



ACADEMY OF
CONNECTICUT
REAL ESTATE



186 E. CENTER ST. | MANCHESTER, CT 06040
PH: (860) 646 - 2450 | FAX: (860) 649-4343
ACRE@ACADEMYOFCREAL ESTATE.COM
WWW.ACADEMYOFCREAL ESTATE.COM

Real Estate Principles & Practices (P&P)

Mandatory 60 hour course
September 2024 Hybrid Session
Tuesdays and Thursday, 5:50—8:30PM

Name: _____ Phone#: _____

Email: _____

Address: _____

I plan to mainly attend Online In-person (students may attend either way for all classes)

Cancellation Policy: Tuition refund is only available prior to the class start date, minus 10% service charge.

This course meets the minimum educational requirements as set forth by the Connecticut Real Estate Commission.

For more information email acre@academyofctrealstate.com or visit our website at www.academyofctrealstate.com

Payment information

Course Cost: \$450 or \$500 including the two required textbooks.

Check# _____ for \$ made payable to Tri-County Alliance of REALTORS®

Credit Card# _____

Exp. Date: _____ 3 digit code: _____

Name on Card: _____

Billing Address: _____

Signature: _____ Date: _____

Textbooks can be purchased online for home delivery or through the school for personal pick-up. Once registration and payment are received you will receive a link where you can purchase your books online. Order confirmation is required to be sent to the school after purchase.

Live Virtual Classroom requirements: All Education Policies and Procedures (page 2) are to be enforced for virtual classes in the same manner as they are enforced for in-person classes. For attendance tracking: virtual class students will be required to provide a copy of their photo ID at the beginning of class. Students must attend the virtual class on a device that allows for video and audio participation and must be on screen for the duration of the class time. Students must participate with their audio and video on during the entire class period. Any unexcused, extended time off camera will result in the student receiving an absence for the class. Students may NOT log onto the virtual classroom from any setting that may be distracting or dangerous, including a vehicle, whether parked or driving. Any student who logs onto the virtual classroom from their car they will be immediately removed from the classroom and will not receive credit for the class hours.



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EDUCATION POLICIES & PROCEDURES



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By registering for any Academy of Connecticut Real Estate (ACRE) Education program, you are indicating that you understand/agree to the following policies:

REGISTRATION: Registration for courses/classes requires pre-payment according to the posted schedule on the registration form. Payments must clear before the start of the course/class - please keep this in mind if you plan to pay by company/personal check. Confirmation of registration and directions will be e-mailed approximately (1) week prior to the start of course/class. Telephone registrations cannot be accepted.

REGISTRATION CANCELLATIONS: FOR ALL CE CLASSES: There are no refunds, but if you have registered and need to cancel, please notify the board office (24) hours in advance and every effort will be made for placement in another class. For record keeping purposes, your request for cancellation must be made in writing, via email. If ACRE cancels a class, your payment will be refunded in full. FOR REAL ESTATE P&P COURSES: Any registration cancellations will be subjected to a (10%) processing fee and must be received prior to a student's start date. Refunds will not be issued after the student's assigned start date. For record keeping purposes, your request for cancellation must be made in writing. A simple e-mail is sufficient. If ACRE cancels a course, your payment will be refunded in full.

ATTENDANCE: Attendance is closely monitored in all ACRE Education programs and (100%) attendance is required. A sign-in/out sheet will be provided to record attendance. If a student does not sign-in/out of a class, credit will not be received for that class. Students cannot make business/personal phone calls during class hours. Late arrivals (arrival after 10 minutes from the start of class) will not be permitted to enter the class. **Refunds will not be issued to no-shows.** FOR ALL CE CLASSES: Early departure is not permitted. Students who are unable to remain for the duration of a scheduled class will not receive credit for attendance. FOR REAL ESTATE P&P COURSES: Students will only receive credit for the time they spend in class. Leaving early or going over the allotted breaktime will result in missed class time. Missed class time can be made up during ACRE's "Make Up Session", which is incorporated into the course schedule (3-hour limit). For missed class time that exceeds (3) hours, students can complete it in a subsequent course. Students who would like to complete their missed hours in a subsequent course will need to fill out a Repeat Student Registration Form (fee may apply).

RECORDING POLICY: Class attendees MAY NOT record via photographs, video, or audio any continuing education classes, pre-licensing courses, or confidential meetings unless it has been pre-approved by the association. Tri-County Alliance of REALTORS® will make any appropriate accommodation for those with visual, hearing, or other impairments within reasonable standards as outlined by the ADA. Approval must come directly, in writing, from the association. Any person found to be recording a class in any way will be excused from the class without receiving credit.

LIVE VIRTUAL CLASSROOM: All Education Policies and Procedures are to be enforced for virtual classes in the same manner as they are enforced for in-person classes. For attendance tracking: virtual class students will be required to provide a copy of their photo ID at the beginning of class. Students must attend the virtual class on a device that allows for video and audio interaction and must be on screen for the duration of the class time. Students must participate with their audio and video on during the entire class period. Any unexcused, extended time off camera will result in the student receiving an absence for the class.

INCLEMENT WEATHER CANCELLATION/RESCHEDULING OF A CLASS: If we are experiencing inclement weather, call the ACRE office at 860-474-3287. Our voice mail system recording will have instructions, if any. If class has not been cancelled, drive with caution and allow yourself plenty of time to reach your destination. Attendance policies still apply in inclement weather. FOR REAL ESTATE P&P COURSES: The rescheduling of a class due to inclement weather is by the discretion of the instructor. The instructor will inform students of the rescheduled date by the next scheduled class.

COURSE COMPLETION: FOR ALL CE CLASSES: A completion notice will be issued via e-mail within (3) weeks of a completed class. Please note that all licensees must retain their completion certificates for a minimum of 4 years. FOR REAL ESTATE P&P COURSES: A minimum of (60) hours classroom time is mandatory to take the final exam. The final exam will be given at the last scheduled class. A passing grade of (70%) or better on the final exam is needed for successful completion of the course and to qualify to sit for the State of Connecticut licensing exam. A completion notice with test results will be issued via mail within (7) days from the exam. No test results will be given over the phone.

EXAM RETAKE: FOR REAL ESTATE P&P COURSES: Students who receive a final exam score lower than (70%) are granted (3) attempts to retake the final exam within (1) year of the first completion notice. A retake fee is incurred for each attempt. Exam retakes are held during office hours, Monday-Friday from 9am-3pm.

Please fill out this section before handing it in

I _____ acknowledge that I have read, understand, and will abide by the above-named policies, procedures, and instructions.

Signature: _____ Date: _____

CONTACT THE ACRE OFFICE WITH ANY QUESTIONS

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