

E.S. Brooks School of Real Estate #85287
(Partnership with CENGAGE Learning)
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Instructor: Everett S. Brooks

Policy & Procedure Handbook

On-Line 6 Hour Alabama Reciprocal Pre-License & Broker License Course

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

STATEMENT OF POLICY

SALESPERSON

To view [Sample Reciprocal Broker License Application](#), go to the Alabama Real Estate Commission's Web site:

https://arec.alabama.gov/arec/pages/professionals/licensing/10282015_app_instructions.aspx

After opening scroll down to the middle of the page for the "Certification of Licensure" paragraph.

If you hold a current license in another state, you may obtain a RECIPROCAL license by doing the following:

Completed a six-hour course in Alabama real estate law as specified in Rule 790-X-1-.18 and take and pass the corresponding Alabama portion of the licensing examination **AND**

Submit with the application an official "Certificate of Licensure" form (license history) showing you hold a current license in another state. This certification can be obtained from the Real Estate Commission Office in that state. This certification must have been issued within 120 days of our receipt of your reciprocal license application. Exam candidates will receive an application for licensure at the test centers upon passage of the exam.

All reciprocal applicants should follow these links and thoroughly read [Section 34-27-32\(b\)\(1\)](#) and [Rule 790-X-1-.18](#).

Unlicensed people may not obtain a reciprocal 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, 3113 Ivy Avenue Huntsville, AL 35805 to attention of Melanie. She may be reached by phone at 256-539-3136 or by e-mail at melaniebrooks123@gmail.com.

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 180th day at the exact time of enrollment. 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).** We will notify the Alabama Real Estate Commission of your completion of this course.

COURSE EXTENSION POLICY

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. It is **your responsibility** to contact the school to find out about purchasing an extension.

CERTIFICATE OF COURSE COMPLETION

Upon completion of the License Process Deadline form, and the course, you will receive Credit for this course. We will notify the Alabama Real Estate Commission.

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

The web site is to schedule the state exam is: www.goAMP.com.

HOLIDAYS (School closed for business)

E. S. Brooks School of Real Estate is closed for business on Memorial Day, 4th of July, Labor Day, Thanksgiving, December 24-26, New Year's Eve and New Year's Day.

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.