend** a high speed connection such as DSL, cable or TI)
- Microsoft Internet Explorer version 5.5 or greater (free download available with course) (CompuTaught courses do not support any “Beta” versions of Internet Explorer any “Beta” versions of Internet Explorer)
- Printer (for course documentation and Student Affidavit)
- Flash Player plug-in (free download available with course)

REQUIREMENTS FOR COMPLETING THE COURSE

Please refer to the directions on your course home page for specific instructions regarding the completion of your course and the “Introduction” lesson located at the beginning of each course. To complete the course and receive your Completion Certificate, you must successfully complete the following requirements:

- **Complete the License Process Deadline Form**
- **Complete ALL instructional lessons in the course by answering each question correctly at least twice.**
- **Complete and submit the Evaluation and Student Affidavit to E. S. Brooks School of Real Estate when the course is complete. The Student Affidavit is a Signed document from you certifying that you have personally completed each assigned lesson of instructions. (A “Course Certificate Instructions” link will appear on your course home page upon completion of the course. Click on that link for your instructions. After reading instructions – click on “Submit Documentation” button. After completing the Evaluation, the Student Affidavit will appear.)**

FINANCIAL AID

None is available at this time.

HOURS OF OPERATION

Monday – Friday 8:30am – 4:00pm

In office Hours – 8:30am to 2:30pm (School Days)

WORK OUT OF OFFICE when school is out!!!

HOLIDAYS (School closed for business)

E. S. Brooks School of Real Estate is closed for business on Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and Day after Christmas, New Year’s Eve, and New Years Day.

STUDENT BEHAVIOR / DISCIPLINARY POLICIES

When taking our educational courses, you are expected to comply with all policies as stated within this school hand book. If you fail to adhere to these policies, it may invalidate your eligibility for course credit. (These situations will be handled on a case by case basis.)

NON DISCRIMINATION

E. S. Brooks School of Real Estate nor its’ associates 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.

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Huntsville, AL 35801

256-539-3136 or 888-228-7760
Fax: 256-534-6879

Email: sherryl@esbrooks.com
Web Site: www.esbrooks.info

Instructor: Everett S. Brooks

I read the Policy & Procedure Handbook for the On-line 6 Hour Alabama Reciprocal Real Estate Pre-License Course. I understand and agree to comply with the above requirements.

Please sign and return to E.S. Brooks School of Real Estate at 2312 Memorial Parkway SW Suite J, Huntsville, AL 35801.

Sign

Date