

Welcome! Thank you for choosing American Real Estate Academy for your real estate education needs. The salesperson course is split into eight 5-hour topics. The topics are modular and may be taken in any order. Four of the eighth topics are listed as "self-paced", you may take one hour at a time or all 4/5 hours at once. They may be taken at any time of the day or night. The remaining four topics are streaming webinars. They are pre-recorded webinars but must be taken at scheduled times during the week/weekend. They are offered 7 days per week twice per day @ 9am and 6pm. The webinar classes must be completed in their entirety in one sitting which is 4-5 hours. The webinar classes will be listed in your account as "Scheduled or Streaming". You must register for the date and time of the webinar that you would like to attend (directions further down this email).

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: <https://area-school.com/>

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 Salesperson Course
2. Salesperson Course Review Videos
3. Salesperson Course Practice Exams

To access the course, you will click directly on the title "Online Salesperson Course"

Book:

Once you are on the Online Salesperson 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. It is up to you.

I would have the pages that coincide with the appropriate topic printed out and ready to go before you begin the video for that topic.

The eBook is an exact replica of the text given to live students.

Videos:

Scroll down past Course Resources until you see the list of 8 topics.

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 Salesperson 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.

You will be asked to click the blue "Mark Complete" button at the end of each section

Try not to leave the course until at least the end of the section you are on and do not forget to hit Mark Complete before you close out.

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.

(If the Mark Complete button does not show up at the end of the video do not panic! Email us and let us know! We will take care of it for you and mark it complete from our end! No need to watch it over again. We can go in and check if you have done it on our end and mark it complete for you.)

To Register for a webinar topic:

Login to your account

Click on Online Salesperson 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 all your completion documents by email within 48 hours.