

ENROLLMENT CONTRACT
(Course Orientation)

ATTENTION

As mandated by the Arizona Department of Real Estate (ADRE), you must sign this document before completing the ordering process, and submit the signed document to the providing school, using one of the following options:

- If your PDF reader has digital signature capability, the you may sign with your PDF reader digitally, and email a copy to realestateED.com@gmail.com
- You may print it, sign by hand, and scan to the providing school at the email address below.
- **You may sign using a digital signature utility and email a copy of the signed document to the providing school at:**

realestateED.com@gmail.com – subject: 90-Hour Course Enrollment Contract

**When you have emailed the signed form to realestateED.com@gmail.com,
please continue ordering by clicking on the link below.**

http://three.prou.net/store/catalog2.tpl?exam_state=AZ&schoolID=BOH& Header6=BOH& Header11=Y&SKU=PL200AZRE

1 COURSE PACKAGE TITLES

2 Your 90-Hour Sales Prelicensing course package is comprised of the following course titles:

Course Title	Hours/Category	Fee
Arizona Prelicensing Orientation	ten minutes	\$0.00
Online 90-Hour Sales Prelicensing	60 (Prelicensing)	\$550.00
FINAL EXAM Part 1 (in-person, 75 questions)	0 (Prelicensing)	\$0.00
FINAL EXAM Part 2 (in-person, 75 questions)	0 (Prelicensing)	\$0.00
Introduction to Contract Writing	6 hours (Licensing prerequisite) *	\$0.00

3 *NOTE: Licensees are permitted to apply the *Introduction to Contract Writing* course toward six
4 hours of continuing education for the first-time renewal of the real estate license if the licensee
5 follows proper renewal procedures and presents evidence of taking the course at the time of
6 renewal.

7 COURSE OFFERING AND DEVELOPER

8 The course was developed through The Bohler Institute for Continuing Education, and ADRE
9 approval of the course was issued to the Bohler Institute for Continuing Education. The course
10 instructor is employed by the Bohler Institute for Continuing Education, and certificate of
11 completion for students is issued by The Bohler Institute for Continuing Education.
12
13
14
15

16 **RETAILER SCHOOL INFORMATION**

17 **ADRE School Number:** _____ (through S01-0010)

18 **School Name:** _____ (through The Bohler Institute for Continuing Education)

19 **Address of Providing School:**

20 _____

21 **Telephone:** 928-208-1442 (Online course instructor cell phone)

22 **Email:** realestateED.com@gmail.com (email address for _____

23 online courses)

24 **ADRE APPROVED COURSE NUMBER**

25 The Salesperson 90-hour prelicensing course is approved under **ADRE course number OSCP14605**.

26 **TOTAL CREDIT HOURS APPLICABLE TO LICENSURE**

27 The course is approved for 90 HOURS OF CREDIT.

28 **TECHNICAL SUPPORT**

29 Immediate technical support is available at: (855) 326-0696 or techsupport@proU.net. Technical
30 support is available 24 Hours a day, 7 days a week, excluding national holidays. Allow 24 hours
31 for a response to your tech support emails.

32 **WEB BROWSER REQUIREMENTS/SYSTEM REQUIREMENTS**

33 This course works best with current web browsers on both Windows and Macintosh computers.
34 Outdated browsers or browsers that are more than five years old might have problems displaying
35 the content.

36 ***Recommended Browsers***

- 37 • Mozilla Firefox
- 38 • Google Chrome
- 39 • Microsoft Edge
- 40 • Safari

41 ***Web Browser Settings***

42 The course provider recommends that you delete/clear your web browser temporary internet
43 files/cache and clear history before you begin.

- 44 • Enable Javascript;
- 45 • Set browser to accept cookies;
- 46 • Flash web browser plugin is required.

47 ***Attention Apple — Safari Users!***

48 If you are using Safari versions 8 or 9, you should check your cookie settings prior to starting the
49 course. Go to Safari Preferences -> Privacy. Make sure the radio button selection for cookies and
50 website data is set to "Always allow" to assure the proper operation of the course. These are
51 usually the default (automatic) settings on your web browser and might not need to be changed.

52 **METHOD OF DELIVERY**

53 The course is delivered entirely online. The textbook content, quizzes and mandatory assignments
54 are all completed as distance learning.

55 **Course Structure**

56 The course is 45 modules. Each module takes two hours; and the course fulfills the 90-hour
57 requirement for licensing. Modules 1-30 teach the general concepts; and Modules 31-45 teach the
58 Arizona regulations. The course design is mandated by the ADRE and requires you to demonstrate
59 mastery of the subject matter in one module of the course before progressing to the next. This
60 means:

- 61 • The online module quizzes are mandatory, and you must score an 80% on each quiz to pass.
- 62 • You must advance through the online module quizzes in a linear fashion and cannot advance
63 to the next module quiz until the previous module's reading assignments and quiz have been
64 completed.
- 65 • You are not eligible to take the in-person final exam until all reading assignments and module
66 quizzes have been completed and the minimum mandated time per module has elapsed.

67 **COURSE COMPLETION REQUIREMENTS**

68 Completion of the 90-hour Sales Prelicensure Course will occur upon satisfactory completion of
69 the 90 clock hours portion of the course, and a score of 75% on the in-person final exam.

70 **Clock Hours (Seat time Enforcement)**

71 The ADRE requires the providing school to monitor and enforce seat time. You are permitted to
72 fulfill the clock hours according to your own schedule; but seat time in the courses is strictly
73 enforced. Course timers are in place to regulate progress through the course, and enforce the
74 required seat time. The timers require you to at a minimum:

- 75 • remain on each course page for a minimum time (three to five minutes, depending on
76 content);
- 77 • remain in each course module for a minimum time (generally, two hours per module);
- 78 • remain in each course for a minimum time (90 hours).

79 **Automatic Logout**

80 As is mandated by the ADRE, the course automatically logs you out if five minutes elapse with no
81 screen activity detected. You do not receive a time-out warning, and no time accrued on the page
82 prior to the automatic logout is awarded. When you log in, the system returns you to the page of the
83 course where the inactivity was detected. An *END SESSION* button is available, and instructions are
84 presented for a method to end the session properly to prevent loss of course time due to an
85 automatic logout.

86 **Certificate of Completion**

87 The providing school issues a hand-signed (wet signature) certificate to you immediately after the
88 you pass the in-person school final exam. The testing organization for the state-administered
89 licensing exam requires an original certificate and will not allow accept copies.

90 **IN-PERSON FINAL EXAM**

91 Passage of the final exam is accomplished with a score of 75% or better. The final exam is delivered
92 online but must be taken in person at the providing school or another location specified by the
93 providing school (see the paragraph titled *Location of the In-person Final Exam*). The course
94 contains full instructions about the final exam, and when, how and where it is administered. If you
95 need further information, please call the providing school (see paragraph titled *Providing School*
96 *Information.*)

97 ***Scheduling the Final Exam***

98 Final exams must be taken in person at Arizona Living School of Real Estate testing center; and
99 they are administered EVERY FRIDAY at 8:00am, 9:00am, and 10:00am. Final exams take
100 approximately four to five hours to complete. Upon receiving your signed enrollment contract (this
101 document), your instructor will call you and have a personal consultation and you may pick an
102 exam date during that consultation.

103 ***Retake Policy***

104 You are allowed two retakes. If you fail the third administration (second retake) of the in-person
105 school final exam, you must retake the entire course before you are permitted to sit for another
106 administration of the in-person school final exam. The final exam will not be administered more
107 than four times to any one student.

108 ***Location of the In-person Final Exam***

109 You must take the in-person final exam at:

110 _____
111 _____
112 _____

113 **ABBREVIATED TOPICAL OUTLINE**

114 The following is an abbreviated topical outline of what is covered.

115 ***General Concepts portion***

116 Intro to Real Estate Business, Real Property and the Law, Interests in Real Estate, Forms of Real
117 Estate Ownership, Land Description, Transfer of Title, Real Estate Brokerage, Real Estate Agency,
118 Client Representation Agreements, Real Estate Contracts, Real Estate Financing, Govt Involvement
119 real estate financing, Closing the Real Estate Transaction, Real Estate Taxes and Other Liens, Real
120 Estate Appraisal, Leases, Fair Housing, Property Management, Land Use Controls and Property
121 Development, Environmental Issues and Real Estate,

122 ***Arizona Regulations portion***

123 Real Estate Statutes, Arizona Commissioner's Rules, Subdivisions, RE Employment Agreements,
124 Contract Law, Water Rights, Homestead/Liens/Foreclosures, Fair Housing/ADA, Arizona
125 Landlord/Tenant, Property Management, Review of General Concepts.

126 **LEARNING OBJECTIVES**

127 The course will achieve the learning objectives listed in the ADRE Suggested Educational Content
128 Objectives, which are available by request or downloadable from the [ADRE website](https://www.azre.gov/Edu/Documents/Educational_Content_Objectives_Revised_2018_Salesperson_9-21-18.pdf) here:
129 https://www.azre.gov/Edu/Documents/Educational_Content_Objectives_Revised_2018_Salesperson_9-21-18.pdf

130 **COURSE EXPIRATION**

131 The course purchase expires one year from the date of enrollment. Extensions for one year are
132 permitted for good cause. No extensions will be granted for more than one year after the original
133 expiration date of the courses. Refunds are not granted for expired courses.

134 **DISCLAIMER STATEMENT**

135 The author and/or publisher is not engaged in rendering legal, tax, or other professional services.
136 The student is thus urged to consult with his/her employing broker and/or seek legal counsel
137 regarding any points of law. This publication should not be used as a substitute for competent legal
138 advice.

139 **REQUIRED CONTRACT WRITING COURSE**

140 Regulations require you take a six-hour classroom-style *Introduction to Contract Writing* course as
141 a prerequisite to licensure. The course is presented in two segments every Thursday from 8:30am
142 to 11:30pm and 1:30pm to 4:30pm (except holidays). Upon registration, your instructor will call
143 you and get you scheduled for this class. You do NOT need to take this course with the same
144 school that is providing the 90-Hour Salesperson Prelicensing course package. If scheduling
145 conflicts occur, use the search facility on the Arizona Department of Real Estate (ADRE) website
146 to see when and where the course is offered at another ADRE-approved real estate school.

147 **COURSE EVALUATION FORM**

148 When you arrive at the providing school's final exam location, the providing school presents you
149 with a course evaluation form.

150 **JOB PLACEMENT SERVICE**

151 The providing school does not offer job placement services.

152 **REFUND POLICY**

153 If for any reason you decide to cancel your enrollment, the school will issue a refund (less a \$50
154 administration fee) if cancellation occurs by midnight of the 10th calendar day after date of
155 enrollment. Credit card accounts will be credited within 30 days. If you do not request a refund
156 within 10 calendar days of the date of enrollment, you will not be issued a refund. If you register
157 and pay for the course and complete the course will not be issued a refund.

158 **Student Initials Required:** _____

159 You are expected to have basic computer knowledge, basic website navigation skills, and basic
160 keyboarding and mouse skills. No refunds will be granted for technical difficulties as a result of the
161 lack of these skills or frustration that these skills are necessary.

162 The refund policy does not apply if the course delivery platform malfunctions. If the delivery
163 platform malfunction is due to technical issues under the control of the course provider or course
164 provider's web-based course delivery platform, full refund will be granted.

165 **SIGNATURE**

166 _____

167 Student Printed Name

168 _____ Date: _____

169 Student Signature

[Click here to email the form
to the providing school after signing](#)

NOTE: The above button will work only if your PDF reader has digital signature capability. If it is necessary to print this form and manually sign it, you will need to scan and email this form to the providing school. Email address is: realestateed.com@gmail.com.