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## **Principles & Practices of Real Estate for Salespersons**

**60 Clock Hours**

**CATALOG**

**Volume 1, No. 1**

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# Table of Contents

|  |    |
|--|----|
| History and Mission .....                              | 2  |
| Ownership.....   | 2  |
| Staff.....   | 2  |
| Facility.....  | 2  |
| School Calendar/Schedule 2018-2019.....                | 3  |
| Holiday Schedule .....                                 | 3  |
| Start and End Dates .....                              | 3  |
| Student/Teacher Ratio .....                            | 4  |
| Cancelled Classes.....                                 | 4  |
| Inclement Weather Policy.....                          | 4  |
| Admission Requirements.....                            | 4  |
| Non-Discrimination Policy .....                        | 4  |
| Credit for Previous Training.....                      | 4  |
| Program Description.....                               | 4  |
| Program Objective.....                                 | 4  |
| Books.....   | 5  |
| Curriculum.....  | 5  |
| Graduation Requirements .....                          | 6  |
| Grading System.....                                    | 6  |
| Grade Records.....                                     | 6  |
| School Recordkeeping.....                              | 7  |
| Rights and Privacy .....                               | 7  |
| Program Performance.....                               | 7  |
| Attendance Policy .....                                | 7  |
| Leave of Absence.....                                  | 7  |
| Standards of Satisfactory Progress .....               | 7  |
| Make-Up Work .....                                     | 8  |
| Program Costs.....                                     | 8  |
| Refund Policy.....                                     | 8  |
| Student Conduct Policy .....                           | 9  |
| Student Services.....                                  | 9  |
| Student Rights, Privileges, and Responsibilities ..... | 9  |
| Student Grievance Policy .....                         | 10 |

## History and Mission

Metropolitan Real Estate Academy was founded in 2017. Our 60-clock hour Principles and Practices of Real Estate for Salespersons program is designed to prepare individuals to sit for the Maryland Real Estate Salesperson Examination. Students will have the opportunity to become proficient in such subjects as contracts, agency law, finance, appraisal, and fair housing regulations.

Our qualified and committed staff brings a wealth of real estate and instructional experience to share with students. Mary Warren-Oliver, our Academy Director, has a proven record of success in real estate, with more than 13 years of experience as an Associate Broker, Branch Manager, Real Estate Sales Associate, and Property Manager. She is a licensed Associate Broker in MD, DC, & VA and Branch Manager at Taylor Properties in Silver Spring, MD. Ms. Warren-Oliver has developed specialized knowledge in Short Sales, Property Management, rentals, new home sales, and resales. Prior to joining Taylor Properties, she was a Real Estate Sales Professional for Team One Properties and a Top Producing Agent. She also won the Multi-Million Dollar Sales Award. Phillip Graham is a licensed real estate professional with proven experience and expertise with the Maryland real estate market and regulatory requirements.

Ms. Warren-Oliver serves as a member of Prince George’s County Association of Realtors, the Maryland Association of Realtors, and the National Association of Realtors. She holds an MBA in Healthcare Management.

In addition to her experience as a successful real estate professional, Ms. Warren-Oliver also brings a deep understanding of educational administration principles and knowledge of effective instructional methods for adult learners. As Vice President of Education at Sanford-Brown College for several years, she oversaw the successful administration of various career-oriented Certificate, Associate’s, and Bachelor’s Degree programs.

## Ownership

The school is owned by Metropolitan Real Estate Academy, Inc. Mary Warren is the sole corporate officer.

## Staff

|                       |                             |
|-----------------------|-----------------------------|
| Mary Warren-Oliver    | Academy Director/Instructor |
| Brenda Warren         | Director of Admissions      |
| Linda Warren-Williams | Director of Student Records |
| Phillip Graham        | Instructor                  |
| Deborah Jones         | Administrative Assistant    |

## Facility

The facility is located at 8606 Second Avenue, Silver Spring, MD 20910. The instructional space consists of two spacious classrooms: a 159-square-foot space that accommodates 8 students and a 324-square-foot space that accommodates 12 students. Each classroom is equipped with computer terminals, learning stations, an LCD projector, screen, and a dry erase board. Our facility has eight parking spaces for students that are available on a first come, first serve basis. Street parking (meter-\$1.00 per hour and non-meter) and Cameron Garage parking (\$1.00 per hour, 5 minutes walking distance from the school) are also available.

## School Calendar/Schedule 2018-2019

The school is open year round and will enroll every five weeks. The program is 60 clock hours in length, and students may enroll in the day or evening schedule, as outlined below.

**Day Classes:** Monday, Wednesday, and Friday, 10:00 am – 2:00 pm (five-week program)

**Evening Classes:** Monday, Wednesday, and Friday, 5:30 pm – 9:30 pm (five-week program)

Scheduled Breaks (Day and Evening Sessions):  
Two 10-minute breaks and One 20-minute break

## Holiday Schedule

Classes will **not** be held on the following dates:

- Martin Luther King, Jr..... January 15, 2018
- Good Friday ..... March 30, 2018
- Memorial Day .....May 28, 2018
- Independence Day..... July 4, 2018
- Labor Day ..... September 3, 2018
- Veteran’s Day ..... November 12, 2018
- Thanksgiving.....November 22 and 23, 2018
- Winter Break .....December 17, 2018--January 6, 2019

**If classes are scheduled on a holiday, your makeup date will be announced in class and on the school’s website.**

## Start and End Dates

| Start Date        | End Date          |
|-------------------|-------------------|
| July 30, 2018     | August 31, 2018   |
| September 5, 2018 | October 5, 2018   |
| October 8, 2018   | November 9, 2018  |
| November 12, 2018 | December 14, 2018 |
| January 7, 2019   | February 8, 2019  |
| February 11, 2019 | March 15, 2019    |
| March 18, 2019    | April 19, 2019    |

| Start Date        | End Date          |
|-------------------|-------------------|
| April 22, 2019    | May 24, 2019      |
| May 29, 2019      | June 28, 2019     |
| July 1, 2019      | August 2, 2019    |
| August 5, 2019    | September 6, 2019 |
| September 9, 2019 | October 11, 2019  |
| October 14, 2019  | November 15, 2019 |
| November 18, 2019 | December 20, 2019 |

## Student/Teacher Ratio

The Metropolitan Academy of Real Estate maintains an 8:1 student-teacher ratio for the smaller classroom and a 12:1 student-teacher ratio for the larger classroom.

## Cancelled Classes

All cancelled classes must be rescheduled by the end of the program. The instructor will announce the make-up dates in class, via e-mail, and on the school website.

## Inclement Weather Policy

In cases of inclement weather, students should call the school at 301-256-6767 or 301-346-2996 for information on class cancellations and rescheduled classes. This information will also be posted on the school's website: <http://www.metropolitanrealestate.academy>.

## Admission Requirements

All applicants must provide the following for admission to the program:

- Proof of age – students must be 18 years of age or older  
*Evidence of such must be provided with a government issued ID with date of birth clearly listed.*
- Proof of high school diploma (official high school transcript or diploma) or GED certificate.

**Note: Criminal convictions may affect a student's ability to obtain licensure.**

## Non-Discrimination Policy

Metropolitan Real Estate Academy is dedicated to maintaining honest, ethical, and fair relationships with staff, students, clients, state boards, and other schools. The school admits students without regard to financial status, military status, or national origin, and does not discriminate against any student regardless of race, ethnic origin, color, creed, religion, sex, or age.

## Credit for Previous Training

The Metropolitan Academy of Real Estate does not grant credit for previous training from other institutions.

## Program Description

This program satisfies the minimum educational requirements for eligibility to sit for the Maryland Real Estate Salesperson Examination. All instructional clock hours consist of lecture/theory.

## Program Objective

The program is designed to prepare students to take the Maryland Real Estate Salesperson Examination. Students will have the opportunity to become proficient in such subjects as contracts, agency law, finance, appraisal, and fair housing regulations. Coursework is structured to prepare graduates for careers as real estate salespersons in the state of Maryland.

## Books

We will use the following books for the program:

1. *Modern Real Estate Practice*, 19th Edition by Fillmore W. Galaty, Wellington J. Allaway, and Robert C. Kyle (ISBN-13:9781427746009)
2. *Maryland Real Estate Practice & Law*, 14th Edition by Donald A. White (ISBN-13: 978-1475421811)

Students may purchase these items either from the school or on the open market.

## Curriculum

|               | TOPICS   |  |   | Total Clock Hours |
|---------------|--|--|---|-------------------|
| <b>Week 1</b> | Introduction to the Real Estate Business                 | Maryland Code of Ethics                    | Real Property & the Law                                 | 4                 |
|               | Fair housing regulations/protected classes               | Maryland Code of Ethics                    |   | 4                 |
|               | Interests in Real Estate                                 | Maryland Code of Ethics                    | Forms of Real Estate Ownership                          | 4                 |
| <b>Week 2</b> | Land description   | Transfer of Title                          | Title Records   | 4                 |
|               | Real Estate Brokerage                                    |  |   | 4                 |
|               | Real Estate Agency                                       |  |   | 4                 |
| <b>Week 3</b> | Client Representation Agreements                         | Real Estate Contracts                      |   | 4                 |
|               | Real Estate Taxes and other liens                        | Real Estate Financing                      |   | 4                 |
|               | Government involvement in Real Estate Financing          |  |   | 4                 |
| <b>Week 4</b> | Real Estate Appraisal                                    | Closing Real Estate Transaction            | Leases  | 4                 |
|               | Property Management                                      | Land use Controls and property development |   | 4                 |
|               | Environmental Issues and the Real Estate Transaction     | Investing in Real Estate                   |   | 4                 |
| <b>Week 5</b> | Maryland Real Estate License Law and Related Regulations |  |   | 4                 |
|               | Class Assignment   |  |   | 4                 |
|               | Final Exam   | Review Final Exam                          | Mock Real Estate Board Examination (National and State) | 4                 |
|               |  |  |   | <b>60</b>         |

## Graduation Requirements

To complete the program, students must:

- successfully complete 60 clock hours of training with no more than twelve (12) clock hours made up
- achieve a minimum 80 percent overall attendance rate, with all missed clock hours made up
- achieve a minimum cumulative academic average of 75 percent
- fulfill all financial obligations to Metropolitan Real Estate Academy (the “school”)

A certificate of completion will be awarded on fulfillment of these requirements. Students must complete these requirements before receiving an official academic transcript and record of attendance.

## Grading System

Students will be evaluated on homework, quizzes, and examinations according to the following scale:

|   |           |
|---|-----------|
| A | 93-100%   |
| B | 85-92%    |
| C | 75-84%    |
| F | Below 75% |

We tabulate grades based on these assessments:

| <b>Assessment</b>   | <b>Percentage of Final Grade</b> |
|---------------------|----------------------------------|
| Quiz -- Week One    | 10%                              |
| Quiz -- Week Two    | 10%                              |
| Quiz -- Week Four   | 10%                              |
| Midterm Examination | 35%                              |
| Final Examination   | 35%                              |
| <b>Total</b>        | <b>100%</b>                      |

Students will be given quizzes each week except for weeks for which the midterm and final exams are scheduled. As such, students will take three quizzes; each of these quizzes will be worth 10 percent of the overall grade (for a total of 30 percent for the quiz grades). Students will also have ungraded homework assignments, which will serve as a reinforcement tool for comprehension and retention of material. At the midpoint of the module (third week of the program), students will take the midterm exam, which will count for 35 percent of the overall grade. The final exam will be administered during the fifth week of the program and will also count for 35 percent of the overall grade. Students may retake any failed quiz or exam within one week of the exam being returned to the class. The student will be given one retake chance for each quiz or exam. If the student does not pass on the second attempt, he or she must accept the failing grade. Grade records will be maintained at the school.

## Grade Records

The institution maintains permanent records for each student regarding academic achievement and attendance. These records are maintained in fireproof cabinets and locked offices, and they are also securely maintained in our computer system. Records are backed up daily on an external hard drive.

## School Recordkeeping

As long as it is in existence, the school will maintain permanent grade records. Student progress in academics and daily attendance will be recorded on individual permanent student record forms.

## Rights and Privacy

It is the policy of the Metropolitan Real Estate Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student the right to access his or her file. It also guarantees a student's rights to the privacy of that file.

If students wish to review their file, they must make an appointment with the administration to gain access to their records. No information from a student's file will be released unless written permission is received from the student. The Academy will not release information to unauthorized parties. The school maintains all required student records and documents in perpetuity.

## Program Performance

Students may obtain information regarding each approved program from the Maryland Higher Education Commission (MHEC). This includes, but is not limited to, information regarding each program's enrollment, completion rate, placement rate, and pass rate of graduates on licensure examinations. Contact information for the Maryland Higher Education Commission appears on the last page of this catalog.

## Attendance Policy

The school tracks attendance by the clock hour. Students are expected to be on time and ready for class. The Maryland Real Estate Commission (MREC) requires the completion of a minimum of 60 clock hours for an individual to be eligible to take the real estate licensing examination. Students must attend all program clock hours. Should circumstances warrant, a student may miss up to twelve (12) clock hours of class, but these clock hours must be made up by the end of the contracted end date of the program session in which the student is enrolled. If a student misses the last day of the module, she/he must make up hours within one week with approval from the Academy Director. Students who seek to make up missed clock hours must contact their instructor.

Make up sessions will be scheduled based upon mutually agreed upon dates and times between the student and Instructor. A student who does not complete all 60-clock hours of the program will **not** be eligible to graduate and therefore, will not be eligible to take the state licensing examination.

A student who misses more than twelve (12) clock hours, or more than 20 percent, of total clock hours will be terminated. If a student has been absent without notice for 3 consecutive class sessions, the student will be considered withdrawn. A student who has been dismissed may request readmittance to the program at any time. The school will not grant credit for clock hours for previous instruction, training or experience. All financial obligations to the school must be satisfied prior to re-entry.

## Leave of Absence

Metropolitan Real Estate Academy does not offer or grant leaves of absence to students.

## Standards of Satisfactory Progress

Student attendance and academic performance will be monitored throughout the first week. In cases of attendance and/or academic deficiencies, students will be informed at the end of the first week of their



performance. Students will be asked to provide the School with a written response that addresses their reason(s) for not having met the minimum attendance and/or academic standards as well as their proposed improvement plan.

Students who fail to meet the minimum attendance or academic requirements during the second week will be placed on warning status for the next evaluation period (one week). During the warning period, the student is considered to be making satisfactory progress. While on warning status, the student is to make up missed clock hours, if possible, and/or retest. At the end of the warning period, if the student fails to improve and meet the minimum academic and attendance requirements, he or she will be placed on probation for one evaluation period (one week). If the student fails to meet the minimum academic and attendance requirements by the end of probationary period, he or she will be terminated from the program for unsatisfactory progress. Students terminated for unsatisfactory progress may reapply for admission to the program at any time. A student who is academically dismissed twice will not be readmitted into the program.

Satisfactory progress:

1. Maintain a minimum 80 percent attendance rate
2. Maintain a minimum cumulative average of 75%

### Make-Up Work

Students are required to make up all missed clock hours with the permission of the Director and on a space available basis by attending makeup classes offered on a different schedule. Failure to attend a makeup class will result in termination.

### Program Costs

|                                  |                               |
|----------------------------------|-------------------------------|
| Tuition:                         | \$295.00                      |
| Registration Fee:                | \$25.00                       |
| Books:                           | \$80.00                       |
| <b><i><u>TOTAL COST:</u></i></b> | <b><i><u>\$400.00</u></i></b> |

After completing the program, graduates may apply to take the examination for the Maryland Real Estate Salesperson license. PSI Examination Services provides examination services for the Real Estate Commission. The standard exam fee is \$61.00. The examination fee is paid directly to the exam vendor—PSI.

### Refund Policy

1. All money paid by a student will be fully refunded if the student chooses not to enroll in, or to withdraw from the school within seven calendar days after having signed an enrollment agreement.
2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration fee will be retained by the school.
3. If after the seven-day cancellation period, a student withdraws after instruction begins, refunds will be made according to the following schedule:

| Proportion of Total Program Taught by Date of Withdrawal | Tuition Refund |
|--|----------------|
| Less than 10 %   | 90%            |
| 10% up to but not including 20%                          | 80%            |
| 20% up to but not including 30%                          | 60%            |
| 30% up to but not including 40%                          | 40%            |
| 40% up to 50%  | 20%            |
| More than 50%  | No refund      |

Refunds shall be based on the total contract price for the program and shall include all fees, except for the registration fee and any charges for materials, supplies, or books that have been purchased by, or are the property of, the student.

4. If the school closes, cancels, or discontinues a program, the school will refund to each currently enrolled student all money paid by the student for tuition and fees and all money for which the student is liable for tuition and fees.
5. Students are requested, but not required, to notify the Director if they are withdrawing from the school.
6. Refunds are based on the last day of attendance.
7. All refunds due will be paid within 60 days of the student's last date of attendance,
8. Books are the purchased property of the student and are not refundable except within the seven-day cancellation period, as noted above. The registration fee is not refundable after the seven-day cancellation period.

### Student Conduct Policy

The Metropolitan Real Estate Academy is a smoke-free, drug-free, and alcohol-free workplace and educational institution. Smoking, alcohol consumption, or the possession, use, or distribution of illegal drugs is not permitted anywhere on the school grounds. Possession of illegal substances will result in termination. We expect students to conduct themselves in an ethical and professional manner. Behavior that compromises the integrity of the learning experience, such as verbal or physical threats against an instructor or student, will result in termination of the student. In addition, dishonesty, such as cheating on academic assessments or theft, constitutes grounds for termination.

### Student Services

The Metropolitan Real Estate Academy does not offer placement assistance to students and does not guarantee employment or salary.

### Student Rights, Privileges, and Responsibilities

Students have a right to the following:

- To file a grievance with MHEC, MREC, or the Consumer Protection Division
- To obtain program information from MHEC

- To make up absences and re-enter the program within the required parameters
- To graduate and receive a certificate after successfully completing all program requirements and clock hours
- To receive refunds pursuant to the published refund policy

*Transcripts:* Students wishing to obtain a transcript must make a request in writing to the school. The cost for an official transcript is \$10.00.

*Placement:* Although the school does not offer placement services to graduates, we will make a complete list of all broker members in the tri-county area available on request. The school does guarantee job placement.

Students are responsible for compliance with requirements regarding attendance, academics, make-up work, and conduct.

### Student Grievance Policy

The student grievance procedure provides a process for resolving student disputes. Students who have a grievance should discuss their concerns with their instructor first. If a resolution cannot be established, the student should then approach the Director with his or her written complaint. This procedure applies to all student issues, including but not limited to academic issues and administrative concerns. Grievances involving academic issues are limited to final course grades and satisfactory completion of the program requirements.

The written complaint should be filed within 10 days of the event to which it refers and should include the following, as appropriate: statement of the allegation, description of the alleged facts, name(s) of the person(s) thought to be responsible for the alleged events, other facts considered to be pertinent to the case and signature of the person initiating the complaint. The Director will address the complaint within 10 days of receipt and will provide information regarding the determination or resolution of the matter in writing. If the student exhausts all available channels in the school and a satisfactory resolution is not achieved, he or she may submit a complaint to MHEC at the address listed below.

Secretary of Higher Education  
Maryland Higher Education Commission  
6 North Liberty Street  
Baltimore, MD 21201  
Phone: 410-767-3300 or toll-free 800-974-0203  
<http://www.mhec.maryland.gov>

Students may also file grievances with the entities listed below:

Maryland Office of the Attorney General  
Consumer Protection Division  
200 St. Paul Place  
Baltimore, MD 21202  
Phone: 410-528-8662 or  
Toll-free 888-743-0023

Maryland Real Estate Commission  
500 North Calvert Street, 3rd Floor  
Baltimore, MD 21202-3651  
410-230-6230