

## **Course Administration**

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### **Instructions for Students:**

#### **Student Registration:**

- Arrive at least 15 minutes prior to the scheduled start time.
- Plan to begin class at the scheduled time.
- Students must sign in on the class roster provided upon arrival to the class.
  - (1) Faculty Member will record all other time for the student throughout the course of the day.
  - (2) If the student leaves the class for any reason, the student must sign out with the instructor/monitor to record the time of departure.
  - (3) To receive Continuing Education credit, students must be physically present for a minimum of 90% of the total class time.
- Students must provide acceptable identification with the student's photo and signature at each class to be verified by the Faculty Member or Course Monitor. A participant shall present one of the following forms of identification immediately before admittance to the class.

#### *Accepted forms of identification:*

- (1) A current CA drivers license
  - (2) A current identification card issued by a governmental agency bearing a photograph, signature and identification number of the participant.
- Each student should receive a copy of the course materials provided by C.A.R.

#### **Student Guidelines:**

- Turn any electronic devices off during the class.
- Outside of class participation, talking should be kept to a minimum.

#### **Attendance Guidelines**

- To receive Continuing Education credit, students must be physically present for a minimum of 90% of the total class time.
- Students arriving later than the allowed DRE absence time: 40 minutes for an 8-hour course, 30 minutes for a 6-hour course, 20 minutes late for a 4-hour course and 15 minutes for a 3-hour course, will not be permitted to take the course.
- C.A.R. will give an opportunity to make up the course at another time or location if the DRE allotted time is not met. See cancellation policy.

#### **Exam Procedures:**

- Review web-based exam procedures below:

- (1) An online exam will automatically launch at the end of the module OR the student will be emailed with login information to take their exam (depending on how this exam is administered).
- (2) All course examinations are Multiple Choice questions and consist of 15-25 questions for 3-hour and 4-hour courses, 30 questions for a 6-hour course and 35 questions for an 8-hour course.
- (3) **The maximum amount of time allowed is one minute per each question. This means students have a total allotted time of 15 minutes to utilize as they answer 15 questions.**
- (4) Students must successfully complete courses with a passing grade of 70% or greater on the course exam.
- (5) Upon completion of the exam, the exam will be graded immediately.
- (6) Once it is determined that the course is successfully passed, Continuing Education Certificates are available online instantaneously and will be emailed out in minutes.
- (7) If the Exam is not successfully passed, the student will be notified immediately.

Review in-person exam procedures below:

- (1) A written examination is required at the end of each course.
- (2) Only students who have met attendance requirements may take the exam.
- (3) The exam is "Close Book, No Notes"
- (4) All course examinations are Multiple Choice questions and consist of 15-25 questions for 3-hour and 4-hour courses, 30 questions for a 6-hour course and 35 questions for an 8-hour course.
- (5) **The maximum amount of time allowed is one minute per each question.**
- (6) Students must successfully complete courses with a passing grade of 70% or greater on the course exam.
- (7) Students must use the Scantron answer form provided to record answers to the examination.
- (8) **STUDENTS MAY NOT WRITE ANSWERS ON THE EXAM TEST BOOK**
- (9) A # 2 pencil is provided to fill in the Scantron answer form.
- (10) Upon completion of the exam, the examination test book, Scantron answer form, faculty evaluation form, and pencil are turned in to the Faculty Member.
- (11) The student may NOT keep the examination.
- (12) The course materials will be sent to C.A.R. Education for grading.
- (13) Once it is determined that the course is successfully passed, Continuing Education Certificates will be emailed to students within 15 days.
- (14) If the Exam is not successfully passed, the student will be notified within 15 days.

**Exam Retake:**

- (1) C.A.R. offers a one-time re-exam option for the Certificate and CE exam if the student does not receive a passing grade.
- (2) The Certificate and CE retake exam must be successfully completed within one year from the date of completion of the failed course.

**Cancellation Policy:**

- Notification of cancellation must occur prior to 48 hours of the start of the class to receive a refund or transfer of payment. Students must contact C.A.R. Education administration to make any cancellations at (213) 739-8200
- A "no-show, no-call" will result in a forfeiture of payment for the class.

**Transfer Policy**

- Students are eligible to transfer credit for payment from a cancelled class if they meet the requirements as stated in the cancellation policy.
- Students may transfer credit for payment to any of the California locations where C.A.R. offers the same C.A.R. Education sponsored course.
- Students must contact C.A.R. Education to make any schedule changes.

### **Refund Policy**

- Students are eligible for a refund if they meet the requirements as stated in the cancellation policy.
- A refund check or credit card refund will be processed within 21 working days of the request for reimbursement.

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### **Notice to Students:**

Courses presented and course materials distributed are intended to assist REALTORS® by providing current and accurate interpretation concerning the subject matter covered. However, no assurance is given that such information is comprehensive in its coverage of such subject matter or that it is suitable in dealing with a client's particular problem or related circumstance. Accordingly, information published or provided should not be relied upon as a substitute for independent research to original sources of authority. No accounting, legal or other professional advice is rendered nor is any responsibility assumed for updating or revising any courses or course materials presented, distributed or sponsored.