

## 75 Hour New York State Approved Real Estate Salespersons Qualifying Course

This course is a prerequisite for applicants who wish to take the New York State salesperson's licensing exam.

You will learn the basics of the real estate business, including...

- License Law & Regulation
- Law of Agency
- Agency Disclosure
- Independent Contractor
- Legal Issues
- Contract of Sales & Leases
- Real Estate Finance
- Land Use Regulations
- Construction/Environmental Issues
- Valuation Process/Pricing
- Human Rights/Fair Housing
- Real Estate Mathematics
- Municipal Agencies
- Property Insurance
- Taxes & Assessments
- Condominiums & Cooperatives
- Commercial Investment
- Income Tax Issues
- Mortgage Brokerage
- Property Management

Please complete the enclosed registration form and return it to the Board Office with your non-refundable deposit of \$100.00. **Course reservation will be made upon receipt of your deposit and completed application. Space is limited; reservations are taken on a first come first served basis.**

In accordance with New York State License Law §176.6, students who miss one or more course module totaling more than 10 percent of the time prescribed for the course, will not receive credit for the course.

Students who fail to attend the required scheduled class hours may, at the discretion of the approved entity, make up the missed subject matter during subsequent classes presented by the approved entity. (Additional fees may apply.)

Final examinations may not be taken by any student who has not satisfied the attendance requirement.

For more information or questions regarding this course call:  
The Elmira-Corning Regional Board of REALTORS® at 607-562-7035.

**75 HOUR SALESPERSON QUALIFYING COURSE APPLICATION**  
**All information must be completed**

**COURSE INFORMATION**

**Date:** September 21<sup>st</sup> through November 9<sup>th</sup>, 2009  
**Time:** Monday, Tuesday and Thursday Evenings, 6:00 pm to 9:30 pm  
(6:00pm-10:00pm for the first and last night of class)  
**Cost:** \$560 (*includes textbooks*)  
**Instructors:** Shirley Norquest & Mike Vogt  
**Location:** Elmira-Corning Regional Board of REALTORS® , Inc. Office; located at  
3338 State Route 352 Corning, NY 14830.

- **A non-refundable deposit of \$100.00 is required to hold your reservation**
- **\$460.00 balance is due the first evening of class**
- **No fees will be refunded upon commencement of course**
- **Applicant is responsible for determining eligibility for State Licensure- for more information visit the Department of State website at: [www.dos.state.ny.us](http://www.dos.state.ny.us)**
- **Cancellation policy: All cancellations must be made in writing no later than September 14, 2009. (See Education Policy for more details)**

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

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Home Phone # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PAYMENT INFORMATION**

Please choose payment method and complete required information:

1) Enclosed is my check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_  
Please make checks payable to **ECAR**.

2) Please charge my: **VISA MASTERCARD** in the amount of \$ \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please indicate any disabilities requiring special accommodations: \_\_\_\_\_

**Applicant has read this form and the Association's Education Policy and agrees to the provisions for registration as stated herein.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return to:**  
**Elmira-Corning Regional Board of REALTORS® , Inc.**  
**3338 State Route 352**  
**Corning, New York 14830**  
[www.elmira-corningrealtors.com](http://www.elmira-corningrealtors.com)  
Phone: (607) 562-7035 Fax: (607) 562-8178  
Email: [srose@elmira-corningrealtors.com](mailto:srose@elmira-corningrealtors.com)

# Elmira-Corning Regional Association of REALTORS<sup>®</sup>, Inc.

## EDUCATION POLICY

### REGISTRATION

- Registration forms are available at the ECAR office or online at [www.elmira-corningrealtors.com](http://www.elmira-corningrealtors.com)
- ALL registration forms must be mailed, faxed or delivered in person. Phone reservations will NOT be accepted.
- Required tuition must accompany registration form. Payments returned for insufficient funds will be subject to bank fees and a \$25 processing fee.
- Incomplete registration forms will be returned unprocessed.
- Walk-in registrations will only be accepted if space and course material are available. Walk-ins must pay tuition plus a \$25 surcharge prior to the start of the class.
- Confirmations will be emailed upon receipt of completed registration form/payment; and again 1 week prior to the course.

### CANCELLATIONS

- ECAR reserves the right to cancel any class due to insufficient enrollment or circumstances occurring beyond our control. Full tuition will be refunded. Notification will be made by email or phone.

### WEATHER CANCELLATIONS

- In the case of severe weather, the decision to hold class or cancel will be made the day of class-DO NOT CALL IN ADVANCE. Students will be notified by phone.

### REFUNDS

- To receive a refund for courses (other than Salesperson or Broker's Qualifying Course-see below) we must receive a request IN WRITING at least 7 days prior to the course and a full refund will be granted. If the cancellation is received less than 7 days prior to the course a tuition refund will be issued less a \$25 service charge. No refunds will be issued for "No Shows" or cancellations made the day of the class.

### SALESPERSON AND BROKER QUALIFYING COURSES

- Deposits are non-refundable. If written cancellation is made 7 days prior to the start of the course the deposit may be applied to the next available qualifying course (one time only). The student is responsible for submitting a new registration form for the next course. No refunds will be issued upon commencement of the course. Student is responsible for verifying eligibility for State Licensure.

### FREE COURSES/ORIENTATION

- ECAR reserves the right to charge a \$15 NO CALL/NO SHOW fee for any free class or New Member Orientation. *(Reserving a seat for a class and then not attending prevents other students from participating.)*

### STUDENT CONDUCT

- The instructor reserves the right to dismiss a student for disruptive or inappropriate behavior. No refund will be issued.

### CERTIFICATES

- Normally certificates are given upon completion of each class to all attendees who have registered 7 days in advance. If certificates are not received at the end of class, the certificates will be mailed. There is a \$10 charge for replacement certificates.

### EVALUATIONS

- ECAR requires that instructor/course evaluations are to be distributed to all classes and these evaluations are to be retained by ECAR.

### PRIVACY POLICY

- Credit information that you and credit authorizers provide when you make a payment by credit card or electronic check for products, dues or other services will only be used to process the transactions you requested and the information will be destroyed after completion of the transaction.
- Personal information is used for ECAR use only for course confirmation/communication and is not given to third parties.