



30 Hr. Real Estate Post Licensing

COURSE ORIENTATION

Roy L. Ponthier, Ph.D., Ed.D., CDEI, DREI
Executive Director

Instructor Background:

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Dr. Ponthier is a licensed Louisiana real estate broker, certified real estate and appraisal instructor, and Director of Executive Training Centers, LLC, an educational services company which offers in-class training in real estate, mortgage finance and appraisal, as well as online training through ProEducate, the company's web-based education division which offers real estate and mortgage finance related courses throughout the United States.

Dr. Ponthier holds a B.S. degree from Southeastern Louisiana College. His graduate training was taken at Tulane University (M.S. and Ph.D.) and the University of New Orleans (M.Ed. and Ed.D.). He holds the Certified Distance Education Instructor (CDEI) certification awarded by the International Distance Education Certification Center (IDECC), as well as the Distinguished Real Estate Instructor (DREI) designation awarded by the Real Estate Educators Association in recognition of exceptional effectiveness in the classroom. Dr. Ponthier has served on the faculty of three Universities, currently teaches classes for The Real Estate Law Society of Loyola University Law School and has chaired college divisions of Computer Science, as well as Education. Since 1988 he has taught real estate related subjects to more than 63,000 students. He is a member of five academic honor societies, as well as MENSA, and author of more than two dozen internationally published scientific papers. He was Director of The Center for Computer Education, Inc., which trained teachers in computer science, and was president of Worldwide Information Network, Inc., a provider of Internet and television marketing in real estate. He has owned two mortgage companies, as well as a business brokerage company and a residential and commercial real estate company.

Since early 2009, Dr. Ponthier has served on a work group for the Nationwide Mortgage Licensing System & Registry (NMLS&R) to help develop the functional specifications for mortgage pre-licensing and continuing education programs taught in the U.S. He is a member of the Real Estate Educator's Association, The South Central Educators Group, and the Louisiana Mortgage Bankers Association, for which he is Chair of the education committee. Dr. Ponthier's achievements have been documented in Who's Who (Oxford Edition), American Men and Women of Science, and the International Who's Who in Education.

Course Description:

This course will solidify the following: comprehension of the laws that correlate to real estate; the understanding of practical applications, such as finance, fair housing, and appraisal that will better prepare licensees for the daily operations in the real estate industry; and the ability to perform as a real estate professional, once the licensing examination has been successfully passed, by conveying legal and ethical considerations that will maximize the knowledge of key components of the real estate industry.

Required Course Material:

This course is entirely self-contained and does not require additional study materials.

REQUIRED HARDWARE AND SOFTWARE:

- All course content is available online. To access the course, a student will need a PC, tablet, or other mobile device to access the Internet. The only software needed is an Internet browser such as Google Chrome, Firefox, Safari, etc.
- Any additional software, such as Adobe Reader, needed to access PDF files, is available in the course for immediate and free download.

Completion Expectations:

Prerequisites:

- There are no educational prerequisites for this course; however, students are expected to have high school level reading and mathematics ability.

Upon registering:

- Students must complete the course lessons/modules and the final exam before the course expiration date.
- Course completion will include completion of all group discussions and case studies, if applicable.
- Each lesson/module will have a quiz at the end that must be passed in order to continue to the next lesson/module.
- The quiz will consist of multiple-choice format questions requiring a minimum passing score of 70%.
- Quiz questions will be displayed one at a time.
- The final exam questions are also presented in multiple-choice format requiring a passing score of 70% or higher.
- If a passing score is not achieved on any quiz or the final exam, the exam will reset and student will be presented with a different set of randomly selected questions. Student will be allowed to retake until passing score has been achieved, or until the course expires, whichever occurs first.
- The username and password will be deactivated after the course expiration date has passed.

School Policies:

Registration:

- The student is responsible for verification of qualifications for licensing, before registering for a course of study.
- Registrants with any form of criminal history, including misdemeanor or felony convictions, or who are currently on parole, must contact the relevant licensing agency before registering for any pre-licensing or pre-certification course.
- An e-mail account is essential to participate in the online program.
- Any attempt to take the course under an assumed identity, or to accept assistance from others in completing any portion of the course, may result in rejection of a license application, revocation of an existing license, fines, or other penalty provided by law governing the relevant state regulatory agency to whom the student submitted documentation.

Course Participation:

- Students are asked to please be certain that their address book is updated to include acceptance of e-mails from StudentServices@ProEducate.com and Instructor@ProEducate.com
- Instructors may not, in any venue, answer questions of a personal, professional, business, or legal nature, and students should not interpret any information received from instructors, or course content, as being legal or professional advice.
- The instructional staff will respond to questions by e-mail as quickly as possible. In general, questions received by noon on any business day are responded to by 5 pm the following business day. Students who abuse the e-mail opportunity may be dropped from the course, solely at the discretion of the school, without penalty to the school beyond refund of tuition.

School Contact Information:

- **By Phone:** For questions regarding **administrative** issues, the administrative offices may be contacted by phone at (504) 454-9866 or (800) 966-9866, weekdays between 8 a.m. and 5 p.m. central time.
- **By E-mail:** Ask technical or course content questions 24 hours a day by e-mailing the school office at the addresses listed below. A response will typically be received by close of business on the next business day.
 - **StudentServices@ProEducate.com** for questions or comments about registration, administrative issues, purchases from the online store, or technical issues.
 - **Instructor@ProEducate.com** for questions regarding course content.
- **In Person:** We are in the office to assist you with administrative questions Monday - Friday 8:00 a.m. to 5:00 p.m. central time. We are located at 4200 S. I-10 Service Rd. W., Suite 134, Metairie, Louisiana 70001 (Boy Scouts of America Building).

Additional Information Regarding the Online Course:

- During the allotted class time, students will have access to the course 24 hours a day and may login and work on the course at their convenience.
- Students will be issued a completion certificate upon successful completion of the course.
- During the course, if the students have questions about the course content, they may click on the “e-mail instructor” button and send a question to the instructor.
 - E-mails received by 3 PM on any business day will be responded to on the next business day.
 - Students are asked to please be very specific about the location of the content they are questioning (lesson #, topic, etc.)
 - Instructors are permitted to respond only to questions specifically related to the course content.
 - Questions regarding personal situations, unrelated to the specific course material or of a legal nature, may not be responded to.
- The course also makes a detailed glossary available to the students (located in the course resource materials). Students may click on the glossary to study the definition of terms with which they are not familiar. The “Resource Materials” section of the course makes forms and documents available to assist students in their studies.
- Upon completion of the course material, each student will be required to respond to a course evaluation in addition to a multiple-choice final examination.
- Students will be issued a completion certificate upon successful completion of the course.

COUSE OUTLINE AND LESSON OBJECTIVES:

MODULE 1: Professional Knowledge

- Agency
 - o Lesson Objectives
 - Explain the difference between an agent's duties to a client vs. duties to a customer
 - Recognize the impact of Mississippi State Law on agency relationships
 - Specify the difference among single agency, dual agency, and non-agency
- Real Estate Contract Law
 - o Lesson Objectives
 - Define consideration and explain the difference between valuable and nominal consideration
 - Define each of the following forms of a contract: valid, voidable, and valid but unenforceable
 - Define the statute of fraud and limitations
 - Identify contract features
- Contracts for the Sale of Real Estate
 - o Lesson Objectives
 - Understanding of contract creation and legal characteristics
 - Explain the purpose of escrow
 - Identify regulations related to earnest money and real estate contract law
- Real Estate Leases
 - o Lesson Objectives
 - Describe a lease and identify different types of leases and their terms
 - Explain how gross, net, and percentage leases differ

MODULE 2: Professional Practices

- Risk Management
 - o Lesson Objectives
 - Understanding of Agency
 - Understanding of Listing, Selling, and Contracting Process
 - Knowledge of Relevant Laws
 - Be familiar with Risk Management Strategies and Procedures
- Ethics: Laws and Practices
 - o Lesson Objectives
 - Define real estate ethics
 - Define steering, blockbusting, and redlining
 - Give several exemptions to the Fair Housing Act
 - Identify the protected classes specified by the Fair Housing Act
- Fair Housing
 - o Lesson Objectives
 - Understand the consequences to violating the fair housing law and other wording in the law
 - Identify the protected classes under the fair housing law
 - Identify the situations that are exempt from fair housing regulations
- Independent Contractor Guidelines/Antitrust
 - o Lesson Objectives
 - Clearly define the concept of "independent contractor" when compared to an employee
 - Identify the four areas of anti-trust that licensees should understand
- Property Management
 - o Lesson Objectives
 - Knowledge of landlord rights and responsibilities
 - Understanding of the Management Agreement
 - Understanding of Management Functions

MODULE 3: Property Valuation

- Site Analysis
 - o Lesson Objectives
 - Knowledge of forms of ownership
 - Identify the various classifications of property and property related terms
 - Recognize the agent's responsibility regarding property disclosure requirements
 - Knowledge of zoning, flood, and laws regarding land and property
- Improvement Details and Sales Analysis
 - o Lesson Objectives
 - Explain in detail each of the improvement details used in preparing an appraisal
 - Explain the various forms of obsolescence
 - Identify components of an appraisal
 - Identify market value, conditions of sale, and concessions
- Broker Price Opinion and Case Study
 - o Lesson Objectives
 - Explain how BPO differs from an appraisal
 - State information related to completing an appraisal report
 - State the various categories of information needed to complete an appraisal report
- Environmental Hazards
 - o Lesson Objectives
 - Explain the term "toxic mold" and explain the process for remediation
 - Identify environmental hazards
 - Identify laws regarding environmental hazards
- Home Inspection and Real Estate Agents
 - o Lesson Objectives
 - Explain what a home inspector does and who is authorized to perform the service
 - Identify what a home inspection report is and what should be done with one
 - List those activities a home inspector is not required to do

MODULE 4: Working with Buyers

- Mortgage Loans: Structures and Types
 - o Lesson Objectives
 - Identify different types of loans
 - Identify loan program terminology
- Loan Origination and Processing I
 - o Lesson Objectives
 - Determine what goes into qualifying the property
 - Identify what determines market value
- Loan Origination and Processing II
 - o Lesson Objectives
 - State how to qualify the borrower
 - State how to qualify the title
 - Understanding of what goes into the closing
- Working with Buyers
 - o Lesson Objectives
 - Be familiar with VA, FHA, and Conventional loan programs
 - State the basic information about the lending process
- Closing
 - o Lesson Objectives
 - Determine parties involved in closing a mortgage loan
 - Explain and define terms necessary in the mortgage lending process during closing

Course Final Examination

- Students will be administered a timed final examination consisting of multiple-choice questions.
 - The final exam for this course consists of 100 multiple choice questions
 - Time limit = 150 minutes
- The countdown timer will be located in upper left-hand corner of the screen.
- In order to pass, you must score at least a 70% on the final exam.
- While you are taking this exam, you must answer at least one question each 5 minutes or the system will time you out and you will have to begin the exam again.
- Students who fail the examination may retake throughout the duration of their course.

End-of-Course Evaluation

Each student is required complete an evaluation of both the course and instructional services. This evaluation will take only a few moments to complete, but is required before a certificate of completion can be issued.

Orientation Acknowledgement:

I have read the Course Orientation provided at the beginning of this course, and I have been provided with the opportunity to ask questions pertaining to the information contained in the Course Orientation.

By my signature below, I acknowledge that I fully understand the information contained in the Course Orientation.

Student's Signature