

## ADMISSION REQUIREMENTS:

Course cost is \$550 (Contact Spruce School of Real Estate at 1-304-744-1286 to make payment and gain your username and password or you can enroll online and gain immediate access)

Learner must be 18 years of age

Learner must be a high school graduate or hold a GED

## WHAT'S INCLUDED?

A hard copy textbook and downloadable copies of the supplementary materials ARE included along with your online enrollment! This on-line course INCLUDES the hard copy companion textbook for the course. We consider the 20<sup>th</sup> edition textbook Modern Real Estate Practice by Galaty, Allaway, & Kyle to be a companion guide for the learner to help study and prepare for the end-of-course exam and the difficult state exam. Spruce also includes downloadable copies of their supplementary materials "The Grey Book", WV's Real Estate Law code "The Red Book", & extra practice test questions "The Gold Book" to work on after completion of the course ensuring you are more than ready when the state licensing test date comes! We are including these materials because Spruce School of Real Estate is dedicated to helping our learner's pass the state licensing exam. Upon registration, the textbook will be mailed to the learner within 1 business day and usually arrives within 4-7 days at the address on record at the time of enrollment. The study guides can be downloaded immediately and can be found in a folder at the top of your academic timeline once you are logged in.

## COMPUTER REQUIREMENTS:

***You do NOT need everything listed here. You do need AT LEAST one of the following for it to work: Bear in mind that most all computers these days can handle the software that this course runs on.***

- Microsoft Windows 2000, Windows XP, Window Vista, Windows 7, Windows 10  
Internet Explorer 8 and later, Microsoft Edge (latest version), Google Chrome (latest version), Firefox (latest version)  
\*\*\*It's easy to update your browser. If you need assistance, feel free to ask and I will assist.
- Apple OS X  
Safari 7 and later, Google Chrome (latest version) (Again, feel free to ask for help updating your browser if needed)

***You DO need each of the following. Most computers that were purchased since 2005 have this capability. If you don't know what any of this stuff is then do the quick test [here](#)***

- Display resolution of 800 x 600 pixels or greater (most all computer screens are capable of this)
- Adobe Flash Player Installed (most all computers have this running on them by default)
- Sound card (most all computers have this installed. If you can hear sounds, videos etc. you have a sound card)
- Broadband Internet connection (256 Kbps & above) A MUST
- JavaScript enabled (most all computers have this running on them by default)
- SPAM BLOCKERS MUST BE OFF or you will not be able to receive the email with your user name and password
- If you need special accessibility via readers to the course, you will need JAWS 16 or later with Internet Explorer 11 or later (Flash output only) (If you do NOT know what this is you do NOT need it. This is for learners who use reader assistive technology which you most likely are NOT.)

***Now that you've gone down the checklist go ahead and do the quick check of your system right here:***

- If you can successfully view and hear the streaming video located [HERE](#) your pc meets basic requirements. DO NOT REGISTER for this course if you can't hear and see the page located by clicking [HERE](#).

#### COURSE COMPLETION REQUIREMENTS:

The learner will demonstrate that they have successfully completed the 90-hour course by passing, with a score of 70 % or higher in each of the 4 fields of study (Real Estate Principles & Practice, Real Estate Appraisal, Real Estate Finance, & Real Estate Law). To do so the learner will have completed 22 mastery-based quizzes and a comprehensive exam with a grade of at least 70%. The learner will also have been in attendance and logged on for the 90-hour time period. The learner will have a 12-month time period to accomplish this.

Transcripts will be issued only in the name of the learner who initially registered.

#### INSTRUCTOR CONTACT:

After you have enrolled, if you have any questions and need a prompt response relating to the course material, Billy Zwiener, a licensed real estate instructor will be available for questions Monday through Friday between 11:00 A.M. EST and 5:00 P.M. EST at (304) 282-9611.

Our main office will also be available between the hours of 9:00 A.M and 5:00 P.M. EST at (304) 744-1286 Monday - Friday. We encourage learners to e-mail the instructor with questions regarding the course at [billy@spruceschool.com](mailto:billy@spruceschool.com). With an e-mail to the instructor, the learner will have a written document of the response. For questions by e-mail, there is a 24-Hour response time Monday through Friday, E-mails over Saturday, Sunday or a legal holiday will be responded to by the first business day.

#### TECHNICAL SUPPORT:

Technical Issues? Learners can call (304) 744-1286 Monday through Friday 11:00 A.M. to 5:00 P.M. EST. Learners can also email [tech@spruceschool.com](mailto:tech@spruceschool.com) any time. For email questions there is a 24-Hour response time Monday through Friday. E-mails over Saturday, Sunday or a legal holiday will be responded on the first business day.

#### HOW DOES THIS ONLINE PROGRAM WORK?:

1. This course is composed of 22 sections/chapters. After viewing the section/chapter presentation, the learner must complete the section/chapter assessment which is comprised of several interactive activities. The learner must score a minimum of 70% on each module/chapter assessment before being able to assess the next section/chapter assessment. If score is less than the required 70% learners can repeat the quiz as many times as necessary to pass.

2. Completing the assessment quiz and other interactive assignments associated with each chapter content is essential because it demonstrates mastery of the course.
3. A learner cannot move onto the next unit without passing the previous one. The learner will not be able to access the final exam until everything is complete and passed.
4. Once all the modules are completed the learner can then assess the final exam.
5. The final exam is multiple choice with four choices, 250 questions and timed 3 hours. The learner must score a 70% or more on the end-of-course exam and be completed in one session.
6. If a learner does not obtain a 70% on the end-course-exam, the learner must wait 12 hours to retake the exam. BUT the learner does have access to the course material during this process.

#### INFORMATION THE LEARNER NEEDS TO KNOW BEFORE TAKING THIS COURSE.:

1. Once the learner purchases the course, the learner has twelve months to complete the program.
2. This highly interactive course does NOT require additional textbook support and NO additional course material is needed. However, Spruce School of Real Estate in our commitment to ensure you with the BEST learning experience provides you with a hard copy of the 20th edition textbook, Modern Real Estate Practice by Galaty, Allaway, & Kyle. Spruce School of Real Estate also provides you with their own supplementary materials that include study guides and test prep for the West Virginia State exam.
3. If the learner fails the On-Line end of course exam, the learner must wait 12 hours before the learner can retake the end of course exam. The learner can have access to the course until the enrollment expires. The learner can take the course unlimited times to study and review during their year enrollment.
4. This course is NOT designed to be printed for security purposes and copy right regulations.
5. At the time of registration to this course, the learner will receive an e-mail from Spruce School of Real Estate, verifying the learner's registration.
6. Every learner must agree to the following affidavit: "I certify that I personally completed all assignments and have not duplicated any portion of the end-of-course examination". This certification affidavit is incorporated into the course under 'Instructions for the Final Exam'. The learner must select 'yes' and click "enter" to take the final exam.
7. Upon completing end-of-course exam, the staff at Spruce School of Real Estate reviews completions daily, Monday through Friday, and mails the completion certificates to those learners who have successfully received a grade of 70% or better. Allow three to four business days to receive this completion certificate.
8. A detailed proration of refunds that are able to be done are located [here](#)

#### DISMISSAL:

The learner must complete the entire course within 12 months of starting the course or they will be removed from enrollment. If an extension beyond a year is needed, we offer 6-month extensions for a discounted fee. The learners course progress is saved if the enrollment expires and purchases an extension. The learner cannot allow anyone to take over their course at any time. Any indication that the enrolled learner is not doing their own work will cause immediate termination.