



The Real Estate School
4301 Garden City Drive, Suite 301
Landover, MD 20785
(301) 456-4247

SCHOOL CATALOG

Maryland Principles and Practice for Real Estate Salespersons – 60 Clock Hours

Mission

The Real Estate School educates and prepares students to sit for the Real Estate Salesperson–National and Real Estate Salesperson–State examinations. The school will provide each student the foundation and understanding of the principles and practices of real estate to be a successful salesperson.

Ownership

The school is owned by The Real Estate School. The officers are:

Brandy Blair	President
Marc Blair	Vice President

Staff

Tawana Jackson	School Director
Tawana Jackson	Instructor, Pre-Licensing
Jeanette Grace	Instructor, Pre-Licensing
Donald Adams	Instructor, Pre-Licensing
Stuart Reynolds	Instructor, Pre-Licensing

School Facility

All pre-licensing classes are held at the school facility located on the third floor of 4301 Garden City Drive, Suite 301, within the Own Real Estate office suite, or in an approved satellite location.

The Real Estate School is located in the Metro I Building at 4301 Garden City Drive, Suite 301, Landover, Maryland 20785. The building is a four-story, detached office building. There is ample free parking on the front and side parking lots. The parking areas are well-lit.

The exterior doors have required safety features (panic bars) and the building has an alarm system, monitored by Datawatch Security. In addition to an elevator, there are side stairs for entry and a handicap accessible ramp. There are adequate restroom facilities that meet the Americans with Disabilities Act (ADA) requirements for persons with disabilities.

The administrative office is located on the third floor in Suite #301. The classroom is located on the third floor in Suite #301 and is approximately 345 square feet. The classroom is equipped with the following: One (1) door; ample lighting; emergency floodlights and lighted exit signs in the hallway and near the entrance; fire alarm; air conditioning; heat; nine (9) tables; a whiteboard, eighteen (18) chairs, and a lectern.

The school administrative office hours are: Monday - Friday from 9 a.m. - 5 p.m. The school is staffed with onsite personnel to answer phones during this time period only. Classes may be held after administrative office hours as scheduled.

Class Schedule Options

Options	Days	Times	Schedule Summary
Evenings	Monday, Wednesday	6pm – 10pm	8 clock hours/week for 7.5 weeks
Evenings	Tuesday, Thursday	6pm – 10pm	8 clock hours/week for 7.5 weeks
Evenings	Tuesday, Thursday, Saturday	6pm – 10pm, 9am – 1pm	12 clock hours/week for 6 weeks
Weekends	Saturday, Sunday	9am – 5pm	16 clock hours/week for 4 weeks
Weekdays	Monday, Tuesday, Wednesday, Thursday, Friday	9am – 5pm	30 clock hours/week for 2 weeks

School Calendar

A **sample** school calendar is shown below.

Maryland Principles and Practice for Real Estate Salespersons – 60 Clock Hours				
Cohort	Dates*	Days	Regular Sessions	Make-Up Sessions
Winter I	January 4 – February 22	Tues, Thurs	15	3
Winter II	January 8 – January 30	Sat, Sun	8	1.5
Winter III	February 17 – March 24	Tues, Thurs, Sat	15	3
Winter IV	February 19 – March 13	Sat, Sun	8	1.5
Spring I	March 22 – May 10	Tues, Thurs	15	3
Spring II	April 2 – May 1	Sat, Sun	8	1.5
Spring III	May 16 – May 27	Mon, Tue, Thu, Fri	8	1.5
Spring IV	June 4 – June 26	Sat, Sun	8	1.5
Summer I	July 5 – August 23	Tues, Thurs	15	3
Summer II	August 6 – August 28	Sat, Sun	8	1.5
Fall I	September 20 – November 8	Tues, Thurs	15	3
Fall II	October 1 – October 23	Sat, Sun	8	1.5
Fall III	November 7 – November 18	Mon, Tue, Wed, Thu, Fri	10	1.5

**The weekday evening program dates include fifteen regular sessions. Three consecutive optional make-up sessions (4 clock hours each) are scheduled immediately following the last regular session.*

The most up to date version of the school calendar can be found on The Real Estate School’s official website.

Inclement Weather

The school’s policy regarding the cancellation of classes due to inclement weather follows that of the Prince George’s County Public School system (K-12). Students may also check the school’s website or call the school to verify if classes will be held by listening to a voice recorded message advising of operating status.

Holidays

The school administrative offices will be closed and no classes will be held on the following holidays:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Entrance Requirements

Prior to enrolling in the program, all applicants must furnish: (1) an original form of government-issued identification (e.g.,
Volume 7.0, August 2023

driver’s license, state-issued non-driver identification card, birth certificate, passport, etc.) providing evidence of being at least 18 years of age, and (2) evidence of possessing a high school diploma or high school equivalency (HSE) diploma. Tuition and registration fees must be paid at the time of registration and received no later than three (3) days before the first class. ***THERE IS NO INSTALLMENT PLAN AVAILABLE.***

NOTE: Criminal convictions may affect a student's ability to be licensed.

Enrollment Procedures

Students may request an enrollment agreement by calling or visiting the school by appointment during administrative office hours. To complete enrollment, students must meet with the School Director to review and sign the enrollment agreement and complete financial arrangements. When enrolled, a student will be accepted into the next available offering of the program.

The school does not accept credit for previous training.

Attendance Policy

The Maryland Real Estate Commission requires successful completion of 60 clock hours to be eligible for taking the Real Estate Salesperson–National and Real Estate Salesperson–State examinations. Therefore, students must attempt to attend every session. Arriving more than 10 minutes late or leaving more than 10 minutes early will count as a full clock hour of absence.

There is no attendance probationary period.

A student must complete 60 clock hours, at a minimum 80% attendance rate, with no more than 12 clock hours missed and made up and pass the final examination with a grade of 75% or better in order to successfully complete the program.

A student’s attendance will be evaluated and reported in writing to students at the end of each week. If a student has missed 4 clock hours at the end of any week, the student will be counseled by the School Director.

If a student misses more than 12 clock hours, the student will be dismissed from the program.

The school does not have a leave of absence policy.

Make-Up Policy

An additional 12 clock hours is built into the program schedule to accommodate make-up days – three (3) make-up sessions immediately following the fifteen (15) regular sessions. Hours missed cannot exceed 12 clock hours and ***must be made up on the designated class days before the scheduled end date of the program*** as indicated in the enrollment agreement. Students must contact the School Director to arrange for makeup of missed time and academic assessments up to a maximum of 12 clock hours.

Grading System

Letter Grade	Grade Scale	Academic Assessments
A	95-100%	4 Quizzes
B	85-94%	1 Mid-Term
C	75-84%	1 Final Exam
F	0-74%	

To successfully complete the program, a student must have earned a minimum cumulative average of 75% on all quizzes and the mid-term (i.e., the average of the five assessment grades must equal 75% or better) and a minimum score of 75% on the final examination. Students are also required to complete 60 clock hours of instruction with no more than 12 clock hours missed and made up. Grade records and daily attendance will be maintained on the student’s permanent record card for as long as the school exists.

Due to the compressed schedule of the 8-session program dates (i.e., 8 hours of instruction per day), the quizzes will be provided as take-home assessments, graded and reviewed in class, and maintained by students as study aids. Students must still earn a minimum score of 75% on the final examination to successfully complete the program. All other requirements for 60 clock hours of instruction, no more than 12 clock hours missed and made up, and attendance still apply.

Satisfactory Academic Progress

Students' academic progress will be evaluated through the administration of four (4) graded quizzes, one (1) mid-term examination, and one (1) final examination. Students must attempt each assessment (i.e., quiz, the mid-term, and the final exam).

The four (4) quizzes and one (1) mid-term will only be administered once for all students. ***There are no re-tests or make-up assessments for the quizzes or mid-terms.*** Grades from the quizzes and mid-term examination will be communicated to the students by the instructor at the beginning of the class immediately following the testing. The instructor will counsel students who do not earn a minimum cumulative average of 75% on the first two quizzes. Students must have earned a minimum cumulative average of 75% on all quizzes and the mid-term to sit for the final examination. If a student has a cumulative average below 75%, they will be dismissed from the program.

Due to the compressed schedule of the 8-session program dates (i.e., 8 hours of instruction per day), the quizzes will be provided as take-home assessments, graded and reviewed in class, and maintained by students as study aids. Students must still earn a minimum score of 75% on the final examination to successfully complete the program.

Grades from quizzes, mid-term examination, final examination, and final grade average will be recorded and maintained in the official student transcript. ***If a student fails the final examination, there will be an opportunity to re-take the exam by scheduling an appointment with the instructor for the re-examination during the designated make-up days.***

Graduation/Completion Requirements

1. Complete all 60 clock hours of training, at a minimum 80% attendance rate, with no more than 12 clock hours missed and made up by the scheduled end date of the program.
2. Achieve a minimum cumulative average of 75% on all quizzes and the mid-term, and a minimum score of 75% on the final examination. ***(If a student fails the final examination, there will be an opportunity to re-take the exam by scheduling an appointment with the instructor for the re-examination during the designated make-up days.)***
3. Financial obligations to school satisfied.

A certificate of completion is awarded upon successful completion of the program.

Readmission Policy

Students who have voluntarily withdrawn from the school's program prior to its completion or who were terminated from the school's program due to unsatisfactory attendance or academic progress may reapply to be accepted into the program. However, no credit will be granted for any previous training.

Program Costs

Registration Fee	\$ 75.00
Tuition	\$ 299.00
Books	\$ 75.00
TOTAL	\$ 449.00

Please note that the cost to sit for the Real Estate Salesperson–National and Real Estate Salesperson–State examinations is separate from the school program costs. The PSI examination fee of \$44.00 is paid directly to PSI upon registering to take the exam.

BOOK TITLE(S), EDITION, PUBLISHER, ISBN

- Modern Real Estate Practice, 21st Edition, Dearborn Publishing, ISBN: 9781078818872
- Maryland Real Estate Practice & Law, 16th Edition, Dearborn Publishing, ISBN: 9781078805964

Program Objective

Successful completion of this Maryland Principles and Practice for Real Estate Salespersons program satisfies the minimum educational requirements for eligibility to take the Real Estate Salesperson–National and Real Estate Salesperson–State examinations. The program objectives are to satisfy the requirements of the Maryland Real Estate Commission for a license to sell real estate.

The Student-to-Instructor ratio will not exceed 20:1 per the 345 square foot designated classroom dimensions.

A syllabus outlining the course work for each class session is provided to students on the first day of class. A **sample** syllabus for the 15-session course is below.

Program Subjects (Lecture)	# Clock Hours
Session 1	
Units 1 & 2	
Introduction to the Real Estate Business	2 clock hours
Real Property and the Law	2 clock hours
Session 2	
Units 3 & 4	
Interest in Real Estate	1.5 clock hours
Forms of Real Estate Ownership	1.5 clock hours
MD Law – Real Estate Interest and Ownership	1 clock hour
Session 3	
MD Real Estate Licensing Laws/Regulations	2 clock hours
Title 17-323 to 17-614 (Duties and Powers of the Real Estate Commission, Licensing Requirements, and Business Conduct)	2 clock hours
Session 4	
Units 5, 6 & 7	
Land Description	1 clock hour
Transfer of Title	1 clock hour
Title Records and Transfer	1 clock hour
MD Law - Transfer and Recordation of Title	1 clock hour
Session 5	
Units 8 & 9	
Real Estate Brokerage	0.5 clock hours
Real Estate Agency	3 clock hours
MD Law – Real Estate Brokerage and Agency	0.5 clock hours
Session 6	
Real Estate Ethics	3 clock hours
MD Law – Real Estate Ethics	1 clock hours
Session 7	
Units 10 & 11	
Client Representation Agreement	1 clock hour
Real Estate Contracts	2 clock hours
MD Law – Real Estate Representation Agreement	0.5 clock hours
MD Law – Real Estate Sale Contracts	0.5 clock hours
Session 8	
Units 12, 13 & 14	
Real Estate Financing	1 clock hour

Government Involvement in Real Estate	1 clock hour
Closing the Real Estate Transaction	1 clock hour
MD Law – Real Estate Financing	0.5 clock hours
MD Law – Closing the Real Estate Transaction	0.5 clock hours
Session 9	
Unit 15 & 16	
Real Estate Taxes and Other Liens	2 clock hours
Real Estate Appraisal	1 clock hour
MD Law – Real Estate Taxes and Other Liens	1 clock hour
Session 10	
Unit 17	
Leases	2 clock hours
MD Law – Real Estate Leases	1 clock hour
Agency & Buyer Representation Lab	1 clock hour
Session 11	
Unit 18 & 19	
Fair Housing	2 clock hours
Property Management	1 clock hour
MD Law – Fair Housing	1 clock hour
Session 12	
Unit 20 & 21	
Land Use Controls and Property Development	2 clock hours
Environmental Issues and the Real Estate Transaction	1 clock hour
MD Law – Environmental Issues and Transactions	1 clock hour
Session 13	
In Class Review: Units 1 - 21	3 clock hours
Fair Housing Lab	1 clock hour
Session 14	
In Class Review	2 clock hours
Contracts Lab	1 clock hour
Real Estate Math Lab	1 clock hour
Session 15	
Final Examination	2 clock hours
In Class Review: PSI Application	2 clock hours
TOTAL HOURS	60 clock hours

Refund Policy for Classroom-Based/Resident Delivery of Instruction

1. All monies paid by the student will be fully refunded if the student chooses not to enroll or withdraws from the school within seven (7) calendar days after having signed the enrollment agreement.
2. If the student chooses not to enroll after the 7-day cancellation period, but before the first day of instruction, the registration fee will be retained by the school.
3. If, after the 7-day cancellation period expires, a student withdraws or is terminated after the instruction begins, refunds will be made based on the total contract price for the course or program and will include all fees, except the registration fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that the school will pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of Total Program Taught by Date of Withdrawal	Tuition Refund
Less than 10%	90%
10% up to, but not including, 20%	80%
20% up to, but not including, 30%	60%

30% up to, but not including, 40%	40%
40% up to 50%	20%
More than 50%	No Refund

4. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.

5. Students are requested, but not required, to notify the School Director if they are withdrawing from the school.

6. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance.

7. All refunds due will be paid within 60 days of the student’s last date of attendance.

8. Books purchased from the school are the property of the student and are not refundable, except within the 7-day cancellation period.

Disclosure Per MD HB464 (2019)

The Real Estate School is unable to and prohibited from guaranteeing placement; however, the school tracks data on graduation, employment, and test passage rates. This data is reported to the Maryland Higher Education Commission on at least an annual basis.

The Real Estate School’s program, Maryland Principles and Practice for Real Estate for Salespersons is the 60 clock hour program approved through the Maryland Real Estate Commission. The program meets all of the requirements for a successful student to be eligible to sit for the Real Estate Salesperson–National and Real Estate Salesperson–State examinations as provided by PSI.

Student Services, Rights, Privileges and Responsibilities

Parking: Free student parking is available for all enrolled students.

Transcripts: Students seeking to obtain an official transcript, whether they complete the program or not, must have satisfied all financial obligations to the school. The request for an official transcript must be made in writing by furnishing a signed request letter in person to the School Director or by sending an email to info@therealestateschool.us from the student email address noted in the enrollment agreement. The cost for an official transcript is **\$10.00**.

Placement: Successful completion of the Maryland Principles and Practice for Real Estate Salespersons course qualifies the student to sit for the Real Estate Salesperson–National and Real Estate Salesperson–State examinations. Upon successfully passing the examinations, the student will be eligible to become a self-employed independent contractor affiliated with a real estate brokerage of their choosing. Successful completion of the program at The Real Estate School neither obligates the student to nor guarantees affiliation with any partnering brokerages.

The Real Estate School acknowledges that job placement and job salaries cannot be guaranteed. However, the School Director will be available by appointment to give general guidance to students regarding choosing a broker.

Student Conduct Policy

All school staff members, students, and instructors are expected to treat one another with respect and dignity. This means that all who enter The Real Estate School are entitled to an environment that is free of harassment, bullying and discrimination. Harassment, bullying and discrimination take many forms, including:

- Unwelcome remarks, gestures or physical contact
- The display or circulation of offensive, derogatory or sexually explicit pictures or other materials, including by email and on the Internet
- Offensive or derogatory jokes or comments (explicit or by innuendo)
- Verbal or physical abuse or threats

The Real Estate School has strict standards regarding substance abuse and weapons. Students are not permitted to use or possess alcoholic beverages on school property. The use or possession of illegal drugs or controlled substances on school property is also prohibited. Students may not report to The Real Estate School under the influence of alcohol, illegal drugs or controlled substances. Students may not have or possess any weapon while on school premises.

The school has the right to dismiss any student who fails to adhere to school policies.

Student Grievance Procedure

Students who have a grievance with the school are encouraged to resolve the matter with their instructor and/or the School Director. If still unsatisfied, the grievance should be addressed to the President/Owner in writing and should provide as much specificity as possible including, but not limited to, details such as dates, times, witnesses, and desired outcome. The President/Owner will respond to the student in writing within five (5) business days, outlining the course of action taken. If still unsatisfied, the student may submit a written complaint within thirty (30) days of an incident to:

Maryland Real Estate Commission
 500 North Calvert Street, 3rd Floor
 Baltimore, Maryland 21202-3651
 410-230-6200
d1mrec-labor@maryland.gov

Maryland Higher Education Commission
 6 North Liberty Street
 Baltimore, Maryland 21201
 410-767-3300
<http://mhec.maryland.gov>

Maryland Consumer Protection Division
 200 St. Paul Place
 Baltimore, Maryland 21202
 410-576-6300
consumer@oag.state.md.us

Program Performance

Students and prospective students may obtain information regarding the school's program performance from:

Maryland Higher Education Commission
 6 North Liberty Street
 Baltimore, Maryland 21201
 410-767-3300
<http://mhec.maryland.gov>

This information may include, but is not limited to, enrollment, completion rate, placement rate and licensure exam pass rate of graduates.