

SYLLABUS

Oregon Real Estate Broker Pre-License Training (Oregon)

Effective January 1, 2018

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Course Description and Course Details

The Course

As a pre-license candidate, Oregon requires you to complete a 150-hour real estate broker pre-license course. This 150 hour course is made up of seven required individual courses we call “modules.” These seven modules are:

1. [Agency](#) (15 hours)
2. [Contracts](#) (15 hours)
3. [Real Estate Law](#) (30 hours)
4. [Practices](#) (30 hours)
5. [Brokerage](#) (20 hours)
6. [Finance](#) (30 hours)
7. [Property Management](#) (10 hours)

Each module is further divided into smaller sections called “segments.” Throughout the segments there are activities for you to complete, including audio/visual presentations, reading assignments, and simple learning assessments. At the end of each module, you are presented with a final learning assessment. These seven module final learning assessments are required by the Oregon Real Estate Agency in order to demonstrate competency in the subject matter of the modules. For the most part, these assessments are made from multiple choice questions. Once you pass a module final assessment with a minimum score of 75%, you are granted access to the next module.

While the course and our delivery method will adequately prepare you for your module final learning assessments, your OnlineEd® Certified Designated Course Instructor is also available to help you prepare or review your results.

The course is available in English-only.

Price and Enrollment Procedures

The cost of your course represents tuition, plus an enrollment fee as defined in the enrollment terms of service agreement for the seven courses that comprise the pre-license course. If a payment plan is needed or if you plan to pay using an assistance program, please call our business office, toll free, at (866) 519-9597 and ask to speak with the School Director's Office.

To enroll online, just add the course to your shopping cart and follow the instructions. You can find a demo of our course and delivery method or request more information by clicking the appropriate buttons at:

<http://www.onlineed.com/info/RealEstate/Oregon/LicenseTraining/> . You can enroll in the course online or by telephone. To enroll by telephone, just call our business office at (503) 670-9278 or toll free at (866) 519-9597, Monday through Friday, 9:00 AM to 4:30 PM. To enroll online, just go to <http://www.onlineed.com/info/RealEstate/Oregon/LicenseTraining/> , click on View & Buy Courses, select your course, and proceed to checkout. Enrollment online is available 24/7/365 and includes an automated tour of the course and delivery method. Once you are enrolled, you may begin your course immediately. The course is delivered wholly online, so there isn't any waiting for anything to be delivered.

Course Instructor and Applicant Support

Upon enrollment, you will be attached to an OnlineEd® Certified Course Instructor. Each OnlineEd® Certified Course Instructor is an Oregon resident; licensed as Oregon Higher Education Coordinating Commission vocational instructor; approved as an instructor by the Oregon Real Estate Agency; an Oregon licensed real estate principal broker; has been awarded the CDEi(TM) (Certified Distance Education Instructor) by the International Certified Distance Education Certification Center; and was rigorously vetted, approved, and trained by OnlineEd® to meet our requirements for online course instruction and receive our designation of Certified Course Instructor.

Your instructor is available for you to contact either by telephone or email, during scheduled hours, whenever you think contact will be helpful to review or explain course content or quizzes. Your instructor will also automatically review course assessments to make sure you understand course concepts. Our course is delivered as adult education, so you can use your instructor as little or as much as you like.

OnlineEd's Chief Certified Course Instructor is Marilee Mascarenhas, an Oregon Principal Real Estate Broker. Ms. Mascarenhas is also our Oregon real estate license subject matter expert and assists with ongoing development and instruction of the OnlineEd® course materials.

Technical support questions should be directed to OnlineEd, Inc. and not the instructor. Students are not required to use this service. OnlineEd reserves the right refuse instructor support to students that abuse this service.

Deadlines

You can complete your course at your own pace, but must finish it within the 240 calendar day enrollment period. If you do not finish within the enrollment period, your course will expire and no longer be accessible to you.

Enrollment Extensions

If your course expires, you may extend it for one-time only. Extensions are for 120 days from the date of the end of the original enrollment period (not from the date the extension is requested) and must be accompanied by the applicable extension fee. If you withdraw from the course or request a refund, and then want to continue the

course, you must enroll in the course again, at the current catalog price, and start over from the beginning. Should you have a medical emergency, death in the family, or other extenuating circumstance that prevents you from completing your course during its enrollment period, you may petition the School Director for a one-time Extenuating Circumstance Extension Fee Waiver. Extenuating Circumstance Extension Fee Waivers are not automatic, are at the option of the School Director, and should be directed to the School Director's Office at: schooldirector@onlineed.com.

Equipment Required

With exception of instructor support offered by telephone and email, the course, its materials, and delivery system are entirely over the Internet. In order to be able to access and complete the course, you will need access to the Internet and an Internet-ready computer system, including a CPU, monitor, keyboard, and mouse. Our OnlineEd® delivery method works with all modern web browsers and operating systems.

The course may be read online, be printed to your printer, or saved to disc. Most chapters are also available in MP3 audio format. If you would like a printed soft-bound book copy of the course for study or reference, select a course package that includes a book or purchase one at catalog price, plus shipping. Regardless of your study method, the course must be completed online.

How To Get An Oregon Real Estate Broker License

To conduct professional real estate activity in Oregon you must obtain a real estate license from the Oregon Real Estate Agency. This can be done by following these steps:

1. Enroll in the OnlineEd® course;
2. Submit a license application and pay the licensing fee (presently \$230*) to the Oregon Real Estate Agency sometime before completion of your coursework;
3. Complete your OnlineEd® Oregon real estate pre-license training course and confirm with us that you have submitted your license application to the Oregon REA by providing the nine digit ID# given to you by the Oregon Real Estate Agency once they receive your license application;
4. We will upload your licensing exam eligibility file and required personal information to PSI, the licensing exam proctor;
5. Schedule and pay for your licensing examination (presently \$75*) by contacting PSI through their web site;
6. Sit for and pass the licensing exam at the PSI location and time you select through the PSI web site;
7. At the PSI exam center, if you pass the licensing exam, complete and pay for the background authorization form and fingerprinting (presently \$57.75);

8. Pass your background check;
9. Find an office to work for and notify the Oregon Real Estate Agency; and
10. Activate and print your license!

(*OnlineEd® accepts no responsibility for price increases by third parties, which do change from time-to-time. We provide them here to only let you know there are other costs associated with the licensing process.)

The fingerprints collected at the PSI testing center are sent electronically to the Oregon Real Estate Agency, who then digitally transfers them to law enforcement for processing. If you pass the licensing exam AND background check, you will receive an email from the Oregon Real Estate Agency with a hyperlink to access your license.

Course Prerequisites

While there are prerequisites to obtain your Oregon real estate license, there are no prerequisites for taking the OnlineEd Oregon Pre-License Course. Anyone is welcome to enroll in the course whether in pursuit of a real estate license or not.

If you have questions about OnlineEd, our course or delivery method, or the licensing process, please contact OnlineEd at (503) 670-9278 or (866) 519-9597 or by email to mail@OnlineEd.com.

Issuance of Credit

After successfully completing the final exam for each of the seven required topics, a course completion certificate will be given. You will receive a link to download a legal completion certificate. This certificate can be printed on your personal printer. If you do not have a printer, you may [contact OnlineEd](#) to have a copy faxed or mailed. Credit will not be issued for incomplete or partially completed courses. OnlineEd reports successful course completion to PSI, the Oregon Real Estate Agency's Testing Service, in order that the student may take the Oregon Real Estate Broker exam.

Cancellation and Refund Policies

This course comes with a separate terms of service agreement that explains cancellation and refund policies in detail.

Non-Discrimination Policy

OnlineEd does not discriminate for admission on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability. Any person who feels they have been unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries, if OnlineEd determines that any employee of OnlineEd has engaged in discriminatory activity, such employee shall be disciplined.

Grievance Policy

If a student has a grievance against OnlineEd, its staff or students, the aggrieved student shall contact the School Director by e-mail or mail, stating the nature of the grievance. The School Director shall evaluate the grievance and respond to the student based upon his findings. If the student does not agree with the action of the School Director, the student may contact the OnlineEd President by email or mail, and the President shall review the matter for final resolution.

NOTE: Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact the Oregon Higher Education Commission, 255 Capitol Street NE, Third Floor, Salem, OR 97310. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.340 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin a complaint investigation process as defined in OAR 715-045-0023, Appeals and Complaints.

Policies on Cheating, Misrepresentation, and Student Conduct

Misrepresentation of personal identity is strictly forbidden for all OnlineEd courses. Falsifying personal information, forgery, and misrepresentation may result in immediate suspension. Additional actions by state and federal agencies may include loss or suspension of a license, failure to grant a license, fees, or criminal prosecution.

Cheating on courses that supply completion certificates, designations, or official credit is not tolerated. OnlineEd is not obligated to continue to furnish credit or continued support for students caught cheating on any part of the coursework or testing.

Students are expected to show respect, courtesy, and consideration when visiting the school, communicating by phone or by Internet with instruction staff, customer service representatives and technical support staff throughout the educational program. Appropriate behavior includes, but is not limited to; conducting yourself in a professional, legal and cooperative manner that is not disruptive, harassing, intimidating, or dangerous. Deviation from these standards may result in disciplinary action according to paragraph 11 of the Enrollment and Terms of Service Agreement.

OnlineEd Information and Certifications

The OnlineEd website is owned by OnlineEd, Inc., an Oregon corporation. Harlow T. Spaan is the company's President and Jeff Sorg is the School Director. Marilee Mascarenhas, an Oregon Principal Broker, is the head instructor for OnlineEd's real estate broker license program.

OnlineEd's Oregon real estate license instructors are certified Distance Education Instructors by IDECC, the International Distance Education Certification Center. OnlineEd's Oregon real estate licensing courses are certified to the high standards for distance education established by the Association of Real Estate License Law Officials (ARELLO). OnlineEd is approved by the State of Oregon Real Estate Agency to offer the Oregon Real

Estate Broker Prelicense course. It is also an approved Oregon Real Estate Agency continuing education provider number 1038. The Oregon Real Estate Agency may be contacted at (503) 378-4170.

OnlineEd is a licensed private career school under the Oregon Higher Education Coordinating Commission. The Private Career School Division may be reached at (503) 947-5751.

Student Services

OnlineEd offers technical and instructional support to its students during their enrollment period and does not provide career counseling, career placements or any other type of career guidance services.

Student Records

A student may request a copy of their student records by requesting their records in an email addressed to the School Director or by mail. OnlineEd is required to maintain a student's certificate of course completion for 25 years from the date the student completed the course.

Our Mission Statement

"To provide superior distance education that exceeds industry standards and expectations in course content and delivery methods to those who seek to enter a new profession and those engaged in a profession."

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US MAIL: 7405 SW Beveland, Portland, OR 97223

E-MAIL: mail@OnlineEd.com

TELEPHONE: 503.670.9278

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