

**REAL ESTATE PRINCIPLES AND PRACTICE FOR SALESPERSON
(60 HR PROGRAM)**

School Catalog/Enrollment Agreement

This course is approved by the State of Maryland and designed specifically for individuals planning a career in real estate. Program material includes: textbook, MD Law Supplement, program tests, quizzes, mid-terms, exams, & various handouts. Quizzes & tests will be given throughout the course, a mid term exam will be given at the half way mark of the class and final exams will be administered upon the attendee's completion of all requirements.

CLASSES OFFERED:

Weekday classes are held M, W, & F from 6:00pm to 9:40pm; this schedule will take 5weeks and 1 day

Evening only classes meet M, T, & W from 6:00pm to 9:40pm for 5 weeks and 1 day

Evening/Sat classes are held T, TH from 6:00pm to 10:00pm & Sat from 9:00am to 5:00pm for 4 weeks

Weekend classes are held on Sat. & Sun. from 9:00am to 5:00pm for 4 weeks (depending on holidays).

REGISTRATION: Full payment is required for registration. You can register and pay online @ www.napdforsuccess.com, pay in person by charge card or money order only, payable to NAPD. (No checks or cash please.) Only pre-paid attendees are guaranteed a seat in the selected class. Seats are reserved for attendees as payments are received. Please visit our online site at www.napdforsuccess.com. Click on: Enrollment Agreement to download a registration form which you can complete and email back to the school for registration or mail to our office listed above.

ENROLLMENT POLICY: The state requires a prospective licensee's be at least 18 years of age to activate their real estate license. All prospective attendees must provide a copy of their high school diploma, GED or an Official Transcript and be at least 18 years of age and provide a copy of an official ID (such as birth certificate, Federal ID card or Driver License). If an attendee cannot provide proof of education, an admissions test will be given by appointment only. *Criminal convictions may affect a student's ability to be licensed.* Attendee is advised to contact the MD Real Estate Commission for further details. There is no credit given for previous training or experience.

ENROLLMENT/STUDENT RECORDS

All seats are on a first come basis; to reserve your seat, payment must be made.

To enroll in class students must:

- 1) Request our application in person or from our website: www.napdforsuccess.com
- 2) Complete the application & attach copy of high school diploma, GED or an Official Transcript and a copy of an official ID as stated above.
 - a) If an attendee cannot provide proof of education, the Wonderlic admissions test will be given by appointment only. The minimum passing score of 21 is required.
- 3) Mail application with payment to: National Academy of Professional Development
50 Citizens Way Suite 301
Frederick, MD 21701

OR Fax all required forms to: 301-644-2746

National Academy of Professional Development will maintain attendee transcript cards showing attendance and grades at the main office.

STUDENT ATTENDANCE – Recorded at each session - a sign-in sheet will be available to attendees at the beginning of each session. If a student does not sign-in they will be considered absent for that session. MD Higher Education regulations dictate that an attendee must be achieving, at a minimum, an 80% attendance rate; therefore, the maximum number of hours a student can miss and make up is 12 hours. MREC & NAPD require attendees attend 100% of the classes. There is no probationary period; an attendee who exceeds 12 hours of absence must immediately be dismissed. Arrangements must be made to make-up the same class missed. Attendees will not be allowed to take their final exams before making up all missed classes. If an attendee doesn't make-up the missed class/es or take and pass their exams within two (2) months from the scheduled end date of their class, must pay to re-take the entire course again. Attendees who are more than 10 mins late or leave 5 mins early will not receive credit for that class and must retake same class within the two (2) month time frame.

LEAVE POLICY

Attendees are required to complete the entire program within 2 months of the end date of their original class. However, in an extreme situation which would prevent an attendee from completing on time, may request a leave of absence in advance and in writing. Leave will be granted on a per case basis, the most an attendee will received would be one month. If attendee does not return as scheduled, they will be terminated. Tuition refunds will be issued according to the tuition refund policy.

PROGRAM CANCELLATION POLICY: In the event a Program must be cancelled prior to the 1st class, all who have pre-registered will be notified by email (if provided) or by phone. A full refund will be issued to the enrollee.

INCLEMENT WEATHER POLICY IS AS FOLLOWS: DAY classes will be canceled when Frederick Community College is closed. However, when FCC has a delayed opening NAPD will open on time. For evening/weekend classes call NAPD before 5:00 p.m.

SCHOOL HOLIDAYS: New Year's Eve/Day, Memorial Day weekend, Independence Day, Labor Day weekend, Thanksgiving weekend, Christmas Eve/Day.

SCHOOL CALENDAR/PROGRAM/COURSE OFFERINGS

PROGRAM I – 60 Hour – “MD REAL ESTATE PRINCIPLES AND PRACTICE” FOR MD SALESPERSONS LICENSURE

Required Hours: The Real Estate Principles and Practice for Salesperson Program consists of 60 classroom hours in Maryland; the attendee ratio will not exceed 35:1.

Subject Descriptions: Orientation (.5hr)

Agency (1.5hrs) – Identify types of agency relationships and characteristics of each. Describe fiduciary duties in an agency relationship, how the process by which agency is created, and termination of agency and the role of disclosure. Distinguish an agent duties owed to the client from those owed to customers.

Appraisal, Land Use (3hrs) – Identify the different types, basic principles of value, types of public and private land-use controls. Describe the three basic valuation approaches used by appraisers. Explain steps in the appraisal process and various issues involved in subdivision. Distinguish the four methods of determining reproduction or replacement cost, building codes and zoning ordinances.

Brokerage (1.5hrs) – Identify the role of technologies, personnel, and license laws in the operation of a real estate business. Describe various antitrust violations common in real estate and penalties. Discuss broker's compensation. Distinguish employees from independent contractors and explain why the distinction is important.

Concepts of Home Ownership (2hrs) – Identify various types of housing choices available to home buyers. Describe issues involved in making a home ownership decision. Explain tax benefits of home ownership and of recent changes to the tax guide. Distinguish the various types of homeowner's insurance policy coverage.

Contracts (2hrs) – Identify the requirements for a valid contract. Describe various types of contracts used in real estate and how they may be discharged. Distinguish among bilateral and unilateral, executed and executory, and valid, void, and voidable contracts.

Environmental Issues (1hr) - Identify basic environmental hazards an agent should be aware of in order to protect his or her client's interests. Describe the warning signs, characteristics, causes, and solutions for various environmental hazards most commonly found in real estate. Explain fundamental liability issues arising under environmental protection laws. Distinguish lead-based paint issues from other environmental issues.

Fair Housing/Ethical Practices (6hrs) – Identify the classes of people who are protected by various federal laws and how the Fair Housing Act is enforced. Explain how fair housing laws address a variety of discriminatory practices and regulate real estate advertising. Distinguish the protections offered by the Fair Housing Amendments Act, the Equal Credit Opportunity Act, and the Americans with Disabilities Act.

Financing/Math (6hrs) – Identify the basic provisions of security/debt instruments: promissory notes, mortgage documents, deeds of trust, land contracts and the types of institutions in the mortgage markets. Describe the effect of discount points on yield, and various types of financing techniques available to real estate purchasers and the role of government regulations. Explain foreclosure and the requirements for conventional, FHA, and VA loan programs. Distinguish between lien and title theories, the three methods of foreclosure and the different types of creative financing techniques.

Forms of Ownership (2hrs) – Identify forms of co-ownership and describe how business organizations may own property. Explain how each form of ownership is created and terminated. Distinguish cooperative ownership from condominium.

Interests in Real Estate (2hrs) – Learn about limitations on ownership rights that are imposed by government action and the form of conveyance of property. Describe the various estates in land and the rights and limitations they convey. Explain concepts related to encumbrances and water rights. Distinguish the various types of police powers and how they are exercised.

Intro to Real Estate Business (3/4hr) – Identify careers in real estate and professional organizations. Describe categories of real property. Explain supply and demand in the real estate market and distinguish the economic, political, and social factors that influence them.

Law/RE Commission Regulations/NAR Code of Ethics (7.5hrs) – Explain how state law affects real estate and a real estate agent.

Leases (2hrs) – Identify the four types of leasehold estates. Describe requirements and general conditions of a valid lease and how a lease may be discharged. Explain rights of landlords and tenants in an eviction proceeding and the effect of pro-tenant legislation and civil rights laws.

Legal Descriptions (1.5hrs) – Learn the three methods used to describe real estate, describe how a survey is prepared, explain how to read a rectangular survey description, distinguish the various units of land measurements.

Listings (1.5hrs) – Identify listing and buyer representation agreements and describe how a listing may be terminated. Explain the listing process and listing agreement. Distinguish among the characteristics of the various types of listing and buyer representation agreements.

Property Mgmt/Investments (1.5hrs) – Identify basic elements of a management agreement, describe a property manager's functions, explain the role of environmental regulations and the Americans with Disabilities Act, and discuss various types of insurance alternatives.

Real Property (3/4hr) – Identify the rights that convey with ownership of real property and the characteristics of real estate, learn difference between real and personal property, explain the types of laws that affect real estate and distinguish among the concepts of land, real estate, and real property.

Settlements (1.5hrs) – Identify the issues of particular interest to the buyer and the seller as a real estate transaction closes. Describe the steps involved in preparing a closing statement and explain the general rules for prorating. Distinguish the procedures involved in face-to-face closings from those in escrow closings.

Taxes/Liens (1.5hrs) – Identify the various classifications of liens. Describe how real estate taxes are applied through assessments, tax liens, and the use of equalization ratios. Explain how non-tax liens are applied and enforced. Distinguish the characteristics of liens.

Title Records/Transfers/Deeds (3.5hrs) – Define the basic requirements for a valid deed and various proofs of ownership. Describe the seven fundamental types of deeds and recording, notice, and chain of title issues. Explain how property may be transferred through involuntary alienation and the process and purpose of a title search. Distinguish transfers of title by will from transfers by intestacy and constructive and actual notice.

Tests/Quizzes/Mid Term (6.5hrs) – A Quiz or test will be administered in each appropriate session. Quizzes will be graded by students and will be used as a self evaluation only. Tests & midterm must be passed with a 73% or better composite score.

Reviews (2hrs) – One review is given mid-way through the course. The second review is two hours and covers all topics.

Exams (2hrs) – Exams include a national portion consisting of 80 questions and a 30 question state exam. A 73% grade is required on both exams.

OBJECTIVE: Attendees will have a clear understanding of real estate and a solid base of knowledge of real estate law. The content will cover all topics required by the Maryland Real Estate Commission for licensure.

PROGRAM PERFORMANCE:

All attendees or prospective attendees may obtain information regarding the performance of each approved program by contacting the Maryland Higher Education Commission at 839 Bestgate Road, Annapolis, MD 21401 or calling 800-974-0203.

STUDENT CONDUCT POLICY & GRIEVANCE PROCEDURE

Attendees must act in a manner that will reflect credit on themselves, the school, and the business for which they are being trained. There is no probationary period, but an attendee may be dismissed for cause. If an attendee is dismissed a pro-rated refund of tuition will be issued. An appeal by an attendee should be made to the Associate Director at 301-695-0530. If the attendee is unsatisfied, they may contact Leona Busby, Director of National Academy of Professional Development at 301-432-5466. Should the attendee remain dissatisfied, they may appeal in writing to the MD Higher Education Comm., 839 Bestgate Road, Suite 400, Annapolis, MD 21401.

GRADING STANDARDS & GRADUATION POLICY

Attendees are required to complete 60 hours of training with no more than twelve (12) hours (3-sessions) of make-up time. Attendees must achieve an 80% overall attendance rate according to MHEC regulations. However, NAPD & MREC require attendees to complete 100% of the 60-hour program. Attendees must attend all 60hrs, achieve a 73% or better on final exams, a 73% or better composite score on tests & midterms, and satisfy financial obligations to the school before a certificate will be awarded. Attendee's composite score will consist of tests, and a mid term. All grades will be according to the following scale:

Grading Scale:	Composite Score Scale
A 94-100%	for Tests & Mid-terms:
B 84-93%	40% Tests
C 73-83%	60% Mid term
(F) below 73% if a Fail	

All grades will be furnished to students the day the quiz, tests, mid-term and finals are given. The grade records will be maintained at the school. Program attendance does not require nor guarantee affiliation with a real estate company. Attendee's academic progress records are available to the student at the school. If an attendee doesn't make-up all missed class or take their final exams within the two (2) month time frame, they must pay to re-take the entire course again. Since this is a very short program there is no probationary period for academic progress, it is up to each attendee to apply themselves and study for their tests, mid-term and final exams. We do recommend for every four hours in the classroom that a person should spend at least two hours studying at home.

EQUIPMENT & FACILITIES

The school facility is located in a well-maintained office building with rest rooms on each floor. The instructional space consists of tables, chairs, white boards/flip charts, instructor podium and chair. We offer books, cassettes and videos to students with prior scheduling. A deposit may be required before borrowing. The deposit will be refunded to student when items are returned with no damage.

STUDENT SERVICES

NAPD does not offer placement services. Attendees have the right and responsibility to attend all classes and be aware of policies and regulations affecting them. Consult our catalog/enrollment agreement or instructors for current policies of the school. Attendees are expected to understand certification requirements, to monitor their progress and to consult with their instructor or the school director as needed.

SCHEDULE

Classes are offered on an on-going basis. Call 301-695-0530 or go to www.napdforsuccess.com for current schedules.

NOTE: You will be given three opportunities to pass the class final exam.

MISSION STATEMENT: National Academy of Professional Development is dedicated to providing professional education in a quality environment. We are committed to offering the highest standards of learning for real estate professional development.

STAFF: Our School Director is Rose-Marie Frantz. The permanent instructors/staff includes instructors that have been approved by MHEC. All instructor information is on file with the Maryland Higher Education Commission.

LICENSING PROCEDURES

NAPD offers the Maryland required Real Estate Principles and Practice for Salesperson program during various time periods to suit your schedule and learning pace. NAPD offers an exam prep class and we highly recommend that each attendee take advantage of this class. This is an intensive 8 hour review of the entire course.

Once you pass the Program and the MD State examination, you must affiliate with a real estate firm (such as The Real Estate Teams) to activate your license. If you have further questions, please call our office at (301) 644-2698.

PSI TEST CENTERS-MARYLAND

Baltimore Center	College Park Center	Hagerstown Center	Lanham Center
The Rotunda	The Sterling Building	Westshire Professional Ctr.	5900 Princess
711 West 40 th Street	4920 Niagara Road	920 West Washington St.	Garden Parkway
Suite 352	Suite 211	Suite B-2-A	Suite 240
Baltimore, MD	College Park, MD	Hagerstown, MD	Lanham, MD

Test is administered by Psychological Services, Inc. (PSI) of Nevada. The exam is given by appointment only Monday through Friday. Call PSI at 1-800-733-9267. The examination fee is \$65.00.

Course Fees

Tuition	\$ 150.00
Appl. Fee	\$ 20.00
Books	\$ 60.00
Total Cost	\$ 230.00

Optional Materials:

Guide to Passing the PSI BK	\$30.00
Math BK	\$32.00
Exam Prep Class	\$50.00

TUITION REFUND POLICY:

CANCELLATION PERIOD: If NAPD closes or discontinues a program, the school shall refund to each currently enrolled attendee monies paid by the attendee for tuitions, fees and monies for which the student is liable. All fees paid by an attendee will be refunded if an attendee chooses not to enroll within 7-day period after signing the contract. After the 7-day cancellation period, but before the first day of class, the application fee will be forfeited. After the 7-day cancellation & first day of class, refunds will be based on the tuition contract price for the program, the application fee will be forfeited, and fees on any materials, supplies, or books which have been purchased by, and are the property of the attendee, will not be refunded. Should an attendee receive a leave of absence and not return during the agreed time frame, attendee will receive a refund based on the last date attended. All refunds due an attendee shall be paid within 60 days. Attendees are requested, but not required, to notify the school of withdrawal from the program.

Portion of Course Taken	Refund	Portion of Course Taken	Refund
Less than 10%	90%	30% up to 39%	40%
10% up to 19%	80%	40% up to 50%	20%
20% up to 29%	60%	51% or more	No Refund

There will be NO refund on any books, materials or supplies purchased by the attendee.

Directions:

270N or 270S: Exit 31A Market Street, left on W. Patrick Street, left on Court Street, left into parking garage.

70E or 70W: Exit 54 to Market Street, left on W. Patrick Street, left on Court Street, left into parking garage.

OR visit www.napdforsuccess.com for directions from your location.



60 Hour Program – “MD REAL ESTATE PRINCIPLES & PRACTICE” FOR SALESPERSON ENROLLMENT AGREEMENT

STUDENT NAME: (please print)

Last Name	First Name	Initial	Home Phone Number
Street Address			Work Phone Number
City	State	Zip	
E-Mail			

CLASS SELECTED: DAY CLASSES: ____ (2.5 wks, 24 hrs/wk, 9am-5:00pm-M,W,F) **EVENING: ____ (5wks + 1 day, 12 hrs/wk, 6:00pm-9:40-M,W,F)**
 EVE/SAT CLASSES: ____ (4wks, 16hrs/wk, 6:00pm-10pm-T, TH & SAT 9am-5:00pm) WEEKEND CLASSES: ____ (4wks, 16hrs/wk, 9am-5:00pm-SAT & SUN)
 CLASS DATES: Begins: _____ Ends: _____ **Total 60 hours**

All prospective attendees must provide a copy of their high school diploma, GED or an Official Transcript with this form and a copy of an official ID. Please attach copy of this Enrollment Agreement when mailing /faxing. If an attendee cannot provide proof of education, an admissions test will be given by appointment only with a minimum passing score of 21. If attendee e-mails their enrollment, they can fax a copy of their education proof. Attendees must achieve an 80% overall attendance rate according to MHEC regulations. However, NAPD & MREC require attendees to complete 100% of the 60-hour program. **Attendees who leave early or arrive late will not receive credit for the course.** Graduation requirements are as follows: Attendees must attend all 60hrs, achieve a 73% or better on final exams, and a 73% or better composite score on tests & mid-term. Attendees must also satisfy financial obligations to the school before a certificate will be awarded. Program attendance does not require nor guarantee affiliation with a real estate company.

FEES:

Tuition	\$ 150.00	Total Cost:	\$ 230.00
App Fee	\$ 20.00		
Books	\$ 60.00		

To guarantee a seat in the selected program, please attach full payment OR register and pay online @ www.napdforsuccess.com. If paying in person or by mail, you may pay with money order, Visa, Master Card or Discover. **No checks or cash please.** Seats are allotted as payments are received. Attendees will be notified if their chosen program is full or rescheduled.

REFUNDS: If NAPD closes or discontinues a program, the school shall refund to each currently enrolled attendee monies paid by the attendee for tuitions, fees and monies for which the student is liable. All fees paid by an attendee will be refunded if an attendee chooses not to enroll within 7-day period after signing the contract. After the 7-day cancellation period, but before the first day of class, the application fee will be forfeited. After the 7-day cancellation & first day of class, refunds will be based on the tuition contract price for the program, the application fee will be forfeited, and fees on any materials, supplies, or books which have been purchased by, and are the property of the attendee will not be refunded. Should an attendee receive a leave of absence and not return during the agreed time frame, attendee will receive a refund based on the last date attended. All refunds due an attendee shall be paid within 60 days. Attendees are requested, but not required, to notify the school of withdrawal from the program unless demanding any refund portion.

Portion of Course Taken	Refund	Portion of Course Taken	Refund
Less than 10%	90%	30% up to 39%	40%
10% up to 19%	80%	40% up to 50%	20%
20% up to 29%	60%	51% or more	No Refund

There will be NO refund on any books, materials or supplies purchased by the attendee.

PLEASE COMPLETE THE FOLLOWING: Pre-Registered & Paid On-line Registering via in person or by mail (complete payment info below.)

I have enclosed a Money Order # _____ for \$ _____ for registration.

By signing below I give NAPD permission to charge the full amount of \$ _____ to my ___ Visa ___ MC Card ___ Discover card

_____ Expires _____ / _____. CVV Code: _____

I will accept this charge and fully understand that I am responsible to pay my credit card company. Attendee should keep all documents regarding enrollment & financial obligations. While attending classes, no children are permitted at the training center. **TAPE RECORDERS ARE NOT PERMITTED and Cell Phones MUST be off;** all printed materials provided during your program instruction are copyrighted and cannot be copied or used other than for personal studies.

I have received a copy of the school’s catalog and this agreement. I have read the requirements and policies of the school regarding grading, attendance, conduct, leave of absence, withdrawal, and graduation. I agree to abide by these requirements and policies with the knowledge that NAPD has the right to cancel my contract if I should fail to meet these requirements. This Agreement shall be binding upon receipt of all signatures by all parties. This Agreement can be extended or modified only by written consent of both the attendee & the school.

Applicant Signature: _____ Date: _____

School Signature: _____ Date: _____