



# **45 Hour Louisiana Post Licensing**

## **COURSE ORIENTATION**

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

## **Instructor Background:**

### **Roy L. Ponthier, Ph.D., Ed.D., CDEI, DREI**

- 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.
- Dr. Ponthier has contracted with Loyola University of New Orleans, College of Law, to be the exclusive provider of online Continuing Legal Education (CLE) for the University.

## **Course Description:**

This course meets the Louisiana post licensing requirements for sales and broker licensees. All licensees who receive a license must complete their post licensing requirement within 180 days of the initial license date. These hours will also satisfy 8 hours of the required 12 hours of continuing education for the year in which the course is completed (the remaining 4 hours of continuing education must be in the mandatory topic specified by the Commission for that year).

## **Required Course Material:**

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

### **REQUIRED HARDWARE and SOFTWARE (Internet-Based Courses):**

All course materials are available online. To access, a student will need a connection to the Internet. Any Internet speed will be adequate for the text-based version; however, a high-speed connection is recommended for the course presented in PowerPoint/Audio format, so the student may appreciate the visual aesthetics of the presentation. Any additional software, such as Adobe Reader (needed to access the .pdf files), is available in the course for immediate 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.
  - Each lesson will have a quiz at the end that must be passed in order to continue to the next lesson.
    - The quiz will consist of multiple-choice format questions requiring a minimum passing score of 75%
    - Quiz questions will be displayed one at a time.
    - Upon submission of the student's response (answer) to each presented quiz question, the system will display the correct/incorrect answer.
  - The final exam questions are also presented in multiple-choice format requiring a passing score of 75% 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 a 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 assignments at their convenience.
  - Instructors are constantly monitoring the student's progress throughout 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. Students may click on the glossary to study the definition of terms with which they are not familiar.
  - The "Resources" 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.
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## LEARNING OBJECTIVES and LESSONS:

### Course Introduction

### Contracts and Leases

- General Contract Law (Louisiana)
  - What Constitutes a Contract?
    - Types of contracts.
    - Classification.
    - Is a contract required to be in writing?
    - Contracts may be implied by action or conduct.
    - Forms of Writing.
    - Interpretation of Contracts in Louisiana.
  - Essential Elements of a Valid Contract.
    - Capacity
    - Authority
    - Community Property Issues
    - Object
    - Consent

- The Offer
    - The Acceptance
    - “Counter Offers”
  - Revocability
  - Nullity
  - Vices of Consent.
  - Methods of Extinction of Obligations.
  - Assignment.
  - Breach of Contract.
  - Term of Performance.
- Quiz - General Contract Law (Louisiana)
- Contracts Used in Real Estate Practice (Louisiana)
  - Written Agreements Most Commonly Used.
    - Listing Agreement and Buyer Agency Agreements
    - Relationship between the Broker and Principal/Mandate
  - Agreements Preparatory to Sale/Lease
    - Letters of Intent (LOI)
    - Purchase Agreements
    - Elements to be Included or Considered in a Purchase Agreement
    - Environmental and Wetlands Disclosure and Warranty Issues
    - Inspection and Due Diligence Period
    - Title
    - Title Clause
    - Rezoning/Resubdivision/Regulation
    - Example Regulatory Approval Period Clause
    - Miscellaneous Purchase Agreement Clauses
    - Telephone/Fax Negotiations and E-Mail
    - Deposit vs. Earnest Money
    - Escrow Agreements
    - Liquidated Damages
    - Contingencies
    - Covenants, Conditions, Restrictions and Servitudes
    - Purchase Price and Financing
    - Warranties and/or “As Is” Causes
    - Prorations
    - Date and Signature – Authentic Form
    - Recordation
    - Certified Funds Requirement at Closing
    - Options/Rights of First Refusal Agreements/Right of First Offer
  - Quiz - Contracts Used in Real Estate Practice (Louisiana)
- LA Residential Agreement To Buy or To Sell – Part I
  - Duty of Real Estate Licensees to Use Purchase Agreement Forms (R.S. 37:1449.1)
  - The Information Area and Importance of the Offer and Acceptance Context
  - The Contract
    - Line 3 – Date
    - Lines 4-10 – Property Description
    - Lines 10-18 – What is real estate (immovable property) what is not real estate (movable property).
    - Lines 19-30 – Removable items
    - Lines 31-33 – Mineral Rights
    - Lines 34-37 - Price
    - Lines 39-43 – Act of Sale
    - Lines 44-45 - Occupancy
    - Initialing Lines
    - Lines 47-50 – Contingency for Sale of Buyer’s Other Property
    - Line 52 – All Cash Sale
    - Lines 54-66 – Financed Sale
    - Lines 73-80 – Deals with Process of Loan Application
    - Lines 82-83 – Seller Financing
    - Lines 87-95 – Who Pays Costs
    - Lines 97-104 - Appraisal
    - Lines 106-112 - Deposit
    - Line 114-119 – Failure to Deliver Deposit

- Line 121-138 – Return of Deposit
    - Lines 140-144 – Leases/Special Assessments
  - Quiz - LA Residential Agreement To Buy or To Sell – Part I
- LA Residential Agreement To Buy or To Sell – Part II
  - The Contract Continued
    - Lines 146-149 – New Home Construction
    - Lines 151-188 – Inspection and Due Diligence Period
    - Lines 158-188 – Inspection Process
    - Lines 190-197 – Private Water/Sewerage
    - Lines 199-208 – Home Service/Warranty
    - Lines 209-226 – Warranty or As Is Clause with Waiver of Right of Redhibition
    - Lines 228-237 – Merchantable Title/Curative Work
    - Lines 239-242 – Final Walk Through
    - Lines 244-253 – Default of Agreement by Seller
    - Lines 255-259 – Default of Agreement by Buyer
    - Lines 265-268 – Mold Related Hazards Notice
    - Lines 270-275 – Offender Notifications
    - Lines 277-278 – Choice of Law
    - Lines 280-282 - Deadlines
    - Lines 284-292 – Additional Terms and Conditions
    - Lines 294-311 – Roles of Brokers and Designated Agents
    - Lines 313-321 – List Addenda
    - Lines 323-325 – Singular-Plural Use
    - Lines 327-331 – Acceptance
    - Lines 333-343 - Notices and Other Communication
    - Lines 335-347 - Contract
    - Lines 349-350 – Entire Agreement
    - Lines 351-352 – Expiration of Offer
    - Lines 354-388 – Signature Lines
    - Line 371 – Acceptance/Rejection
  - Quiz - LA Residential Agreement To Buy or To Sell – Part II
- Real Estate Leases
  - Leases in General
    - Lease
    - Requirements
    - Rent
    - Residential Lease Deposits
    - Types of Lease
    - Contract Rules
    - Term
    - Lessor's Obligations
    - Premises Liability and Shift of Risk
    - Rights of Military Personnel
    - Lessee's Obligations
    - Lease Expenses
    - Contract Rules
    - Licensee Responsibility
    - Possession
    - Reconduction
    - Default
    - Recording a Lease and/or Memorandum of Lease
    - Assignment/Sublease/Encumbrance
    - Lease Financing
    - Subordination and Non-Disturbance
    - Condemnation/Expropriation Issues
    - Insurance
    - "Go Dark" Clauses
    - Lease Commission
  - Quiz - Real Estate Leases
- Formative Assessment on Contracts

## **Real Estate Finance**

- Mortgage Loans: Structures and Types
  - Loan Types and Structures Designed to Meet the Needs of Lenders and Their Customers
    - Introduction
    - Term Loans
    - Fixed Rate Level Annuity Loans
      - Partially Amortized
      - Negative Amortization
  - Alternative Mortgage Instruments (AMI)
    - Adjustable Rate Mortgages (ARM's)
      - The Initial or Teaser Rate
      - The Index
      - The Margin
      - The Note Rate
      - Caps
      - The Adjustment Interval
      - Convertability
    - Bi-Weekly Loans
    - Growing Equity Mortgage (GEM)
    - Shared Appreciation Mortgages (SAM)
    - Shared Equity Mortgage (SEM)
    - Graduated Payment Mortgages (GPM)
    - Buydown or Temporary Buydown Mortgages
    - Construction Loan
    - Piggyback Loan
    - Home Equity Lines of Credit (HELOC's)
    - Wraparound Loans
    - Reverse Annuity Mortgage (RAM's)
  - Quiz - Working with Buyers – Part I
- Mortgage Loan Origination, Processing, and Servicing
  - Loan Origination and Processing
    - The Five Major Elements of Mortgage Lending
      - Qualifying the Property
        - The Appraisal
        - The Appraisal Process
      - Qualifying the Title
      - Closing the Loan Transaction
      - Servicing the Loan
        - The Originate, Hold and Service Option
        - The Originate, Sell and Service Option
        - The Originate, Sell and Service Release Option
      - Qualifying the Borrower
    - The Fixed Obligations or Back End Ratio
  - Conforming Conventional Loan Qualification Guidelines
    - The Fixed Obligations or Back End Ratio
  - Conforming Government Insured Non-Conventional Loans
    - Maximum Loan Limits
    - The Minimum Required Down Payment for FHA 203(b) Loans
    - Income Qualification Ratios
    - Compensating Factors
    - A Mortgage Insurance Premium (MIP)
  - Conforming Government Guaranteed Non-Conventional Loans
    - The VA Guarantee or Entitlement
    - Eligibility for VA Loans
    - Certificate of Eligibility
    - Qualifying Ratio for VA Loans
    - Funding Fee
    - Seller Contributions
    - Assumption of VA Loans
    - Certificate of Reasonable Value
  - Quiz - Working with Buyers – Part II

- Working with Buyers
  - Introduction
  - Pre-Qualifying Questions
  - Pre-Qualified and Pre-Approval Letters
  - Confidentiality
  - Type of Loan Best Suited to Consumer
    - Introduction
    - Veterans Administration (VA) Loans
    - Federal Housing Administration (FHA) Loans
    - Conventional Loans
  - Recommending Lenders
  - Preparing Borrowers for Loan Application Appointment
    - Cost/Benefits Comparison of Lenders and Loans
    - Lender Reliability Issues
  - The Loan Application
    - When to Make Application
    - Documents to Bring to Application
    - Costs at Time of Application
    - Role of Loan Originators and Processors
  - Your Post Loan Application Duties
    - Buyer's Post Loan Duties
    - Final Jobs
  - Quiz - Working with Buyers – Part III
- Formative Assessment on Working with Buyers

### **Commercial Real Estate**

- Commercial Real Estate – Part I
  - Understanding the Contrasts and Complexities of Commercial Real Estate (CRE): Making the Transition
  - Practical Understanding and Not Applied Competence
  - Understanding and Recognizing CRE Opportunities as a Residential Agent
  - The Physical Complexity of Commercial Real Estate
    - Residential Multi-Family Sector
      - Master-Planned Communities
      - Infill Development
      - Second-Home Communities
      - Affordable Housing
      - Age-Restricted Housing
      - Market-Rate Rental Communities
    - Retail Commercial Space
    - Retail Business Sectors
    - Shopping Centers
      - Neighborhood Center
      - Community or Super Community Shopping Centers
      - Power Centers
      - Outlet Centers
      - Regional Centers
      - Super Regional Shopping Malls
      - Value-Oriented or “Hybrid” Malls
      - Lifestyle Centers
      - Town Centers
      - Fashion Centers
      - Festival Centers
  - Quiz - Commercial Real Estate – Part I
- Commercial Real Estate – Part II
  - Office Commercial Space
    - Class
    - Location
    - Size and Flexibility
    - Use and Ownership
    - Features and Amenities
    - Market Forces



- Warehouse and Industrial Space
  - Manufacturing, Warehouse and Distribution, Flex Space, and Research and Development Space
  - Ownership, Tenure and Management
  - Industrial Space Design Features
  - Market Forces
- Financing Complexities of Commercial Real Estate: A Primer on Economic Development Gap Finance
  - Overview
  - Finance: The Fuel to Facilitate Programs and Projects
  - Why Community Development Finance?
  - What is Community Development Finance?
  - What is the Role of Finance in the Community Development Process?
  - Alternatives for Filling Funding Gaps
  - Public Sector Players
    - Federal Agencies
    - State Governments
    - Local Governments
  - Private Sector
    - Commercial Banks and Thrifts
    - Individual Investors
    - Property Owners
  - Nonprofit Sector Players
    - Bank CDCs
    - Faith-Based Organizations
    - Foundations
- Quiz - Commercial Real Estate – Part II
- Formative Assessment on Commercial Real Estate

### **Property Valuation**

- Site Analysis
  - Initial Property Classification
    - Vacant Site
    - Improved Residential
    - Commercial Office
    - Retail
    - Improved Industrial
    - Mixed Use Development
    - Agricultural
    - Special Purpose Property
  - Property Investigation
    - General Neighborhood
    - Neighborhood Boundaries
    - Neighborhood Life Cycle
    - District
    - Market Area
    - Purpose of Determining Market Area
  - Types of Data
    - Specific Data
    - Primary Data
    - General Data
  - Immediate Location
    - Street Frontage/Accessibility
      - Corner Location vs. Interior Location
      - Major Thoroughfare vs. Subdivision Street
    - Property View: Identification and Rating
    - Adjoining Property Uses: Discuss Environmental Site Assessment
  - Legal Description
    - Three Primary Systems in Louisiana
    - Linear Measurement
    - Square Measures
    - Actual rectangular survey examples – various locations in Louisiana

- Residential Subdivision Plat
    - Lot and Block
    - Metes and Bounds
  - Site Details
    - Site Size – Units of Measure
    - Site Shape
    - Site Utility – Extra Site Area
    - Topography
    - Flood Zone
    - Wetland Determination
    - 404 Permit
    - Use Zoning
    - General Zoning Categories
    - Assessment and Tax Considerations
    - Utility Service
    - Easements/Encroachments
    - Other Restrictions
  - Quiz - Site Analysis
- Improvement Details and Sales Analysis
  - Improvement Details
    - Building Description
    - Age of the Improvements
      - Age-Life of Improvement(s)
      - Actual Age vs. Effective Age
    - Construction Components and Quality/Condition Rating
      - Foundation
      - Framing
      - Roof
    - Exterior Walls
    - Insulation
    - Equipment and Mechanical Systems
    - Interior Finishes and Design
    - Quality and Condition
    - Accrued Depreciation
    - Functional Obsolescence
    - External (locational or economic) Obsolescence
    - Size of the Improvements
    - Units of Comparison
    - Ownership Interest
  - Sales Analysis
    - Definitions
    - Sources of Comparable Data and Data Verification
    - Areas of Comparability and Test of Comparability
    - Market Condition/Date of Sale
    - Locational and Physical Features
    - Value/Price Conclusion
  - Quiz - Improvement Details and Sales Analysis
- Property Measurement and Calculating Procedures
  - Property Measurement - Understanding ANSI-Z765
    - Living Area Inconsistency
    - Comparative Unit or Units of Comparison
    - National Measurement Standard
    - ANSI Document
    - Method of Measurement
      - Finished Adjacent to Finished
      - Finished Adjacent to Unfinished
      - Ceiling Height Requirement
      - Stairs
      - “Disconnected” Finished Area
      - Two Story Measurement
      - Measurement Units
      - Declarations

- Unfinished Area such as Porches and Balconies
      - Garage
    - Relating ANSI Terminology to MLS Terminology
  - Residential Measurement and Area Calculation Procedures
    - Steps to Compute Area
    - Tools Needed for Measuring Structures
    - Basic Measurement Procedures for a House
    - Squaring the Structure, Mathematically
    - Calculate the Square Footage
      - Computing Total Area Under Roof
      - Storage, Porches, Car Storage
      - Special Features in a Single Family House
      - Multi-Level House – 2 story
      - Multi-Level House: One and One-half (1 ½ ) Story
      - Fireplace
    - Condominium
  - Quiz - Property Measurement and Calculating Procedures
- Broker Price Opinion and Case Study
  - Broker Price Opinion
    - Property Pricing
    - Price Opinions
    - The Responsible Valuation Policy
      - Appraisals
      - Non-Appraisal Opinions
      - Transactional Adjustments
      - Property Adjustments
  - Property Pricing Case Study
  - Quiz - Broker Price Opinion and Case Study
- Formative Assessment on Property Valuation

### **Professional Practices**

- Agency and Brokerage
  - Overview
  - The Concept
  - Mandate
    - Form
    - Mandatary of both parties
    - “Special Legislation” The History and Background of the Real Estate Licensing Law
    - § 3891. Definitions
    - § 3892. Relationships between licensee and persons
    - § 3893. Duties of licensees representing clients
    - § 3894. Licensee’s relationship with customers
    - § 3895. Termination of agency relationship
    - § 3896. Compensation; agency relationship
    - § 3897. Dual agency
    - § 3898. Subagency
    - § 3899. Vicarious liability
  - Case Studies
  - Quiz - Agency and Brokerage
- Real Estate Errors and Omissions (E&O) Insurance
  - What is Real Estate Errors & Omissions Insurance?
  - Errors & Omissions Insurance Options
    - Group Policy vs. Independent Policy
    - Individual Licensee Policy vs. Traditional Firm Policy
    - Comparing Policies
  - Claims Made and Reported Policies
    - Three Important Dates for Determining Coverage under a Claims Made and Reported Policy
      - Date the Claim Arose
      - Date the Insured Reports the Claim
      - Retroactive Date
  - Types of Claims That May Be Covered
  - Types of Claims That May Not Be Covered

- Common Causes of Uncovered Claims
  - Errors & Omissions Claims Studies
  - Quiz - Real Estate Errors and Omissions (E&O) Insurance
- Property Management Essentials
  - Getting Started
  - Know The Law
  - State Laws Related to Property Management
    - Louisiana Real Estate License Law; Rules and Regulations of the Louisiana Real Estate Commission
    - Louisiana Landlord and Tenant Laws
      - Security Deposits
      - Return of Security Deposits
      - Filing an Eviction in Louisiana
  - Federal Laws Related to Property Management
    - The Fair Housing Act
    - **The Equal Credit Opportunity Act**
    - The Sherman Antitrust Act
    - The Americans with Disabilities Act (ADA)
    - **The Lead-Based Paint Hazard Reduction Act**
    - **The Uniform Residential Landlord and Tenant Act**
  - Duties of a Property Manager
    - Finding and Screening Tenants
    - Managing Tenants and Settling Disputes
    - Property Maintenance and Repair
    - Property Accounting and Taxes
    - Policies and Procedures Manual
  - Louisiana HUD Press Release 05-10-13
  - Case Studies
  - Quiz - Property Management Essentials
- Fair Housing
  - Introduction
  - Louisiana Open Housing Act
  - Exemptions to Fair Housing Acts
  - Penalties for Fair Housing Violations
  - Federal Fair Housing Act Review
  - The Protected Classes
  - Lawful and Unlawful Discrimination
  - Prohibited Acts
    - Refusal to Rent or Sell
    - Refusal to Negotiate
    - Make Housing Unavailable
    - Deny a Dwelling
    - Provide Different Housing Services or Facilities
    - Falsely Deny Housing Is Available for Inspection, Sale or Rental
    - Blockbusting
    - Threaten, Coerce, Intimidate or Interfere with Anyone Exercising a Fair Housing Right or Assisting Others Who Exercise That Right
    - Refusal to Make Reasonable Accommodations for Disabled Persons
  - Quiz - Fair Housing
- Independent Contractor Guidelines/Co-Broker Agreements/Antitrust
  - Antitrust Implications for Licensees
    - Antitrust Laws
    - Group Boycotting
    - Allocation of Customers and Markets
    - Price Fixing
    - Tie-In Agreements
  - Co-Broker Agreements
  - Independent Contractor Agreements
    - Definition of Independent Contractor Agreement
    - Clauses to Consider Including in Written Agreement
    - IRS Rules Concerning Independent Contractors
  - Louisiana Laws Regarding Non-Compete Agreements

- Quiz - Independent Contractor Guidelines/Co-Broker Agreements/Antitrust
- Environmental Hazards
  - Introduction
  - Louisiana Mandatory Property Condition Disclosure Form
  - Air Contaminants
    - Formaldehyde
    - Radon Gas
    - Other Air and Soil Contaminants
  - Superfund/Hazardous Waste and Cleanup Sites
  - Hazardous (Toxic) Waste Disposal Sites
    - Landfills
    - Dump Sites
    - Incinerators
    - Real Estate Implications
  - Asbestos
  - Lead
  - Mold
    - Mold and Climate
    - Conditions that Foster Mold Growth
    - Black Mold
    - Toxic Mold Remediation
    - Non-Toxic Mold Removal
  - Environmental Hazards from Flooding
    - Cleanup
    - Sewage
    - Mold
    - Plumbing, Electrical and Natural Gas
    - Roofs, Ceilings and Interiors
  - Quiz - Environmental Hazards
- Home Inspections
  - Background Information
  - Louisiana Law and Rules and Regulations
    - Basic Purpose
    - Administration and Regulation
    - Definition of a Home Inspection and Other Relevant Terms (R.S. 37:1473.4-8)
    - General Exclusions
    - Prohibitions
  - Purpose of a Home Inspection
    - Buyer's Perspective
    - Seller's Perspective
    - Licensee's Perspective
  - The Report
    - Who Gets the Report?
    - What Can a Real Estate Licensee Do with the Report?
  - Residential Agreement to Buy or Sell
  - Conclusion
  - Quiz - Home Inspections
- Timeline to Close: Licensees' Responsibilities After Purchase Agreement Has Been Signed
  - Licensee – Agent's Duties
  - Buyer's Duties
  - Seller's Duties
  - Lender's Duties
  - Appraiser's Duties
  - Insurance Agent's Duties
  - Surveyor's Duties
  - Termite – Wood Boring Insect Inspector Duties
  - Engineer's Duties
  - Home Inspector's Duties
  - Abstractor's Duties
  - Title Insurance Company
  - Attorney, Attorney's Staff or "Closer"

- Health – Sewer Inspector
- Quiz - Timeline to Close: Licensees' Responsibilities After Purchase Agreement Has Been Signed
- Technology in Real Estate
  - Introduction
  - Industry Regulations
    - ESIGN Act
    - Louisiana Real Estate Commission Rules and Regulations
  - Social Media
    - Facebook®
    - LinkedIn®
    - Twitter®
  - Technological Resources
    - Trulia®
    - Zillow®
    - Realtor.com
  - Web-Based Business Opportunities
    - How Can I Grow My Business Using The Internet?
    - Web Based Practices of Real Estate
      - Home Path®
      - hudhomestore.com
  - Web Tools
    - Web Sites
    - Digital Agreement Services
    - Digital Signature Services
    - Hybrid Services
    - Mobile Applications
    - JotNotPro®
    - Mortgage Calculators
    - CoreLogic Fusion
    - Google Maps
    - Trulia®, Zillow® and Realtor.com
  - Conclusion
  - Quiz - Technology in Real Estate
- Advertising Rules and Regulations – How They Relate to Team Advertising
  - Laws and Rules Part I
    - Introduction
    - LSA – R. S. 37: 1455. Causes for censure, suspension, or revocation of license, registration, or certification
    - Use of MLS is Not Considered Advertising
    - Advertising Must Be Under Direct Supervision of Broker
    - Trade Names
    - Team Names
    - Definitions
    - Advertising and the Brokerage
    - Suggestions for Good Advertising
    - Keep Information on Web Sites Current
    - The Broker Is Ultimately Responsible
    - Business Names
    - Names on Licenses
  - Laws and Rules Part II
    - Owner Authorization
    - Inheritance Laws in Louisiana
    - Community Property
    - Forced Portion or Legitime
    - Disposable Portion
    - Forced Heirs
    - Disinheriton
    - Truth in Advertising
      - False/Deceptive Advertising
      - Truth
      - Advertising
    - Accuracy in Advertising

- Other Common Errors
- Advertisements of Residential Property
- Franchises: You Ought to Know
- License Status; Internet Advertising; Team Advertising
- Advertising Without a Valid License
- Internet Advertising
- Team Advertising
- Cite & Fine: A Heads Up
  - Activities and Fines
  - Enforcement
- Promotional Advertising
  - Quiz - Advertising Rules and Regulations – How They Relate to Team Advertising
- Formative Assessment on Professional Practices

ARELLO Evaluation  
Final Exam

### **Course Final Examination**

- Students will be administered a timed final examination consisting of multiple choice questions.
  - 50 multiple choice questions.
  - Time limit = 75 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 75% on both parts of 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 must complete an end-of-course survey which indicates the student's evaluation of both the course and instructional services. This survey will take only a few moments to complete, but is required before a certificate of completion can be issued.

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