

**E.S. Brooks School of Real Estate**  
*(Partnership with CENGAGE Learning)*  
**3113 Ivy Avenue**  
**Huntsville, AL 35805**

**256-539-3136**

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**Web Site: [www.esbrooks.info](http://www.esbrooks.info)**

**Instructor: Everett S. Brooks**

# **Policy & Procedure Handbook**

## **On-Line 60 Hour Pre-License Course**

**NOTICE: This Manual contains important information about the procedures for completing your course(s). Please read this manual carefully, to avoid any delay in obtaining your credit or license.**

# QUALIFICATIONS

## SALESPERSON

To become eligible to obtain a SALESPERSON license in Alabama, and applicant who does not hold a current real estate license in another state must:

1. Be a U.S. citizen or lawful permanent resident.
2. Be at least 19 years old.
3. Show proof of bona fide residency in any state in the U.S.
4. Show proof of high school graduation or **GED**.
5. Not have been convicted of a felony or a crime involving moral turpitude.
6. Not have had a real estate application or license rejected or revoked in any state within the past two years.
7. After meeting the education and/or experience requirements, pass the licensing examination.

### **Additionally, a SALESPERSON applicant must:**

Prior to taking the state exam, successfully complete an approved 60 clock hour prelicense course **AND** Must complete a 30-hour post license training course within the first twelve months of licensure in order to be issued an original (permanent) license. Further, the course must be completed and original license issued within the first six months in order to maintain an active license.

## NOTICE TO STUDENT

All questions pertaining to registration, refunds, school policy, course content, explanation of state licensing, exit exams, and completion certificates should be addressed to E. S. Brooks School of Real Estate to the attention of Melanie. She may be reached by phone at 256-539-3136, or by e-mail at [brooksschool123@gmail.com](mailto:brooksschool123@gmail.com). Attached you will find the "License-Process-Deadlines form – you **MUST** sign this form

# GENERAL INFORMATION

Prior to completion you need to go the Alabama Real Estate Commission website located at <https://arec.alabama.gov/arec> and create an ID Number Registration. You will find it under the Professionals tab.

After completion it is your responsibility to contact the school to let us know you have completed the course and to set up a time and place to take the 100 question multiple choice written proctored exit exam. If you are not in the Huntsville area, all we need is a name and fax number of someone willing to proctor the exam. The person you choose cannot be related nor your boss. The person you choose to be your proctor should be: professor, librarian, doctor, attorney, etc. We will email a sheet for them to fill out agreeing to be your proctor. The proctor will email it back, as soon as we receive it, we will then email the exit exam. You take the exam, the proctor will email it back, and we will call you with your results. After you take and pass our exit exam with a 70 – We will notify the Alabama Real Estate Commission of your completions.

To schedule the state exam, after passing E.S. Brooks School of Real Estate's exit exam, the web site is: [www.goAMP.com](http://www.goAMP.com).

The state exam is \$73.00 and is offered Monday through Friday 9:00am to 1:30pm. The exam is given at H & R Block Tax Offices in several major cities; Huntsville, Athens, 2 locations in Birmingham, Montgomery, and Mobile.

## **COURSE EXPIRATION AND REVIEW**

All course lessons on the computer must be completed within 180 days (6 months) from the date of enrollment. Access to the computer lessons will expire on the 180<sup>th</sup> day at the exact time of enrollment. If you cannot complete your course within the 180 days, then you may purchase a 60-day extension from E. S. Brooks School of Real Estate. The 60-day extension period begins from the date your course originally expires or when you purchase the extension, whichever comes first. The 60 day (2 month) extension is \$50.00. You may purchase up to three extensions per course, if necessary within the 12-month period. It is ***your responsibility*** to contact the school to find out about purchasing an extension and ask about other options.

You have 90 days to access and review the course content after you have completed the last lesson in the course. All course material and exit exam must be completed within 1 (one) calendar year of starting date of course (purchase date). It is ***your responsibility*** to contact the school to set up a time and place to take the 100 question multiple choice written exit exam. You must take AND pass the state exam 12 months from your completion date of your course.

## **COURSE COMPLETION**

The state exam is \$73.00 and is offered Monday through Friday 9:00am to 1:30pm. The exam is given at H & R Block Tax Offices in several major cities; Huntsville, Athens, 2 locations in Birmingham, Montgomery, and Mobile.

To schedule the state exam, after passing E.S. Brooks School of Real Estate's exit exam, the web site is: [www.goAMP.com](http://www.goAMP.com).

## **TECHNICAL SUPPORT**

For technical assistance, please call Technical Support at 800-743-8703 or email them at <http://www.mycoursepage.com/support/>. Technical Support is available Monday – Friday from 9:00am to 11:00pm EST and on weekends from 12:00 – 4:00pm EST. (Holidays are an exception to this schedule. On holidays, the Technical Support hours may change.)

The best and quickest ways to address tech support issues is to go to [www.mycoursepage.com/support/](http://www.mycoursepage.com/support/). If you call Technical Support, please be prepared to explain your problem in detail and have access to your computer. In order to effectively troubleshoot your issue, our technicians begin the call by asking you a series of

questions regarding your operating environment. We will need to know what type of computer you are using, the version number of your software, etc. Your call may be documented or monitored to help us maintain quality of service standards.

### **Holidays (School closed for business)**

E.S. Brooks School of Real Estate is closed for business on Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and December 24-26, and December 31-January 1.

### **NON DISCRIMINATION**

E. S. Brooks School of Real Estate nor its' associates will not discriminate on the basis of race, color, sex, religion, national origin, handicap, or familial status in the establishment of fees, entrance qualifications or standards for successful completion in any course.

Thank you for choosing ES Brooks School of Real Estate; we hope you enjoy the course.