



Oregon

Real Estate Broker

Pre-License

Information Packet

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AdvantageRealEstateSchool@gmail.com

10610 SE Washington St

Portland, OR 97216

Phone: 503-256-9723

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Mission Statement

Advantage Real Estate School is an online Real Estate School devoted to providing the best pre-license training. Our mission is to help give students all the necessary knowledge to pass the State and National exams. Our support system is used to motivate our students to be able to obtain all the information needed to become a skilled and successful Real Estate Agent.

Overview of Real Estate licensing

The information in this packet is for those individuals who are looking to obtain an Oregon Real Estate Broker License. An individual in the State of Oregon with an entry level Real Estate License is a Real Estate *Broker*. Advantage Real Estate School is a state approved school which provides the necessary 150 hours of required broker pre-licensing education that is required by the Oregon Real Estate Agency.

To supervise other Real Estate brokers, a Principal Real Estate License is required; Advantage Real Estate School does not offer the Brokerage Administration and Sales Supervision Course (BASS) at this time.

Application Process to become a broker

- Enroll in the Advantage Real Estate Course.
- Before completing and passing all chapter tests, you must submit a license application with the required licensing fee (\$230.00) to the Oregon Real Estate Agency (ARES needs confirmation that you have done this, a 9 digit code will be issued to you).
- Complete your Advantage Real Estate School Real Estate pre-license training course and verify that ARES has your applicant ID number.
- Once confirmed that your Pre-license training course is complete and applicant Id number has been received ARES will submit all appropriate information electronically to PSI.
- With-in 24 hours of receiving your confirmation that you have been uploaded to Psi you can schedule and pay for your exam with PSI.
 - www.Psiexams.com
 - 1-800-733-9267
 - comments@psiexams.com
- Take the National and State Exam
 - Pay for fingerprinting and background check at PSI (PSI will submit your fingerprints and background check electronically)
 - Background check can take up to 4 weeks.
 - Bring credit card or check to PSI
 - "Having a criminal or otherwise adverse history does not automatically exclude a person from getting a license" – *Oregon Real Estate Agency*
 - Any questions regarding background process please contact Oregon Real Estate Agency at **503-378-4170** then select option 2.

Advantage Real Estate School Overview

Advantage Real Estate School is approved by the Oregon Real Estate Agency to provide the 150 clock hours covering all 7 modules of mandatory subjects that are necessary to obtain your Oregon Real Estate Broker license. This program will prepare you for the State and National exams required by the Oregon Real Estate Agency (OREA).

Pricing

Tuition:	\$210.00
Registration fee*:	\$65.00
Computer Activation Fee*:	\$165.00
Total Price to Enroll:	\$440.00

*The Registration fee and computer activation fee are non-refundable after 5 business days of the date of enrollment and prior to the commencement of lessons. Registration fee shall not exceed 15% of the tuition or \$150.00, or whichever is less.

- Payment must be received upon enrollment
 - Check or credit/debit accepted
 - See attached Refund policy for details
 - Financial aid is not available.

To Enroll:

- Call: 503-256-9723
- Email: Advantagerealestateschool@gmail.com to receive an enrollment packet.
- Mail completed forms to: 10610 SE Washington St. Portland, OR 97216

*Forms must be filled out completely and be turned in either in person, emailed, or mailed.

Requirements

Oregon Real Estate License Requirements

Minimum Age	18 Years	
Background Check and Fingerprinting	Done at PSI testing center	\$57.75
Education	High school diploma, GED/Equivalent, and complete Advantage Real Estate School pre-license course	\$440.00
Licensing examination	Schedule and pay for Examination once completion of Pre-license course	\$75.00
License Application	Submit to the Oregon Real Estate Agency	\$230.00

Production Specifications

- You are required to take and pass all quizzes within the seven modules
 - A passing score is 70 or above
 - There are five to eight chapter quizzes per module.
 - Scores are provided to student electronically at the end of each section test.
 - Work is done online at the students pace with eight months to complete unless an extension is granted.
 - There is no leave of Absence granted
 - Extension must be applied for as long as your online account is still active.
 - Granting of an extension will be subject to director's approval.
 - If a course is not completed and no extension has been applied for in 8months, student must re-enroll and restart.

- Seven modules:
 - Agency Law
 - Contracts
 - Real Estate Law
 - Real Estate Practices
 - Brokerage
 - Finance
 - Property Management

- Advantage Real Estate School does not accept transfers.
- Students will be provided with their most recent transcripts upon requests.
 - 48 hour notice is required for student transcripts
- Course material is available online 24 hours a day 7 days a week.

Benefits

- Prepares student for the State and National Oregon Real Estate Broker License test, with 23 practice quizzes with over 200 questions each.
- Instructors are available Monday through Friday 8:30- 5PM for assistance.
 - All national and bank holidays are observed.
- Advantage Real Estate School has admission flexibility with enrollment beginning 2 days a week year round. (Work is done at the students pace, online with eight months to complete the course unless an extension is granted.)

Additional Information

- Placement and referral assistance is available.
- Placement possibilities with Pete Anderson Realty.
 - Includes Career counseling from instructors and current Top Producing Brokers
 - Available M-F 8:30 AM- 5pm

- **Discrimination Policy**
 - Admission is not on the basis of sex, age, race, color, religion, ethnic origin, or sexual orientation. All students are treated under the same standards as defined in ORS 659.850. Any person 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. The School's policies governing all staffs or school personnel have been found to have engaged in discriminatory behavior.
 - Student aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: **Higher Education Coordinating Commission**, 775 Court T. NE, Salem, OR 97310. After consultation with appropriate department staff and if the complaint alleges a violation of Oregon Revised Statutes ORS 3345.010 to 345.470 or standards of the Oregon Administrative Rules 581-045-0001 through 581-045-0210, the Department will begin the complaint investigation process as defined in OAR 581-045-0023 Appeals and Complaints.

Advantage Real Estate School

10610 SE Washington

Portland, Or 97216

(503) 256-9723

**Enrollment Agreement
Self Directed Instruction**

Student's Name _____

Students Email: _____

Please Print

Student's Address _____

Student's Phone Number _____

TERMS OF AGREEMENT: I understand that upon signing this agreement I am enrolling in the courses indicated:

Law (8 lessons) Finance (8 lessons) Practices (6 lessons) Contracts (5 lessons)

Agency (5 lessons) Management (6 lessons) Brokerage (7 lessons)

I also understand:

- My enrollment may be terminated from the program for failing to respect the rights, privileges, and property of others, or for interfering with the school operation or endangering the health, safety and/or welfare of others.
- All administrative materials and equipment used in the program are the property of the school and removal from the school will be grounds for immediate termination of training.
- I must complete the contracted lessons within 8 months of enrolling in the program.
- Courses are conducted on an independent study basis and I am responsible for attending and completing the required hours within the designated period.
- If completion is not accomplished within this time and I have failed to notify the school in writing that I am withdrawing, I shall be charged for the total number of contracted lessons.
- Should I wish to continue the course or program, I may be required to purchase updated materials, pay additional course or material costs, and sign a new enrollment agreement.

TUITION \$210.00 REGISTRATION FEE* \$65.00

COMPUTER ACTIVATION FEE* \$165.00

Total Program Cost: \$440.00

** The registration fee and computer activation fee is non-refundable **after** five business days of the date of enrollment and prior to the commencement of classes. Registration fee shall not exceed 15% of the tuition, or \$150.00, whichever is less.*

Program Start Date: _____ Program End Date: _____

Schedule: Courses are conducted on an independent/home study basis.

Effective Date: The Effective date of this agreement is the date the student is fully uploaded into the online system.

Students signature: _____ Date: _____

School Official Signature: _____ Date: _____

**Advantage Real Estate School
Oregon Pre-License
New User Entry**

Password: _____

First Name: _____

(The Name that you will be using on the agency application. No nicknames can be used)

Last Name: _____

E-mail: _____

Phone: _____

Address: _____

City: _____

State: ____ ____

Country: _____

Zip: ____ ____ ____ ____ ____

D.O.B: ____ ____ / ____ ____ / ____ ____

Examination Type ____ ____ ____

111-Broker

144-Principal Broker

Signature

Date

**Advantage Real Estate School
10610 SE Washington St.
Portland, Or 97216
(503) 256-9723**

Cancellation and Refund Policies

**Self Directed Instruction
OAR 581-045-0038**

1. A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
 - a. If cancellation occurs within five business days of the date of enrollment, online access has not been activated; all monies specific to the enrollment agreement shall be refunded.
 - b. If cancellation occurs within 5 business days of the date of enrollment and online access has been activated, all monies related to the enrollment agreement shall be refunded with the exception of the cost of the online activation.
 - c. If cancellation occurs after five business days of the date of enrollment and online access has been activated, and before the commencement of the accrual of clock-hours or the completion of the first lesson, the school may charge;
 - A. An amount equal to 15 percent of the tuition cost, or \$150, whichever is less, that being established as its registration fee;
 - B. The cost of online access activation.
 - d. If withdrawal or termination occurs after the commencement of the accrual of clock- hours or the completion of the first lesson assignment and before either 50 percent of the program has been offered, or before 50 percent of the program clock-hours or lesson assignments are completed, the student shall be entitled to a prorate refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition charge, the school may retain the registration fee, online access activation fee, and any other legitimate charges owed by the student.

- e. If withdrawal or termination occurs after completion of 50 percent or more of the program has been offered or after completion of 50 percent or more of the program clock-hours or lesson assignments, whichever occurs first, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund.
2. For cancellation under Subsections 1 (a) through (c), the "date of enrollment" will be determined when enrollment forms are received at the school setting, the enrollment date shall be the date the enrollment agreement is signed by both the student and the authorized school official, whichever is later.
 3. Under Subsections 1 (d) and (e), the term "offered" means the period of time between the beginning date and ending date of the program as identified on the enrollment agreement.
 4. Under Subsections 1 (d) and (e), the portion of tuition cost for which the student shall be charged is determined by dividing the total clock-hours into the number of clock-hours accrued by the student, or the total number of lessons into the number of lessons completed by the student.
 5. The term "tuition cost" means the charges for instruction. Tuition cost does not include activation fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the prorating of user fees.
 6. The term "pro rata refund" means a refund of tuition paid for that portion of the program not completed by the student.
 7. The school shall not charge a withdrawal fee of more than \$25.

Any inquiry a student may have regarding this contract may be made in writing to:

Advantage Real Estate School 10610 SE Washington St. Portland, Or 97216
or to the
Superintendent of Public Instruction, Oregon Department of Education, 255
Capitol NE, Salem, Or 97310-1300
or by calling (503) 503-947-5600

I have read and received a copy of the enrollment agreement, and I have also read and received a copy of this refund/cancellation policy.

My signature indicates that I have received these documents and agree to any stipulations listed in them.

Student Signature **Date**

School Official Signature **Date**

**Advantage Real Estate School
10610 SE Washington St.
Portland, Or 97216
(503) 256-9723**

Student Conduct Policy

Students are expected to conduct themselves in a positive and friendly way and show a positive attitude towards other students, the instructor and towards the property where the course is being held.

Certain conduct is not tolerated. Examples include, but are not limited to cursing, spitting, discriminatory conduct, hostile and/or any negative behavior that would be harmful to the student or others, disrespect of instructor or other students, or defacing location property. Based on severity of the infraction, a single violation of the student conduct policy can result in termination from the course. Severity of the infraction is determined by the school instructor or director. *[Example: A student may curse once softly when they stub their toe. This infraction would not be considered severe enough for the student to be terminated. However, a student being disrespectful and cursing at others will be terminated.]*

If a student is terminated from the course due to conduct, he/she would not be readmitted to the school. Students may follow the grievance policy stated below if they feel they have been aggrieved. A follow up letter of explanation would be sent to the student with a copy of the letter being kept in his/her file.

PROBATION & SUSPENSION

This is an online course and the student elects whether to participate. The Advantage Real Estate Brokers Course does not place students on either probation or suspension for unsatisfactory grades or progress.

STUDENT GRIEVANCE POLICY

Students aggrieved by action of the school must first attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact the Advantage Real Estate School office via phone (503) 256-9723, via email, advantagerealestateschool@gmail.com or by mail, Advantage Real Estate School 10610 SE Washington ST. Portland, OR 97216.

If the matter still cannot be resolved, the student can then contact the Higher Education Coordinating Commission, 775 Court St. NE Salem, OR 97301 or call (503)947-5751

All complaints received by the corporate office will be addressed immediately. Primary contact is Cynthia Lee, Director of Advantage Real Estate School. All complaints will be followed up with a phone call to the student. Appropriate action will be taken according to the substance and severity of the issue. All parties will be notified in writing as to the complaint resolution.

All students complete a Program Evaluation Form for the purpose of ensuring the course they attended was conducted according to Advantage Real Estate Schools expectations. Students are randomly contacted to validate the information on the evaluation forms.

I have read and received a copy of the enrollment agreement I have also read and received a copy of this Student Conduct Policy.

My signature indicates that I have received these documents and agree to any stipulations listed in them.

Student Signature

Date

School Official Signature

Date