

BROKER XPRESS

Beyond the Basics



Strengthen your business while you have the time in the current market.

Highly interactive, certain to stimulate your thought processes.

Extremely useful business planner for experienced Brokers.

Don't simply review the material... enjoy a true learning experience.

www.LearningRealEstate.com/xpress.htm



**GEORGIA INSTITUTE
OF REAL ESTATE**

BUILDING REALTORS' FROM THE GROUND UP.

404-252-6768 • 1-800-623-3563

Broker Xpress: Beyond Basics

(A 60-Hour pre-license course to prepare students for the Georgia Pre-License Broker Examination and Brokerage Management)

Student Handbook

INTRODUCTION

1. COURSE FOCUS

The Georgia Broker makes use of basic principles studied in the Salesperson's pre-license class, but with an entirely different focus. It presents students with real-life situations that a managing broker might face, and possible solutions that are not only legal but also practical. Ethical concepts are emphasized.

2. REAL ESTATE BASICS

Quizzes are provided to provide review of real estate basics. Basics review quizzes are self-graded, with answer sheets provided in class. Students are advised to take a CRAM course in preparation for the course Final Exam. You may register for the CRAM Course with the school office.

Quizzes will be administered in selected classes to prepare students for real estate basics Course Exam.

Quiz grade records will not be kept by the school.

3. EXAMS

The final exam is scheduled at the end of the course. The exam consists of 120 multiple choice questions and two simulations, with a minimum passing grade of 75%. Students who fail the exam will have one chance to retake the Final Exam. Students who fail the second final exam must retake the entire course.

4. ATTENDANCE

Students must attend all classes, participation in class activities and pass Final Exam to receive credit for the course.

**GEORGIA INSTITUTE
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5784 Lake Forrest Drive

Atlanta, GA 30328

404-252-6768

1-800-633-3583

Fax: 404-257-0354

www.LearningRealEstate.comE-mail: gire@LearningRealEstate.com

Dear Student:

We are delighted that you have chosen the Georgia Institute of Real Estate (GIRE) for your real estate education. You can be assured that the GIRE staff and faculty are committed to helping you be successful in your new career.

GIRE has the distinction of being the oldest provider of real estate education in Georgia. Our rich history of providing quality education, a broad range of courses, and knowledgeable, dynamic instructors has made GIRE a valuable real estate training resource.

One of the centerpieces of our success is the loyalty of our students, many of whom return again and again. We thank you for choosing our school and hope that you will continue to tell your friends about us.

The following pages contain important information that will be helpful to you as you progress through and complete the course. Please read this information carefully and contact the school staff if you have any questions. We can be contacted at:

5784 Lake Forrest Drive, Atlanta, GA 30328

404-252-6768 or 1-800-633-3583

404-257-0354 Fax

gire@LearningRealEstate.com

www.LearningRealEstate.com

Rebecca L. Fletcher, ABR, GRI

VP of Education

Director, GA Institute of Real Estate

BROKER PRELICENSE CLASSROOM COURSE

Student Information

ABOUT THE GEORGIA INSTITUTE OF REAL ESTATE

- Approved by The Georgia Real Estate Commission until 12/31/2011, School Code #137
- All Salesperson Prelicense instructors are approved by the State of Georgia and are selected to represent the best knowledge and teaching ability in Georgia.
- Contact the school staff by telephone at 404.252.6768, 1.800.633.3583, or by e-mail at GIRE@LearningRealEstate.com. 8:30 am – 5:00 pm, Monday through Friday.
- The building usually opens at 8:00 am weekdays and 8:30 am weekends.
- You will have access to a kitchen area with a refrigerator, microwave oven, ice machine, and vending machines with coffee, sodas and light snacks. Many students chose to bring their lunch but there are numerous restaurants in the area if you prefer to go out.

ABOUT THE BROKER LICENSE

- You must be 21 years old
- Be a Georgia resident, unless seeking a non-resident license
- Have a high school diploma or Certificate of Equivalency
- Have served actively for 3 of the last 5 years as a licensed salesperson
- Successfully complete an approved 60-hour Broker Prelicense course
- Pass the state exam with a minimum score of 75% or better
- Provide a criminal history report that is not older than 60 days
- Pay the license fee

ABOUT THIS COURSE

- The daytime Broker Prelicense course meets 10 weekdays from 8:30 am - 4:00 pm. The evening Broker course generally meets 20 weeknights 6:00 pm - 9:15 pm. The days of the week can vary due to holidays and other events in the building. Please carefully check the specific dates for your course.
- Your performance is directly related to your attendance. It is very important that you commit to being on time at the start of class and after all breaks.
- The Georgia Real Estate Commission requires that you be present for all 60 hours. If you miss **ANY** classroom time, you will not be permitted to take the course final exam until you have made-up the missed time.

- Your materials for this course include the Real Estate Dynamics textbook and a Broker X-Press: Beyond the Basics Student Handbook. For the state exam, you will also need to be familiar with the Applied Measurement Professionals (AMP) Candidate Handbook. You can view and print this handbook from AMP's website, www.goAMP.com.

MISSED TIME

- If you miss more than 6 hours, you will have to transfer to a subsequent Broker Prelicense course and pay a \$100 transfer fee.
- If you miss less than 6 hours, you can make up missed time in one of the following methods:
 - Attend alternate sessions at another offering of the course;
 - Schedule a private make-up session, at your expense, with an approved instructor;
 - Other methods are at the instructor's discretion with the approval of the GIRE Director.

REFUNDS, TRANSFERS & RETAKES

- Withdrawal before the first scheduled class session – full refund
- Withdrawal before the second scheduled class session - full refund minus a \$25.00 processing fee
- Withdrawal after the second scheduled class session – NO REFUND but you can transfer your tuition to a later course date within 12 months for a \$100 transfer fee
- If you attend 2 sessions and withdraw or fail the final exam twice, you may retake the course ONE TIME within 12 months of your original enrollment for a \$150 retake fee.
- You may repeat a course for the third time for ½ the cost of the original enrollment.
- TUITION NOT USED WITHIN 12 MONTHS OF YOUR ORIGINAL SCHEDULED COURSE WILL BE FORFEITED.
- Sufficient enrollment is required to convene each course. GIRE reserves the right to cancel, reschedule or combine courses and to change instructors, fees and/or classroom assignments when necessary. In the event GIRE cancels the course, you will receive a full refund.
- All refunds will be made in the form of the original payment, with the exception of cash payments, which will be refunded by check. Please allow up to four weeks to receive check payments.

IMPORTANT INFORMATION

- The school is not responsible for personal property of students.
- Calculators, cell phones, PDA's, laptops, etc. are sometimes very tempting to others. Do not leave your personal belongings unattended.
- No recording devices, laptops, children, or pets are allowed in the classrooms without approval from the GIRE Director.
- Classroom temperature is intentionally cooler than you might prefer to keep students attentive. We recommend you dress accordingly in layers.
- If you exhibit signs of alcohol, drugs, or inappropriate behavior, you will be asked to leave the class and will not be eligible for a tuition refund.

INCLEMENT WEATHER INFORMATION

- Tune to the following sources for information regarding school closings or delayed openings:
 - Television 11 Alive • NBC
 - Radio 94.1 FM • Star94
- If inclement weather is expected, your class may be given a specific telephone number to call prior to your class for up-to-date information.
- As a general rule, the school will be closed if the Fulton County School System is closed.
- If your class is cancelled, call the school office at 404.252.6768 for information about revised class hours unless weather is severe and the office is not open.

RECRUITING

- NOT ALLOWED in any GIRE classes or on GIRE premises
- Report any effort to recruit by anyone to the Director of the Georgia Institute of Real Estate at 404.732.0641 or to the Georgia Real Estate Commission at 404.656.3916 (Commission Rule 520-2-.15).

NON-DISCRIMINATION

- If you desire more information on disability access, contact the GIRE Director at 404.732.0641. Specialized accommodation services must be requested two months prior to your anticipated time of enrollment.
- GIRE is committed to equality of educational opportunity and does not discriminate

against students or employees on the basis of race, color, national origin, religion, sex, disabling condition, age, veteran status or sexual orientation in its programs and activities.

RETURNED CHECKS

- You will be assessed a \$35.00 service charge for a returned check due to insufficient funds, a closed account or stop payments.
- Failure to attend class or stopping payment on a check does not constitute withdrawal.

SCHEDULE CHANGES

Scheduled dates, times, location and prices are subject to change.

1-DAY "BROKER CRAM" EXAM PREP COURSE

- To additionally prepare you for the Georgia simulation Broker exam, GIRE offers a 1-day Broker-specific Cram Course usually available at the end of your Broker course. The day includes a review of basic concepts and classroom exercises. You will also complete the simulations available through AMP as a classroom exercise. We strongly encourage you to take advantage of this opportunity, designed to push you over the top on your state exam.
- The Broker Cram Course can also provide you up to 6 hours of make-up time for this course.
- Pre-registration is required. Check the website, www.LearningRealEstate.com, for schedules and registration or call the school office at 404-252-6768.

EXTREMELY IMPORTANT INFORMATION

IT IS A SERIOUS VIOLATION OF THE GEORGIA REAL ESTATE COMMISSION RULES AND REGULATIONS TO SHARE ANY INFORMATION ABOUT EITHER THE SCHOOL OR STATE EXAMINATIONS. This information is contained in 520-1-.13(8) Examinations. Amended and states the following:

“An examinee’s supplying to others, or attempting to supply to others, any information concerning the content of any qualifying examination, administered by or approved by the Commission shall be grounds for denial of license or the imposition of any sanction permitted by O.C.G.A. Section 43-40-25.”

Please do not jeopardize your career or the careers of your classmates by sharing exam information. This is considered a serious violation by the Georgia Real Estate Commission and there are severe consequences for violators.

GIRE SCHOOL EXAM

- Testing Schedule for final exam: Tuesdays and Thursdays at 12:45 PM
- Arrive 15 minutes before scheduled testing time
- Upon arrival for testing, you must:
 - Leave all book bags, handbags, briefcases, cell phones, etc. in your car
 - Sign in and present picture identification
 - Wait in the lobby area until you are escorted to the testing room
- At the conclusion of the exam, you are required to:
 - SIGN AND DATE the statement at the bottom back of the exam answer sheet, certifying you neither gave nor received any assistance completing the exam;
 - INCLUDE YOUR E-MAIL ADDRESS for your results; and
 - TURN IN your exam and answer sheet to the GIRE school staff.
- Your exam results will be e-mailed to you, along with an Exam Summary Report, according to the following schedule:
- If you test on:
 - Tuesday expect your results before the close of business on Wednesday; or
 - Thursday expect your results before the close of business on Friday.
- Testing days are subject to change. If you are driving a long distance, we recommend you call the day before to confirm.
- Passing for the final exam is 75.
- If you fail to score 75%, you can retake the final exam.
- If you fail to pass the second time, you can retake the course for \$150.
- You are expected to take the final exam & retake exam, if necessary, within one month from the end of your course, if possible.

GA STATE EXAM & SALESPERSON LICENSE

Before you can schedule the state exam and to receive your Salesperson license, you are **REQUIRED** to enter your profile information into the AMP database system.

HOW TO ENTER YOUR STUDENT PROFILE INTO THE AMP DATABASE - THIS IS REQUIRED!

Go to...	www.LearningRealEstate.com
Click on...	“State Exam Registration” in the lower left corner.
School Code	137
School Password	GIRE (all Uppercase)
User Type:	Choose a user type
User Login:	Student
Social Security #	Student’s social security number (No Dashes, ie. 311333131)
User Password	If you are a new student, leave the password blank on this screen. You will be asked to choose a password on the next screen. Click...Login
On the next page.....	Enter New Password Repeat New Password Click...Submit Enter...Student Mailing Address (remember to fill in *Required Fields) Click...continue Enter...Student Residence Address (remember to fill in *Required Fields) Click...Submit Enter...Student Information Click...Submit

- The school will electronically transmit your completion date to AMP after you have passed the school exam. AMP requires 48 hours to process your application and proof of completion.
- After 48 hours, contact AMP at 1.800.345.6559 or visit their website, www.goAMP.com 24 hours a day, 7 days a week to schedule your state exam.
- Applied Measurement Professionals (AMP) has a helpful Candidate Handbook available on their website. You can print this handbook using the following instructions:

At the top right of the AMP website homepage, click on “Candidates”

Choose a Category - click on “Real Estate”

Choose a Program - click on “GA Examination Program”

Choose an Examination - click on “Salesperson Exam”

Candidate Handbook – Print or view the Candidate Handbook or other related material.

- TO PREVENT A DELAY IN TAKING YOUR STATE EXAM, COMPLETE YOUR PROFILE BEFORE THE END OF YOUR CAM COURSE!

CRIMINAL HISTORY REPORT

- You are required to obtain, at your expense, a copy of your criminal history report to receive a GA real estate license and should not be obtained more than 60 days prior to making application for a license.
- This report is issued by the GA Crime information Center of the GA Bureau of Investigation. This report indicates whether you have any record of a criminal history. You can obtain this information from your local police or sheriff’s department. A partial list follows this section, for your reference. We try to keep this information current and accurate. If you find errors, please contact us at 404-252-6768.
- This report will cost you between \$5.00 and \$25.00 depending on the local department. You will also need to show a picture ID and Social Security Card.
- If you have a prior criminal conviction or disciplinary action, include DUI’s, you should file an application for a preliminary decision with the GA Real Estate Commission before or immediately upon enrollment in this course. Use the Preliminary Decision Application found in the AMP Candidate Handbook. If you wait to seek a Commission review of a conviction or disciplinary action until you have taken the state exam, you will experience a delay in obtaining your license.

Local Police or Sheriff's Department

CONTACT INFORMATION

Bartow County

M-F 8:00 am - 5:00 pm
770-382-5050 ext.1, www.bartow.org
\$10.00, Notarized Consent Form, Photo ID

Cherokee County

498 Chattin Drive, Canton, GA
M-F 8:00 am - 4:00 pm
www.cherokeegasheriff.org
\$5.00, Photo ID

Cobb County

140 N. Marietta Parkway
M-F 8:00 am - 5:00 pm
770-499-3900, www.cobbcounty.org
\$15.00, Photo ID
Signed Request from Cobb County Police

Coweta County

560 Greison Trail, Newnan, GA
M-F 8:00 am - 4:30 pm
770-253-1502, www.newnan.com
\$7.50, Photo ID

DeKalb County

3518 Broad St., Chamblee, GA
M-F 8:00 am - 4:00 pm
770-986-1068, www.dekalbsheriff.org
\$5.00, Photo ID, Consent Form

Fayette County

105 Johnson Ave., Fayetteville, GA
M-F 8:00 am - 4:00 pm
770-461-4441
\$10.00, Photo ID, Consent Form

City of Atlanta

185 Central Avenue
Fulton County Justice Center Tower
Room TG500
M-F 8:30 am - 1:00 pm
404-612-5100, www.fultonsheriff.org
\$15.00, Photo ID

City of Atlanta

City Hall East, Atlanta Police Dept.
675 Ponce de Leon Avenue, NE
M-F 9:00 am – 2:30 pm excluding holidays
\$10, Valid ID

Roswell Police Department

39 Hill Street
770-640-4100, www.roswellgov.com
\$15, takes approximately 2 business days
All forms of payment accepted except
Discover Card, Photo ID
No purses or cell phones are permitted in the
building

Gwinnett County

3276 Buford Highway
M-F 8:30 am - 4:00 pm
770-476-4151, www.duluthpd.com
\$10.00, Consent Form, Photo ID

Henry County

345 Phillips Dr., McDonough, GA
M-F 8:00 am - 4:30 pm
770-954-2900, www.co.henry.ga.us/Police
\$15.00, Photo ID, Social Security #

Paulding County

108 E. Griffin St., Dallas, GA
M-F 8:00 am - 5:00 pm
770-443-8100, www.paulding.gov
\$5.00, Photo ID

TIPS ON TAKING MULTIPLE CHOICE TESTS

- Write down formulas, key definitions while fresh on your mind.
- Skip questions that you don't immediately know the answer. A subsequent question may help you remember.
- Look for critical words like EXCEPT, NOT, MOST LEAST.
- Be wary of double negatives like which is not false..."
- Break long questions down into steps.
- Don't assume the exception. If it is true most of the time, it's probably true.
- Be careful of absolutes such as NEVER and ALWAYS.
- If two answers appear equally correct, re-read the question. You are looking for the best answer.
- Never change an answer unless you are certain it is wrong.
- If appropriate, read the question and think of the answer before looking at the choices.
- Read all the choices before selecting an answer.
- Eliminate choices which are obviously wrong.
- Re-read the question followed by the choice being considered.
- Don't overlook the obvious. It really may be as simple as it seems.
- Check your answer sheet to make sure you have answered every question.
- Only put one answer per question.

BROKER PRELICENSE CHECK LIST

Eligibility for school exam and course completion....

- Present for all 60 hours of GIRE Broker Prelicense course
- “Make-up” any missed classroom time
- Complete a student profile on the AMP website
- Attend Cram Course (optional)
- Pass school exam with minimum of 75%

Eligibility for state exam...

- Pass the 75 hours Salesperson Pre-license state exam with minimum of 75%
- Register and pay \$97.00 for state exam at www.GoAMP.com

Eligibility to receive state license...

- Submit a criminal history report with no issues
- Pay \$170.00 for state license
- Associate Broker - If your Salesperson’s license is on active status with a firm, AMP can issue an Associate Broker license to “active” status with that firm. If your Salesperson license is on “inactive” status, AMP can issue an Associate Broker License to “inactive” status; or if you desire an “active” license, you must bring to the Assessment Center a completed “Sponsoring Broker Statement”. An “inactive” license does not require that form. You may activate your license at no cost at a later time when you decide to join a real estate firm.
- Broker - AMP can issue only “inactive” Broker licenses. You can activate a Broker licenses by filing an “Opening a New Firm” or a “Change of Qualifying Broker” application with the Commission.

Please know that the GIRE staff and instructors are here to assist you in any way that we can. We realize that you cannot devote 100% of your time to this course; however, your performance is directly related to your attendance and your efforts. We challenge you to create a personal time management action plan to implement during the short duration of this course. You will realize many benefits by taking your education seriously and in meeting the personal challenges you find throughout this program.

This course is your opportunity to acquire new skill sets and the beginning of a new career in real estate. We sincerely want this course to fulfill your expectations and be one of the best educational experiences you have ever had. If we succeed or fail to meet your expectations, please let us know. You work hard on your success. So do we.