



30 Hour Broker Responsibilities (RE 203)

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.

Course Description:

This course is the 3rd course in a series required by the Louisiana Real Estate Commission for licensing as a real estate broker. It is referred to as "Broker Responsibilities," or Course #203. This course is a 30-hour program covering numerous aspects of those responsibilities one must be familiar with to effectively manage licensees and a real estate office. The topics addressed in the course were required by the Louisiana Real Estate Commission, and developed into a PowerPoint presentation with an audio overlay by ProEducate. As you proceed through the course, you will be presented with a PowerPoint lesson with a lecture which is very similar to what one might experience in a classroom based course. You will have access to an instructor by e-mail, and can submit questions regarding the course content. Upon completion of the course, you will be automatically issued a Certificate of Completion for submission to the Louisiana Real Estate Commission as part of your application for approval to attend the licensing examination.

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 content is available online. To access, a student will need access to the Internet via a dial-up service, cable modem, ISDN, DSL, or T-1 connection. The only software needed is access to the Internet browser Internet Explorer 6.0 or higher.
- For most courses, students should utilize a connection that is faster than dial-up to fully appreciate the visual aesthetics of the material.
- 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 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 70%
 - 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, technical assistance, administrative issues, or purchases from the online store.**
 - **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 (located within the course resource materials). Students may click on the glossary to study the definition of terms with which they are not familiar.
- The "Links" 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.

LEARNING OBJECTIVES and LESSONS:

MODULE 1: BROKERAGE BUSINESS, SUPERVISION, AND LEGAL REQUIREMENTS

- **Getting Started in the Real Estate Brokerage Business**
 - Identify the Different Types of Licensing Required in Louisiana
 - Understand the Legal Forms of Business and the Basic Structure and Requirements of Each Type
- **Structuring Your Real Estate Business**
 - Identify the Different Real Estate Broker Models of Operation
 - Understand How to Identify and Manage Different Risk Areas Your Brokerage Will Encounter
 - Identify Needed Outside Resources
- **Personnel: Hiring, Training, and Staffing**
 - Understand the Fundamentals of Federal Employment Law
 - Understand the Basic Tenants of Louisiana Employment Law
 - Have a Basic Understanding of Employee Hiring and Supervision Tactics
- **Legal and Administration Rules Compliance**
 - Be Familiar with All Aspects of Licensing
 - Understand Violations and Disciplinary Measures
 - Understand Recordkeeping and Document Control Requirements
 - Understand The Nature of Agency Relationships and Duties

MODULE 2: REAL ESTATE PRINCIPLES AND PRACTICES

- **Contracts**
 - Identify Types of Contracts and How They Are Executed
 - Understand Listing Agreements
 - Understand Purchase Agreements and Sale Agreements
 - Be Familiar with Other Common Agreements
- **Property Management**
 - Understand Agreements, Duties and Termination of Property Managers
 - Be Familiar with The Louisiana Landlord and Tenant Act
 - Understand Records and Receipts
- **Mandated Disclosures**
 - Understand Property Condition Disclosure Form
 - Understand Home Buyer Warranties
 - Understand Agency Disclosure
- **Real Estate Financing**
 - Understand Fundamental Principles of Real Estate Financing
 - Understand Different Types of Loans Available
 - Understand Where to Find Property Loans
 - Understand Laws Governing the Credit and the Finance Business
- **Real Estate Calculations**
 - Understand General Math Concepts
 - Understand Calculating Property Tax
 - Be Familiar with Other Transactional Calculations
 - Understand Mortgage Calculations
- **Pricing and Valuation**
 - Understand Comparative Market Analysis
 - Understand Broker Price Opinion
 - Understand Valuation by Certified Appraiser
- **Broker Responsibilities**
 - Understand Trust Account Requirements
 - Adhere to Fair Housing Laws
 - Provide Advertising That Meets All Regulations

MODULE 3: PROFESSIONAL PRACTICES

- **Technology in Real Estate**
 - Explain the Meaning of e-Sign and How It Can Be Used in the Practice of Real Estate
 - Identify the Various Popular Social Media Sites That Can Be Used by Licensees to Promote Their Business
- **Advertising Rules and Regulations**
 - Explain What Is and What Is Not “Advertising”
 - State Several Factors to be Considered When Determining What is Good Advertising
- **Home Inspection**
 - Explain What a Home Inspector Does and Who Is Authorized to Perform the Service
 - List Those Activities (Inspections) a Home Inspector Is Not Required to Do

MODULE 4: MORTGAGE PRACTICE

- **Appraisals**
 - Understand a lender's perception of value
 - Recognize the appraisal process
 - Identify the three types of appraisal methods
 - Know how Regulation Z applies to appraisers and appraisals
- **FHA Loans**
 - Understand FHA's different programs
 - Compute FHA insurance premiums
 - Know about sales concessions such as seller contributions
 - Understand Secondary Financing
 - Be familiar with the assumption rules for FHA loans
- **VA Loans**
 - Recognize different characteristics of VA loans

- Understanding of eligibility requirements
- Know how the VA guarantee works
- Comprehend the underwriting guidelines for VA loans
- **Good Faith Lending I**
 - Recognize Different Types of Fraud
 - Understand ethics in business and in mortgage lending
 - Explain Fraud for Housing
 - Detect fraud on different loan and application documents
- **Good Faith Lending II**
 - Be familiar with the history of the Fair Housing Act
 - Understand the Rules Associated with the Equal Credit Opportunity Act
 - Recognize the provisions related to the SAFE Act, the MARS Act, GLBA, and the BSA.AML
- **Stay on Track I**
 - Understanding of the Real Estate Settlement Procedures Act and documentation required.
 - Be familiar with the current Truth in Lending Act's current procedures, including the disclosure process and forms.
- **Stay on Track II**
 - Understand the different sections of the integrated forms (the loan estimate and closing disclosure)
 - Know which type of mortgages will be covered by the disclosure rules
- **Equal Credit Opportunity Act (ECOA)**
 - Explain the purpose of the ECOA
 - Discuss the ECOA disclosure
 - Understand required collection of information
 - Understand the right for applicant to receive a copy of their appraisal

Course Final Examination

- Students will be administered a timed final examination consisting of multiple choice questions.
 - The final exam for this course consists of 60 multiple choice questions (time limit = 90 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 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.
