Welcome! Thank you for choosing American Real Estate Academy for your real estate education needs. The broker course is for those already licensed as real estate salespeople that have worked under a broker for at least 3 years within the past 5 years who wish to now obtain a broker license. The broker course is split into 8 five hour topics. The topics are modular and may be taken in any order. Four of the topics are listed as "self-paced". They may be done all 4 hours at once or you may break it down an hour at a time. They may be taken at any time of the day or night. The remaining four topics are streaming webinars. The webinars are done at scheduled times during the week. The topics are offered 7 days per week at 9am or 6pm. The webinar classes must be completed in their entirety which is 4-5 hours

## Scheduled/Streaming Topics

Our four scheduled topics are approximately 4 - 5 hrs. in duration. Once logged into your online course, you will be able to reserve a seat in each of the 4 topics based on your preferred days and times. If you register for a seat in one of the scheduled topics and cannot attend the class, for whatever reason, no worries! You may simply reschedule that topic to a later day and time that works better for you. Students have 90 days to complete all course requirements. Please keep in mind that the four self-paced topics can be taken at any time you wish.

Below are some tips on how to navigate the online course:

Go to our website: <u>https://area-school.com/</u> Click on MY ACCOUNT (blue) Enter in your email address (all lower case) and password: abc123 Under "My Registered Classes" you will see the following 1. Online Broker Course 2. Broker Course Review Videos

3. Broker Course Practice Exams

To access the course, you will <u>click directly on the title</u> "Online Broker Course"

#### **Book:**

Once you are on the Online Broker Course page:

Scroll down a bit and look for" Course Resources". It may be on the right-hand side of the page depending on what device you are using.

Your textbook is located under the Course Resources section. Click on the "Course eBook" tab The textbook is a pdf. You may print it out in its entirety or you may print out just one topic at a time.

We recommend having the pages that coincide with the appropriate topic printed out and ready to go before you begin the video for that topic.

#### Videos:

Scroll down to Course Content, the 8 topics are listed below Course Content.

The first four are the scheduled topics. (Appraising, Contracts, Financing and Ownership) The last four are the webinar topics. (Agency, Brokerage, MA LAW and Principles and Practices)

You may take the topics in any order.

**Self-Paced Courses:** 

Login to your Account

#### Click Online Broker Course

#### Scroll down the the list of topics

Double Click on the topic you would like to view.

Scroll down and click on "Topic Name" Section One to begin the video.

There are five sections, each about an hour long.

Do not log out or leave the page during the hour or you will not get credit for that hour.

If you do need to leave during a section, please press pause and do not close the browser window or you will have to begin that section from the beginning.

### To Register for a webinar topic:

Login to your account

**Click on Online Broker Course** 

# Scroll Down to Scheduled Topics (Agency, Brokerage, MA LAW and Principles and Practices)

**Double Click** on the topic title

Choose a date/time from the drop-down menu

Enter your email address and then click Register.

You will receive a confirmation email with a link to access the webinar on the date/time you chose.

Do not delete the email. You will need the link to access the webinar.

You must complete the webinar in its entirety.

At the end of the webinar you will receive a completion code that you will enter. This will give you credit for watching that topic. Make sure you write the code down just in case! If you do not receive the code do not worry. You can always email me and I am happy to mark it complete for you. I can check if you watched it on my end.

You have 90 days from the date of registration to complete your course. However, if you need more time please send us an email and we will grant a one time 90 day extension at no charge. Once you complete the entire course you will be sent your completion documents by email within 2 business days.