



GEORGIA INSTITUTE
of Real Estate

BUILDING REALTORS® FROM THE GROUND UP

5784 Lake Forrest Drive

Atlanta, GA 30328

404-252-6768

1-800-633-3583

Fax: 404-257-0354

www.LearningRealEstate.com

E-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

3505 Koger Boulevard, Suite 160, Duluth, GA 30096

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

404-257-0354 Fax

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Rebecca L. Fletcher, ABR, GRI
VP of Education
Director, GA Institute of Real Estate

COMMUNITY ASSOCIATION MANAGEMENT Student Information

ABOUT THE GEORGIA INSTITUTE OF REAL ESTATE

- Approved by The Georgia Real Estate Commission until 12/31/ 2011, School Code #137
- All Community Association Management instructors are approved by the State of Georgia.
- Contact the school staff by telephone at 404.252.6768, 1.800.633.3583, or by e-mail at GIRE@LearningRealEstate.com. Office hours are 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, coffee, and vending machines with 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 COMMUNITY ASSOCIATION MANAGEMENT LICENSE

- You must be 18 years old
- Have a high school diploma or Certificate of Equivalency
- Successfully complete an approved 25-hour CAM 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
- Provide a completed sponsoring Broker form
- Pay the license fee

ABOUT THIS COURSE

- The CAM course meets from 9:00 am – 4:00 pm for four weekdays.
- Your performance is directly related to your attendance. It is very important that you commit to being in class on time in the mornings and after all breaks.
- The Georgia Real Estate Commission requires that you be present for all 25 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.

MISSED TIME

- If you miss more than 3 hours, you will have to transfer to a subsequent CAM course and pay a \$100 transfer fee.
- In you miss less than 3 hours, you can make up missed time in one of the following methods:
 - Attend an alternate session at another offering of the course;
 - Schedule a private make-up session, at your expense, with an approved instructor;
 - Another method at the discretion of the instructors or 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 Channel 11
 Radio Star 94.1 FM
- 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.

GIRE SCHOOL EXAM

- Testing Schedule for final exam
Tuesdays and Thursdays 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 afternoon, you can expect your results before the close of business on Wednesday; or
 - Thursday afternoon, you can 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 on month from the end of your course, if possible.

VERY 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.

GA STATE EXAM & CAM LICENSE

- Before you can schedule the state exam and to receive your CAM 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 user type “student”
- Social Security#... Enter your Social Security # (No dashes; i.e., 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 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 "Community Association Management Examination"
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.cherokeega-sheriff.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, \$7.50, photo ID
www.newnan.com

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 case or money order, 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
\$15, takes approximately 2 business days
All forms of payment accepted except Discover
Card, photo ID
www.roswellgov.com
No purses or cell phones are permitted in the
building

Gwinnett County

3578 West Lawrenceville St., Duluth, GA M-W
8:00 am - 2:00 pm
Th-F 8:00 am - 12:00 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.

COMMUNITY ASSOCIATION MANAGEMENT Check List

Eligibility for school exam...

- Be present for all 25 hours of Community Association Management Prelicense course
- “Make-up” any missed classroom time
- Complete your student profile on the AMP website
- Pass school exam with minimum of 75%

Eligibility for state exam...

- Pass the Community Association Management state exam with minimum of 75%
- Register and pay \$97.00 for state exam at GoAMP.com

Eligibility to receive state license...

- Submit a criminal history report with no issues
- Submit a “Sponsoring Broker” form
- Pay \$171.00 for state license

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 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.