## IS ON-LINE FOR ME?

You’ve heard about “online learning”, you know it’s convenient, and can offer a quality learning experience, but you aren’t sure it’s right for you, Right? Online courses are neither easier, nor more difficult than traditional courses and require just as much commitment. The difference is that you learn on your schedule, not someone else’s. When you devote the time to focus on coursework, you’ll get the most from your investment in both time and money with a great education. Your classroom is wherever your computer is, and you don’t need to be an expert, if you know how to get online, you have everything you need to succeed.

WHAT DOES IT TAKE TO GET A REAL ESTATE LICENSE IN NEW YORK STATE?

* You must be at least 18 years of age
* You must not have been convicted of a felony
* You have to successfully complete the 75 Hour Salesperson Pre-Licensing course with a minimum of 90% attendance and pass the associated exam
* You must have a sponsoring broker
* You must pass the separate New York state exam
* You must be a permanent resident of the United States

For more information you can go to the Department of State website at: <http://www.dos.ny.>gov

Please call with questions: 518-828-7871  
Suzanne Close, Association Executive

By registering for this or any course of instruction offered by the Columbia Greene Board of REALTORS, Inc. (CGBR), you consent to the use of personal information submitted for the sole purpose of future solicitation by GBAR and/or its membership.

LOCATION:

Columbia Greene Board of REALTORS, Inc.

337 Fairview Ave., Hudson, NY 12534

Instructor: Suzanne Close, Association Executive, CDEI, e-PRO

COST:

The Basic 75 Hour Salesperson Qualifying course $400.00

The 30 Hour Remedial Course $180.00

The 45 Hour Broker Course $250.00

…plus the cost of the books. The purchase of text books is highly suggested. For many reasons, having the text can assist in your passing of the course.

Payment must be made on line. If the school exam is not passed within two sit-tings, the entire course needs to be retaken at full cost.

REFUND POLICY:

For on line courses a full refund will be made prior to the start of the course but no more than 90 days after the original charge was made.  A refund of 75% of the charge will be made with in the first 5 days after the first sign on or with in the first 5 hours of participation in the coursework.  There will be no refunds after the first 5 days after sign on or after the first 5 hours of participation.

RESTRICTIONS:

The Course plus final exams must be completed within the same calendar year. The school will not keep electronic records of attendance past 7 years.

Course completion:

All on line courses need to be completed within one year from purchase date.  This is mandated by New York State Law.  All sections of the course have to be completed with the mandatory seat time (50 minutes per hour of the course minimum, no maximum), and all quizzes or exams need to be completed to pass. You will not be able to complete the course without passing the in course quizzes.

All on line courses also require a statement of completion from you certifying that you are the person who actually took the course.

The student will need to come to our place of business to get tested during regular business hours Monday – Friday 9am-4:30pm EST.  The student needs to pass the exam with at least a grade of 70%.

For Qualifying courses (Sales, Remedial and Broker) you are required to do a final exam in a proctored setting.  Once you have completed all the course work you are to contact the school and set up a time for the final exam.  Once the final exam has been passed, you will receive a certificate of completion from the school in the mail.

For CE Courses it is best to contact the school to ensure that your completion information was received.  You will receive a certificate of completion in the mail.

To complete the state parts (exam and application), you need to go to their website: [www.dos.ny.](http://www.dos.ny.)gov and link to the e-Access system.  On this system you will sign up for a state exam at one of the test sites and pay on line.  You will be able to find out your results within a short period of time and at that point you will also use that e-Access system to apply for your License.  There are additional fees associated with each of these activities.

Instructional Support:

Students may email the instructor at [ae@columbiagreenerealtors.com](mailto:ae@columbiagreenerealtors.com) with questions about course content only.  The answers given will only be related to the state mandated information.  If the student is having difficulty understanding the on line information the instructor will recommend that the student find a mentor local to him/her for more specific questions or that the student take the course in person instead of on line.

Emailed questions will have a 72 hour response time.  Most questions will be answered within 24 hours Monday – Friday 8am-5pm EST, however the additional time will be because of weekends or vacations