

Harman Real Estate Academy Policies

1. Business hours are Monday through Friday, 9:00 a.m. – 5:00 p.m.
2. There are no more videos as per state requirements. Live classes are available every month and all classes are now available online.
3. The Meet with Instructor meeting must be completed and signed off at the end of your classes and BEFORE you can take any practice tests or finals.
4. To receive credit for a live class, you must arrive on time and stay for the whole class. If you are more than 10 minutes late or if you leave early you will not receive credit for the class.
5. **No cell phones are allowed in school area, i.e. classroom, quiet room, or anywhere on the second floor. If found violating this rule, Harman Real Estate Academy has the option to give NO CREDIT for the attending lesson.**
6. You can take only one of each kind of final per day (national and state), and you will not be allowed to go over the final after you receive your score unless you pass the test with 80% or higher. You can take and review as many practice exams as you want each day.
7. The Quiet room@ located upstairs is the only place allowed for students to study and take practice/final exams. Do not use any other area in the office for exams and studying. The main floor cubicles and conference rooms are reserved for the use of agents working for Century 21 Harman Realty.
8. You have one year from the time of signing up for the school to complete the course.
9. Make sure you do not sign up for the state exam until you have passed our finals. The testing center will not refund your money if you cancel your appointment. You will not be allowed to take the state=s exam until you pass the national and state finals at the academy first and have completed all the classes.
10. No student is allowed to bring any children of any age to live classes or while testing, in consideration to other students, teachers, and real estate agents.
11. Harman Real Estate Academy policies are subject to change. Harman Real Estate management may add or change policies as necessary at anytime.

I have read and understand these policies, and I agree to abide by them:

Signed

Date

UTAH REAL ESTATE SALES AGENT QUALIFYING QUESTIONNAIRE

On the day of testing you will be required to answer a series of licensure qualifying questions. These questions are listed below. A “yes” answer to questions 2-9 may impair your ability to become licensed in the state of Utah. After you have completed your prelicensing requirements, the Utah Division of Real Estate will review the information you provide and make a decision on your qualifications.

WARNING: FALSE OR INACCURATE ANSWERS, AS COMPARED TO YOUR FBI FINGERPRINT REPORT, WILL RESULT IN AUTOMATIC LICENSE REVOCATION FOR 1 YEAR OR MORE!

YES NO

- Do you now hold or have you **EVER** held a real estate license Utah?
- Do you now hold or have you **EVER** held a real estate license in a state other than Utah, or in another country? If yes, list those states or countries, and provide a license history from each state and country.
- Have you **EVER** had a license or registration of any kind to practice in the real estate profession, or any other occupation or profession, suspended, revoked, restricted, surrendered, canceled, denied, or placed on probation in this state or any other jurisdiction?
- Have you **EVER** been permitted to resign or surrender your real estate license or any other professional license, or have you **EVER** allowed a license to expire while you were under investigation, while action was pending against you by any real estate licensing agency or other agency?
- Is any disciplinary action now pending against you by any real estate licensing agency or other agency?
- Have you **EVER** been convicted or, or pled guilty, no contest or nolo contendere to, or entered a plea in abeyance or diversion agreement to, a felony or misdemeanor in any jurisdiction?
 - Caution: DUI's and other traffic offenses may be misdemeanors or felonies, which must be disclosed. Check court records to determine the nature of any convictions.
 - **Note:** If you are in any way unsure about your answers to any of these questions, consult competent legal counsel!
- Are you **CURRENTLY** charged with, or under investigation for, a felony or misdemeanor in any jurisdiction?
- Have your **EVER** been placed on probation or parole or ordered to pay a fine in

connection with any criminal offense or a licensing action?

- Have you **EVER** been ordered to pay restitution or perform community service in connection with any criminal offense or a licensing action?
- Have you **EVER** had a civil judgment entered against you based on fraud, misrepresentation or deceit?
- Are you **under** 18 years of age?

After you have completed your prelicensing education and passed the examination you must submit to the Division of Real Estate your judgment or nay court documents that define your conviction, your sentence, and whether all conditions of your probation have been satisfied. The Division and Real Estate Commission will then review your application and make a decision on your qualifications in accordance with Rule 162-2.2.7. Do not contact the Division until you have passed the exam. You will be asked to attest to the truthfulness of these questions at the time you take your examination.

NAME (PLEASE PRINT)

DATE

SIGNATURE

DATE

*New Student
Orientation
Packet*

Please Carefully Read Enclosed Material

The Harman Real Estate Academy

New Student Orientation

Welcome to the Harman Real Estate Academy. We congratulate you on your decision to pursue a career in real estate. We are committed to providing the best in real estate education. In order to orient you to the policies and procedures of the Harman Real Estate Academy, **it is required that you read this packet in its entirety.** Because the lessons can be completed at any pace and in any order, it is impossible to hold an orientation with each individual student. However, we do want you to feel comfortable from the first day of class until you graduate from the course. Knowing how the Academy works will help you get the most out of your education. If you have any questions that are not answered in this packet, please feel free to ask the instructor or either of the Real Estate School Coordinators.

Our real estate course is composed of 33 lessons that are each about two hours and five minutes long. These lessons may be completed in any order you wish. Our lessons are offered live with an instructor or can be viewed by streaming video online.

Live Lessons

Live lessons are held several times a week as outlined on the included calendar. It is crucial that for each lesson, you **READ** the assigned chapters before coming to class. You will get much more out of each lecture if you have already **carefully read and studied the material.** The chapters that correspond to each lesson are located on the backside of the calendar. Remember not to confuse the lesson number with the chapter number.

Initials _____ Date _____

Online Lessons

ALL OF OUR CLASSES ARE NOW AVAILABLE ONLINE. After enrolling, online classes will be available to you after 24 hours.

If online lessons are more convenient for you, you may complete any or all of the lessons this way. You may also complete some of the lessons live and some online, if you wish.

To receive online access, first, go to our website:

www.harmanrealestateacademy.com. Under the picture of our building, you will find a paragraph that begins with, "Click here." Click that link, then, enter your email address in the given field. By doing so, your Login information and Password will be emailed to you. Please note that you must enter the email address you gave us at the time of registration. In addition, please keep in mind that it may take a few minutes for your Login information to come through to your email. After you submit your email address, the page should refresh and take you to the Login page. If the page does not refresh, click on the "Online Class Login" link at the upper right portion of the page. At this point, you can log in to the website using the information provided in the email, and begin completing lessons.

Please remember that each lesson must be viewed in its *entirety* to receive credit. Once you have completed the lesson online, after refreshing the screen, your account will show the lesson to be completed with the word "Done" next to the lesson number.

Each online lesson is interactive. This means that, approximately every 15 minutes, there will be a question you must answer correctly about the previous segment in order to continue with the lesson. If the question is answered incorrectly, the previous segment will replay over again until answered correctly.

Initials _____ Date _____

Meet with Instructor

After you have completed all of your classes, you will need to schedule with the secretary a time to meet with a Harman Real Estate Academy Instructor. This short meeting is very beneficial, especially for students completing primarily online classes, because it will give you the opportunity to receive answers to questions you may have throughout the course. As you go through your classes, make sure to write down any questions you have about the material you are learning. This way you will have the opportunity to complete the school with all your questions answered.

You will also receive tips and suggestions on passing the state Licensing Exam as you meet with the instructor. This meeting must be completed and signed off before you can proceed to taking practice tests and final tests.

Lesson Sheet

Included with this packet is your lesson sheet. You may use this sheet to keep track of the lessons you have finished and the dates they were completed. This sheet is for your own records, and you must have a real estate school coordinator or teacher sign it after each live lesson to make it a valid record if there is a discrepancy. We keep an identical sheet in our files. At the end of each week, we record your completed live lessons from the roll taken each class period. If you arrive after the roll has been taken, please make sure the instructor marks you present or you will not receive credit for the class. We will mark online lessons as you complete them. It is helpful to occasionally compare your records with ours so that we can correct any discrepancies.

Supplementary Materials

You may purchase study guides and other supplementary materials from the front desk at the Academy. If you are interested in purchasing some of these materials, please ask the front desk for information on the products and prices.

There are additional materials available for both the National and State portions of the course. Books, audio CDs, and CD ROMs are available to be purchased separately.

Initials _____ Date _____

Practice Tests

After you have met with the Instructor and have completed all of the lessons, you may begin to take practice tests. Practice tests are not required before you take our school finals, but they serve as a useful study guide and we highly recommend that you take several before attempting the finals. This is for several reasons. First, after taking practice tests, you are allowed to review the answers. This is very helpful in locating trouble spots and improving your next score. We encourage you to keep taking practice tests until you reach 80 percent or more. This ensures that you are well prepared for both our school final and the licensing exam. Practice Tests are administered any time during office hours and require no scheduled appointments. Allow yourself no later than one hour before the office closes to start an exam.

*Tips for taking practice exams:

- Review the correct material before taking either test, state or national.
- Bring your books with you so that you can review after you are done with the practice exam.
- Bring a calculator.
- Allow enough time to take the test and review it.
- When reviewing your practice exam, concentrate on the answers that you did not get correct. It is not necessary to study material that you already know.
- Bring scratch paper to take your own notes, because all the testing material including the test, your answer sheet, and answer key are not allowed to be taken out of the academy or copied.

Please note: The Quiet Room@ located upstairs is the only place students are allowed to study and to take practice or final exams. Do not use any other area in the office for exams and studying. The main floor cubicles and conference rooms are reserved for the use of agents working for Century 21 Harman Realty.

Final Exams

Final exams do not need to be pre-scheduled and will be administered anytime during our office hours up until an hour before we close. Two finals are required, one for the state portion and one for the national portion. These tests can be completed separately and in any order. There are 100 questions on the national final and 50 questions on the state final. You must score 80 percent or better to pass. If you fail a final, you may retake it, but you are required to wait until the next day. Please remember that unlike practice tests, you are **not allowed to review the answers to a final exam until you pass with 80 percent or better.**

Initials _____ Date _____

After the Final

After you pass the finals here, you will need to obtain a Certificate of Completion from the Harman Real Estate Academy before you will be allowed to take the licensing exam. Before signing your certificate, we will check several things: first, that all of your lessons are completed and signed off by one of the school coordinators, second, that both of the school finals were completed with a score of 80 percent or higher. We will also check to make sure that you don't have an outstanding balance on your tuition account. Once you meet all of the qualifications, you are officially pre-certified and ready for the licensing exam.

The Licensing Exam

After completing the Real Estate course, you are required to take the licensing exam. If you have taken all of the practice tests and passed our school finals with an 80 percent or better, you should have no trouble passing the exam. Please take advantage of the practice tests and other supplementary materials provided by the school. They will greatly increase both your understanding of Real Estate and your likelihood of passing the state exam.

Snacks

Sodas and treats can be found upstairs next to the "Quiet room" in the small refrigerator and in the drawers next to it. The price for these is minimal and we ask that you please be honest in paying for them. The prices for snacks are posted. Please deposit the money in the container on the counter above the fridge. The snacks are there for your convenience, please feel free to get something to eat before class if you feel like snacking while you listen.

Initials _____ Date _____

Certification of Receipt of New Student Orientation

I _____ certify that I have read the New Student Orientation Packet in its entirety. I understand the policies and procedures of The Harman Real Estate Academy and agree to abide by them. By signing this agreement, I realize that I will be held accountable for **all** of the information contained in this packet

Signature

Date

Initials _____ Date _____