

## American School of Real Estate Express



RealEstateExpress.com

## School and Course Catalogue

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## School Catalogue

### Mission Statement

The mission of RealEstateExpress.com is to offer real estate professionals the **latest and most innovative** state-approved courses and curriculum, delivered in the **most flexible** and efficacious way, to any and all students with Internet access. Since 1997 RealEstateExpress has been dedicated to adapting to the needs of the **fast-paced**, time-constrained real estate professional, and is committed to the ongoing development and delivery of courses, subjects and learning tools that are immediately applicable to the student's real estate practice and process.

### Faculty and Contact Information

Dean of Instruction and Curriculum      Stephen Mettling, CDEI

Senior Course Instructor: Richard Linkemer, DREI, CDEI

Course Instructor: Penny Alston, DREI, CDEI

Telephone Number: 866-739-7277 (9:00 AM - 4:00PM M-F CST)

E-Mail Address: [KSinstructor@realestateexpress.com](mailto:KSinstructor@realestateexpress.com) (seven days a week till 6:00 pm CST)

Mailing Address: 12977 North Forty Drive, Suite 368, St. Louis, MO 63141

Owners: David Goldstein, Richard Linkemer, CDEI, DREI and Geoffrey Thompson

Administrative Staff: David Goldstein, Partner

Email Address: [CustomerCare@RealEstateExpress.com](mailto:CustomerCare@RealEstateExpress.com)

### Approvals and Accreditations

Real Estate Express has Real Estate Commission approved online courses for Real Estate Pre-license, Broker, Post-license and Continuing Education courses in twenty (20) states. Our courses also have acquired ARELLO approval and accreditation in the states where it is required by law. These courses are required for eligibility to sit for the licensing exam to obtain licensure as a Real Estate Salesperson, Real Estate Broker or to maintain an existing real estate license.

Real Estate Express offers approved online appraisal education in sixteen (16) states. All of the appraisal courses offered are both IDECC and AQB approved. The courses have also been approved by the individual state Real Estate Appraisal Boards. These courses are required for obtaining the initial level of appraisal licensure.

### Interaction with Instructor and Staff

The Kansas Pre-License course content is delivered online, with supplemental materials included. Students have access to their instructor and our staff through a variety of means:

- **Welcome Email** – Upon completion of registration, the student will receive a personal Welcome e-mail from their instructor.
- **Live Help** - Before registering, students can have real-time dialogues with a staff member on the site, through the Live Help window.
- **Student Forum** - Another avenue of dialogue where the Instructor answers questions, but makes all answers visible to all classmates.
- **Private Email** – Students receive access to their Instructor's private e-mail address, for any individual correspondence.
- **Telephone Contact** - Instructors can be reached at our toll-free number during business hours 866-739-7277.

### **Technical Support**

RealEstateExpress.com has provided reliable, secure course delivery to thousands of professionals from coast to coast since 1997. We have made thousands of upgrades to the system in that time, and continuously increase server capacity and speeds. In that time we have helped people use our system effectively on a variety of platforms, so that today, we have few surprises. But, if a student has difficulty of any kind, we are committed to helping, and provide a fast and easy way to dialogue with us through an online **Technical Support** contact system.

### **Customer Service**

Contact links are provided on every page of the course by clicking **Contact Us** in the upper right hand corner of your screen, or can be sent directly to [CustomerCare@RealEstateExpress.com](mailto:CustomerCare@RealEstateExpress.com). Email is the preferred method of contact. Evenings and weekends, support is provided via email. When on the site, **look for the Live Help Icon** in the left margin of each page. Click on the "person" for instant, live help. Phone support is provided weekdays, 8:00 am – 5:00 pm CST (4:00 pm on Fridays) at **866-739-7277**.

### **Calendar of School Holidays, Vacation Periods, and Dates of Each Term**

Students have unlimited access to this online course, to work at their own pace and convenience. Our site is available 7 days a week, 24 hours a day, 52 weeks a year. Pre-license courses can be accessed for six months from the date of registration, with courses expiring at midnight of the last day. Continuing Education courses do not expire. The expiration date of continuing education courses is dependent on the student's state license renewal requirement. Our office is closed in recognition for the following holidays: New Year's Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day, however students still have access to their course. Emails and phone calls will be answered the next business day our office is open.

There is an open enrollment period for our real estate courses. Students are able to register for courses 24 hours a day, 7 days a week, 52 weeks a year. To register, students access our website at [www.RealEstateExpress.com](http://www.RealEstateExpress.com) and follow the prompts to complete their registration. To register over the phone, students may call **866-739-7277** during business hours, weekdays, 8:00 am – 5:00 pm CST (4:00 pm on Fridays).

### **Program Goal**

Our courses are expressly designed for potential licensees as defined by the Kansas Real Estate Commission, for the purpose of sitting for the real estate Salesperson exam. Anyone who desires to assist others in the sale, leasing, management, or exchange of real estate must hold at least a real estate Salesperson's license. These courses cover all subjects mandated by the Kansas Real Estate Commission, in real estate law, types of interest and ownership in real estate, home ownership, legal descriptions, titles, liens, taxes, encumbrances, listing advertising, appraisal, finance, closings, and professional code of ethics.

Our Continuing Education courses are expressly designed for real estate licensees, who must fulfill Kansas' continuing education requirement to renew their license every two years.

### **Pre-Requisite Requirements for Enrollment**

There are no prerequisite requirements to take these courses and no special computer knowledge or program training is necessary. In fact, if you can move a mouse, point and click, and type a few words on your keyboard, you are more than qualified. You must be at least 18 years of age, and pass a background and fingerprint check to be licensed in Kansas. You must complete the 30-hours of mandatory Principles of Real Estate pre-license course to be eligible to sit for the state exam and additionally, the 30-hour Kansas Practice course to apply for your license.

### **Placement Assistance**

RealEstateExpress.com does not offer placement assistance.

### **Attendance Policy**

As this is a self-study internet course, there is no way to have "missed sessions" or absences. Once registered, a

student's pre-license course is available for 6 months. Students have the ability to work at their own pace and complete their course at any time in that 6 month period. Course extensions for pre-license courses are available, if needed. Leave of absence is not granted unless a student is activated to military service and called overseas. Students must call the office and the leave of absence determination will be made at the discretion of the School Administrator. Dismissal only occurs in the event of a return payment. Students can be readmitted by paying a \$25 return fee payment along with valid payment for the course.

### **Entrance Requirements**

Students are able to register for courses with Real Estate Express 24 hours a day, 7 days a week, 52 weeks a year. To register, students access our website at **www.RealEstateExpress.com** and select the state and course or course package they wish to register for. A unique username and password is established by the student, to be used when logging in to work on the course. Personal information is entered and then payment may be submitted using a credit card or online check. A no-interest payment plan option is available to students upon registration and they can register over the phone during business hours, weekdays, 8:00 am – 5:00 pm CST (4:00 pm on Fridays), by calling **866-739-7277**.

### **Progress Policy**

Pre-license and Continuing Education courses are progressive and require that students complete various steps before having access to subsequent units, quizzes and exams. Students must go through each page of a unit before they can take the end of the unit quiz to move on to the next unit. The student must take and pass a quiz at the end of each unit. If a student does not achieve a passing grade on the end of the unit quiz, they have the ability to retake the same quiz until they receive a passing grade. At the end of each course there is a comprehensive course final exam which must be completed and passed for a completion certificate to be issued. If a student does not achieve a passing grade on the first attempt at the course final exam, they will have a second exam available to them. If you do not pass one of the three Pre-license final exams, there is a \$50 fee to retake the Pre-license final exam. If you do not pass on one of the two Continuing Education final exams, there is a \$15 fee to retake the Continuing Education final exam. Each student is required to complete an evaluation after passing the course final exam.

Pre-license courses are good for 6 months from the registration date. Continuing Education courses do not expire. The expiration date of the Continuing Education course is determined by the student's license renewal date. As these are online courses, we do not have fees due to absence and probation. Dismissal only occurs in the event of a return payment. Students can be readmitted by paying a \$25 return fee payment along with valid payment for the course. Leave of absence is not granted unless a student is activated to military service and called overseas. Students must call the office and the leave of absence determination will be made at the discretion of the School Administrator. If additional time is needed to complete a course, students may purchase an extension for pre-license courses for an additional charge.

### **Grading System and Criteria**

To complete this course and receive a Completion Certificate, students must successfully complete the following requirements: Read all units and pass unit quizzes, and pass the Pre-license Course Final Exam with a grade of 90% or higher. Continuing Education course final exams must be passed with a grade of 90% or higher. Students will receive their score for each of their quizzes and course final exam immediately upon completion of their exam. The quiz scores are posted and remain on the student's account page.

At the end of the course final exam, students are required to click a "submit" button to initiate grading of the exam. Once an exam has been submitted, students will be able to view the question, their answers and will be informed of the correct answer. A percentage score will be listed at the bottom of this page and appear in their account.

### **Accessing the Online Course**

Your Pre-license course is progressive, and can be completed at your own pace within a 6 month time frame. Continuing Education courses do not expire, however licensees must complete their course prior to their state's mandated license renewal date. After you successfully log into your account, the page will say, "**Welcome (your name) to your Personal Homepage!**" Under the green bar in the middle of the page, you will find the name of

your course listed as a blue link. Look under the **green bar** and click on this **blue link** and you will be taken to your Course Outline.

To open your course, click on the blue **Course Name** link under "Course Sections." On the next screen, you will see a list of all the units in your course. Only units that are blue links are open to you. If you are just starting your course, click on **Unit 1** (the only blue link) and begin reading. When you have finished reading a screen, click on the green **Next** button at the bottom of the page to move on to the next screen. Keep reading and clicking "Next" until you get to the end of a unit, where you will take a short quiz. For Pre-license courses you must pass this quiz at 90% or better to move on to the next unit. The pass rate for Continuing Education courses is 90%. If you pass the quiz, but it shows on your Unit Outline that it is "Incomplete," try clicking on the "Refresh" or "Retry" button on your web browser because it is pulling up an old page from memory, instead of reconnecting to our server.

If you need to leave in the middle of a unit, click on the "Bookmark & Exit" navigation button on the bottom of the page. The next time you log into your course, you will see your blue bookmark link on your home page under a **purple bar**. Click on this link (instead of the link under the green bar) to go to your bookmarked place. Once you click on a bookmark, it disappears, so if you need to leave in the middle of the unit again, simply click on the "Bookmark & Exit" button to set a new bookmark.

**The course is progressive.** This means you cannot get to unit two, until you pass the quiz to unit one, etc. This guides you through the course in the proper order. It also provides a system where you cannot move on until you understand the current unit you are in. As you understand the material, you pass the quiz and progress through the course. You must the course final to complete the course.

**IMPORTANT:** At the top of the Course Outline, you will see a link to your online supplemental materials, including the Math Guide, License Exam Testing Booklet. Please take time to read all of your online supplemental materials. These materials are PDF files - you can view them online, save them to a disk, or print them out. If you need help opening PDF files, please email [customercare@realestateexpress.com](mailto:customercare@realestateexpress.com) and ask for our **PDF Troubleshooting Email**.

**The Pre-license course online textbook is supplemental - do not confuse it with the actual course. You must always return to the Internet to take the actual course and receive credit.**

From your home page, you can take advantage of the group forums by clicking "Ask the Expert." Check out all the links and see all that is available to you. If you need assistance email us at [CustomerCare@RealEstateExpress.com](mailto:CustomerCare@RealEstateExpress.com), or call us during business hours. If you don't understand something about real estate, email your instructor as indicated in the email he sent you. Also make sure you read the course information email sent to you from Customer Care.

**Procedure for Quizzes and Practice Exams**

Each main section of the course is followed by a quiz. The quiz is multiple choice. You choose your answer by clicking the radio button and at the bottom of the page, click 'continue' or 'grade,' whichever applies. The next page will show your percentage score at the top. It will then list the question, the answer you gave and the correct answer to each question. If you pass, you click continue and it takes you to the next available unit. If you do not pass, you can click the "retake quiz" button and retake the quiz, or opt to review the unit again. You cannot progress to the next unit until you pass the quiz for the current unit.

**Course Materials**

Aside from the online course, all course materials are in the supplemental materials grid that appears at the top of your course home page. Each text item in a box is a link to the material.

Course Syllabus	Course Orientation	Course Affidavit
Real Estate Law	Digital Textbooks	Course Check List
Glossaries	Post Course and Exam Instructions	Real Estate Commission Information

### Rules of Student Conduct and Conditions for Probation or Dismissal

Students are expected to complete all of their coursework. Instances of cheating or fraud may result in a student forfeiting his/her course and may be reported to the Real Estate Commission. Profane language is not allowed in the Student Forum or when contacting staff or instructors. Repeated offenses are grounds for dismissal without a refund.

### Facilities

RealEstateExpress.com provides students with an online course and materials. Students have the ability to work on their online course from any computer with an internet connection – whether it is at home, work, public library, etc. Therefore, a description and floor plan of our facilities does not apply.

### Fees and Tuition Calculator

- Tuition for each course includes: State approved course, all online supplemental materials, license exam information (in Pre-license courses), completion certificate, technical support, and customer care support.
- Fees for **Pre-license packages** can be viewed by clicking [here](#) and range from \$215 to \$444 depending on the course package selected.
- Fees for **Continuing Education** courses can be viewed by clicking [here](#). Individual course prices are \$30 per course. Course package prices reflect a discounted price.
- **Pre-license** course Final Exam reset fees (if needed) are **\$50**.
- **Practice** course Final Exam reset fees (if needed) are \$25
- **Continuing Education** course Final Exam reset fees (if needed) are **\$15**
- **Pre-license** course students can purchase sixty (60) day **course extension** (if needed) for **\$100**.
- **Practice** course students can purchase a sixty (60) day **course extension** (if needed) for \$75

License exam fees and state license fees are separate entities and not part of this course.

## American School of Real Estate Express



## Kansas Approved Real Estate Salesperson Pre-license and Continuing Education Courses

### All courses:

1. Taken completely online and the course is the textbook. There are no books to mail, or tests to return.
2. Courses covered subject matter required by the Kansas Real Estate Commission.
3. Pre-license courses include supplemental materials that include: syllabus, enrollment agreement, Terms and Conditions Affidavit, glossary, real estate law link, free online math supplement, post-course license exam instructions.
4. Continuing Education courses include supplemental materials that include: syllabus, enrollment agreement, and Terms and Conditions.
5. All Pre-license courses are good for 6 months from the date of registration. Extensions are available for 60 additional days for a \$100 charge.

6. Practice Courses are good for 6 months from the date of registration. Extensions are available for 60 additional days for a \$75 charge.
7. Continuing Education courses do not expire, however licensees must complete their course prior to their state's mandated license renewal date.
8. Each Pre-license has 3 final exams. Students must pass one of the three exams to complete their course and receive a completion certificate. If a student fails all available final exams, they may be reset for a \$50 charge per reset.
9. Each Continuing Education course has 2 final exams. Students must pass one of the two exams to complete their course and receive a completion certificate. If a student fails both final exams, they may be reset for a \$15 charge.
10. Individual course and package pricing is available on our [website](#). Pricing is subject to change without prior notice.

### **Pre-license Course:**

#### **1. Principles of Real Estate – 30 hours, \$215**

##### Lessons:

##### KS License Law

- Unit 1: Kansas License Law-Objectives
- Unit 2: Licensing
- Unit 3: License Requirements
- Unit 4: Place of Business
- Unit 5: Advertising
- Unit 6: Agency & Non-Agency Choices in Kansas
- Unit 7: Documents and Records
- Unit 8: Recovery Revolving Fund
- Unit 9: Revocation of License – Prohibited Acts
- Unit 10: Penalties for Violations
- Unit 11: Review
- Section Exam (50 questions)

##### KS License Math

- Unit 1: Objectives and Outcomes
- Unit 2: Commission Math
- Unit 3: Taxes
- Unit 4: Financing Math
- Unit 5: Interest Due on Loan at Closing
- Unit 6: Prepayment Penalty
- Unit 7: Seller's Net
- Unit 8: Buyers New Loan
- Unit 9: Loan Origination
- Unit 10: Rent
- Unit 11: Water
- Unit 12: End of Section
- Section Exam (50 questions)

##### KS Practice Exam (50 questions)

##### National Ownership

- Unit 1: Real Estate Characteristics
- Unit 2: Government Influences
- Unit 3: Freehold Estates
- Unit 4: Leasehold Estates
- Unit 5: Ownership
- Unit 6: Easements and Encumbrances
- Unit 7: Water Rights
- Unit 8: Condominiums and Cooperatives
- Unit 9: Deeds and Conveyances

- Unit 10: Deed Recording
- Unit 11: Title, Descent and Insurance Issues
- Unit 12: Review
- Section Exam (50 questions)
- National Brokerage
  - Unit 1: Real Estate Brokerage
  - Unit 2: Agency
  - Unit 3: Listing Agreements
  - Unit 4: Seller's Net
  - Unit 5: Appreciation
  - Unit 6: Real Estate Contracts
  - Unit 7: Property Management
  - Unit 8: Fair Housing
  - Unit 9: Investment and Tax Issues
  - Unit 10: Marketing Property
  - Unit 11: Review
  - Section Exam (50 questions)
- National Finance
  - Unit 1: Instruments and Clauses
  - Unit 2: Foreclosure
  - Unit 3: Money, Interest and Types of Loans
  - Unit 4: Reduction of Loan Principal
  - Unit 5: Financing Methods
  - Unit 6: Government and Conventional Loans
  - Unit 7: Qualifying and Closing the Loan
  - Unit 8: Secondary Mortgage Market
  - Unit 9: Investments and Financing Laws
  - Unit 10: Review
  - Section Exam (50 questions)
- National Valuation
  - Unit 1: Appraisal Process
  - Unit 2: Value Principles
  - Unit 3: Three Approaches to Value
  - Unit 4: Real Estate Taxes
  - Unit 5: Gross Rent Multiplier
  - Unit 6: Land Use Control
  - Unit 7: Legal Descriptions
  - Unit 8: Review
  - Section Exam (50 questions)
- National Practice Exam (100 questions)
- Course Final (100 questions)

## **2. Kansas Practices Course – 30 hours, \$129**

### Lessons:

- Unit 1: Real Estate Brokerage Relationships Brochure
- Unit 2: Listing a Property – Introduction
- Unit 3: Buyer Representation
- Unit 4: Acting as a Transaction Broker (Amendments effective October 1, 1997)
- Unit 5: Termination of Brokerage Relationships (K.S.A. 58-30, 104 of the Brokerage Relationships in Real Estate Transactions Act)
- Unit 6: Compensation (K.S.A. 58-30, 104 of the Brokerage Relationships in Real Estate Transactions Act)
- Unit 7: Things to Remember when Working with Another Company
- Unit 8: Listing Agents, Subagents, Single Agents

Unit 9: Showing Another Broker's Listing  
Unit 10: Property Valuations: Pricing Residential Property  
Unit 11: Pricing Non-Residential Property  
Unit 12: The Appraiser's Role  
Unit 13: Types of Financing  
Unit 14: Estimated Closing Costs  
Unit 15: Contracts  
Unit 16: Earnest Money  
Unit 17: Misrepresentation  
Unit 18: The EPA  
Unit 19: Environmental Hazards  
Unit 20: Land and Improvements  
Unit 21: New Developments in KS RE Law and License Act  
Unit 22: Advertising and Fair Housing  
Unit 23: Other Legal Issues (Megan's Law, Stigmatized Properties)  
Unit 24: Review Quiz  
Final Exam (50 questions)

### **Continuing Education Courses:**

#### **1. Environmental Issues In Real Estate – 3 hours, \$30**

##### Lessons:

Unit 1: Understanding Environmental Issues  
Unit 2: Consumer Concerns  
Unit 3: Specific Concerns in the Environment  
Unit 4: Radon Testing and Public Awareness  
Unit 5: Introduction to Environmental Lead and Lead-Based Paint Concerns  
Unit 6: Asbestos  
Unit 7: Electric and Magnetic Fields (EMF's): What You Need to Know  
Unit 8: Environmental Issues: In Conclusion  
Final Exam (30 questions)

#### **2. Ethics – 3 hours, \$30**

##### Lessons:

Unit 1: A Historical Perspective  
Unit 2: Ethics in Other Professions  
Unit 3: Ethics in the Business World  
Unit 4: Ethics for Real Estate Practitioners  
Unit 5: Making Ethical Decisions  
Final Exam (30 questions)

#### **3. Fair Housing, the Law of the Land – 3 hours, \$30**

##### Lessons:

Unit 1: Fair Housing – The Law of the Land  
Unit 2: Federal Fair Housing Laws  
Unit 3: A Good Way To Get in Trouble  
Unit 4: Handling a Tricky Situation

Unit 5: Situation #6  
Unit 6: Risk Reduction in Fair Housing  
Unit 7: Ah, The Challenges!  
Final Exam (30 questions)

**4. Residential Finance – 3 hours, \$30**

Lessons:

Unit 1: Overview of Residential Financing  
Unit 2: Lending Institutions and Legislation  
Unit 3: Conventional Mortgage Lending  
Unit 4: Conventional Mortgage Lending, continued  
Unit 5: Government – Related Loans  
Unit 6: Qualifying the Buyer and the Property  
Unit 7: Qualifying the Buyer and the Property, continued  
Unit 8: Qualifying the Buyer and the Property, continued  
Unit 9: Special Programs  
Final Exam (30 questions)

**5. Risky Business – Risk Management Techniques – 3 hours, \$30**

Lessons:

Unit 1: Decision Making and Risk  
Unit 2: Loss Control Strategies  
Unit 3: Misrepresentation  
Unit 4: Calculate the Square Footage  
Unit 5: Agency  
Unit 6: Fair Housing  
Unit 7: Antitrust  
Final Exam (30 Questions)

**6. Using the Web to Improve Customer Service – 3 hours, \$30**

Lessons:

Unit 1: Residential Real Estate Technology  
Unit 2: The World Wide Web  
Unit 3: The World Wide Web, continued  
Unit 4: The World Wide Web, continued  
Unit 5: The World Wide Web, continued  
Unit 6: The World Wide Web, continued  
Unit 7: E-mail and Contact Management  
Unit 8: E-mail and Contact Management, continued  
Unit 9: E-mail and Contact Management, continued  
Final Exam (30 questions)

**7. Working With Diversity to Assist the Consumer – 3 hours, \$30**

Lessons:

Unit 1: What Diversity Means to the Real Estate Professional  
Unit 2: The Real Estate Professional's Guide to Making a Difference Through Diversity  
Unit 3: The Real Estate Professional's Guide to Avoiding Unequal References  
Unit 4: The "Isms" in a Real Estate Professional's Work  
Unit 5: How a Real Estate Professional Can Bridge a Visible Disability

Unit 6: What D.E.A.R. Can Teach the Real Estate Professional Dealing with Diversity  
Unit 7: Empathy Between the Real Estate Professional and Customer  
Final Exam (30 questions)

**8. Working With Seniors – 3 hours, \$30**

Lessons:

Unit 1: Selling to the Senior Market  
Unit 2: The Unique Needs of Seniors  
Unit 3: Personality Types – Working with the Driver  
Unit 4: Communicating with Seniors  
Unit 5: Talking with Seniors about Purchasing a Home  
Unit 6: Installment Sales  
Unit 7: Part III: More Tax Issues – “Death and Taxes!”  
Unit 8: Facts of Life – and Death  
Unit 9: Things to Consider  
Final Exam (30 questions)

**9. Antitrust and Lead Paint Hazards – 3 hours, \$30**

Lessons:

Unit 1: Antitrust and Real Estate  
Unit 2: Sherman Antitrust  
Unit 3: Antitrust Questions and Answers  
Unit 4: Who Enforces the Antitrust Laws?  
Unit 5: Regulations and Disclosure  
Unit 6: Lead Exposure and What to Look For  
Unit 7: Checking Your Home for Lead Hazards  
Unit 8: State Health and Environmental Agencies  
Unit 9: Effective Dates and EPA Regulations  
Unit 10: Agency, Documents and EPA Question 11  
Unit 11: Pamphlet Provisions and Exemptions  
Unit 12: Timeshares, Fixtures and Disclosure  
Unit 13: Recordkeeping, Inspections and Special Situations  
Final Exam (30 questions)

**10. Short Sales and Foreclosures – 3 hours, \$30**

Lessons:

Unit 1: Getting Started with Short Sales  
Unit 2: Obtaining the Short Sale Listing  
Unit 3: Marketing the Short Sale Listing  
Unit 4: Completing the Short Sale  
Unit 5: Types of Foreclosures and Alternatives  
Unit 6: The Foreclosure Listing  
Unit 7: Marketing and Closing the Foreclosure Property  
Unit 8: Review  
Final Exam (30 questions)

**11. Required Salesperson and Broker Core – 3 hours, \$30**

Lessons:

Unit 1: Kansas Brokerage Relationships in Real Estate

Unit 2: The Seller's Agent  
Unit 3: Buyer Agency  
Unit 4: The Transaction Broker  
Unit 5: Termination of the Agency Relationship  
Unit 6: Misrepresentation  
Final Exam (30 questions)

### Transferability of Credit

RealEstateExpress.com does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. RealEstateExpress.com does not have a written agreement with any other institution. Full credit is provided for courses completed in their entirety in the form of a completion certificate. We do not offer partial credit, nor is partial credit transferable to another educational institution.

### Withdrawal and Cancellation Policy

American School of Real Estate Express students have the right to cancel for more than a full week, (until midnight of the eighth calendar day after registration) and receive a 100% refund (less \$50 administration fee) without penalty.

In simple terms, a student is entitled to a tuition cancellation refund if **both** of the following conditions have been met:

- American School of Real Estate Express has received an email cancelling a student's registration, with explanation, and requesting a refund within eight (8) calendar days of the student registration date: AND
- The student has not logged onto and/or begun the online course.

The refund will not be paid until the written refund request has been received. The refund will be paid within 30 days of receipt of the written refund request. The \$50 administration fee will be withheld from the refund amount. Your cancellation must be received by midnight of the eighth calendar day from your registration date.

No refund request will be considered:

- If you have logged onto the online course, or
- If the request is made later than eight (8) days after your registration date.

To request your cancellation, you must contact American School of Real Estate Express, LLC, first via email: [CustomerCare@RealEstateExpress.com](mailto:CustomerCare@RealEstateExpress.com), and then by phone at 866.739.7277.

### Payments

Payment for the Course is due upon registration through an approved credit card or check through this secure site. If you do not have a credit card or checking account and wish to use some other form of payment, (such as cash or cashier's check), you can request special handling by e-mailing the administrator: **Customer Care**. Payments made in any way other than online credit card or online check may incur a special handling charge. Please view our complete refund policy as above or [here](#). To view our Performance Guarantee, [click here](#). If you have chosen a payment plan, the two remaining payments will be made automatically over the next two months, on the same day of the month as your original registration. If your payment does not clear, your course access will be deactivated and you will be contacted to choose another form of payment. Confirmation emails will be sent for payment plans and payments when they are made, via the email address you provided at registration. Completion certificates will not be issued for courses purchased on a payment plan until the final payment has been received.

### Funding

As a Non-Degree school, tuition is paid at registration by credit card or online check debit. We do not offer any funding.

## Testing

When you complete each Pre-license course, you must pass a course final. Depending on the course, you have two or three chances to pass this exam. If you do not pass one of the available exams, there is a \$50 fee to retake the exams.

After you pass the required Pre-license courses, you can schedule your licensing exam with Pearson Vue, the chosen proctor by the State of Kansas. They have locations throughout the state for your convenience. Their candidate handbook and contact information is provided inside the course with your course materials. You can also visit their website at [www.vue.com](http://www.vue.com).

When you complete a Continuing Education course, you must pass a course final. You have two chances to pass this exam. If you do not pass one of the two exams, there is a \$15 fee to retake the exam.

## Class Schedule

Pre-license courses can be accessed for six months from registration date, with courses expiring at midnight of the last day. 24 hour a day access is available. Continuing Education courses do not expire, however licensees must complete their course prior to their state's mandated license renewal date.

## Credit Allowed for Previous Education and Training

The Kansas Real Estate Commission requires that students to complete 30-hours of Pre-license education before they are eligible to take their state licensing exam and an additional 30-hour Kansas Practices Course to apply for a license. RealEstateExpress.com does not grant credit for previous education and training.

The Kansas Real Estate Commission requires that students complete 12 hours of Continuing Education every two years. Licensees must complete the 3 hour Required Salesperson and Broker core and 9 hours of Elective education. RealEstateExpress.com does not grant credit for previous education and training.

## Equipment Needed

Computer with Internet Connection

Operating System: Windows (2000, XP or higher) and Macintosh.

Microprocessor: P300 or higher

Memory: 512K RAM Minimum (greater memory will improve performance)

Internet Browser: Our course is best viewed in Internet Explorer (Version 8 and above turn on Compatibility View) for PC's and Safari for Mac's. If you are using Firefox or another browser, it may work until you get to an exam. You may have to switch to take the exam.

Adobe Acrobat: Our online textbook and supplemental materials are PDF files. Many computers already have the Acrobat Reader software installed, but for those that don't, please use [this link](#) to download the free software.

Printer: For printing online supplemental materials

## Requirements for Graduation and Completion Certificates

To receive a Pre-license course Completion Certificate, a student must successfully complete the following requirements: Read all units and pass unit quizzes, pass each Course Final Exam with a grade of 90% or higher. After the Course Final Exam has been passed, a Completion Certificate will be available on the student's home page. Completion Certificate's are needed to apply for a license. Students are able to print as many copies as needed. Pearson Vue's licensing exam information is provided in the "Exam Instructions" file located in the supplemental materials section of a student's course.

To receive a Continuing Education course completion certificate, a student must successfully complete the following requirements: Read all units and pass unit quizzes, pass a course final exam with a grade of 90% or higher. After the course final exam has been passed, a Completion Certificate will be available on the student's home page. Students are able to print as many copies of their course completion certificate as needed.

### **Student Grievance Procedure**

While we do not anticipate that students will encounter any difficulties during the term of their enrollment in their courses with RealEstateExpress.com, comments are always welcomed. Students are able to contact their instructor directly to express any grievances or comments concerning their course. The instructor may be reached via email at **KSinstructor@RealEstateExpress.com**. In addition, comments and grievances may also be sent by email to **customercare@RealEstateExpress.com** or by calling Customer Care at 866-739-7277 (9:00 AM - 4:00PM M-F CST).

### **Course Postponement**

Courses start on the date of registration by the student. Once registered for, a course start date cannot be postponed. The student six month completion time for pre-license courses begins on the date students register for their course. RealEstateExpress.com's refund policy is based on the student's original registration date for their course and refunds will be calculated using this date. Please refer to Withdrawal and Cancellation section of this catalogue.

### **Non-Discrimination and ADA Policy**

Real Estate Express 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 of this or any course.

### **Privacy Policy**

We have one of the most stringent and comprehensive in the industry, and completely updated. It can be read in its entirety by visiting this page on our website:

<http://www.realestateexpress.com/general/PrivacyPolicy.asp>.