

(Computer-Based Policy)

Middle Georgia Association of REALTORS®

School Policy Manual

**3263 Vineville Avenue
Macon, GA 31204
(478) 471-7336
(478) 471-0344
www.MGAR.org**

**Approved by the Georgia Real Estate Commission
School Code: 363**

This School Renews its Approval on 12/31/26

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.

Middle Georgia Association of REALTORS®

STATEMENT OF POLICY

BACKGROUND

The Middle Georgia Association of REALTORS® is approved by the Georgia Real Estate Commission (Approval # 363) for the purpose of offering the computer-based courses listed on our website at www.mgar.org under online education.

REQUIREMENTS FOR COMPLETING THE COURSE

To complete the course and receive your Education Certificate, you must successfully complete the following requirements:

- 1) Complete ALL lessons in the course by answering each question correctly. Most questions are timed and need to be answered within the prescribed time for credit.
- 2) Complete a signed student affidavit and course evaluation at the end of your course and submitted to the Middle Georgia Association of REALTORS®. The student affidavit and course evaluation are available online for Internet delivered courses.
- 3) Pass the course final examination, if one is required.

NOTE: Students taking the *SALESPERSONS PRELICENSE COURSE* must complete homework assignments and receive a passing grade on each before taking the final exam. Please refer to your online course to access homework materials.

GRADING

If a final examination is required for the course you are taking, state law requires that you score 72% or better on the exam. If you fail the first exam you may schedule a second exam no sooner than the next day.

COURSE COMPLETION

All courses must be completed within **six months** from the date of enrollment. Course completion for all the Prelicense and Post license course work must be completed in **six months** and passing the final exam within a 12-month period. In order to assist with preparation for the state-licensing exam, each student has one month to access and review the course content after they have completed a course.

CERTIFICATION

Upon completion of a course, credit will be electronically reported to the Georgia Real Estate Commission within 72 hours. If a paper certificate is required, it may be obtained by contacting the Middle Georgia Association of REALTORS®.

NOTICE TO STUDENT

All questions pertaining to registration, refunds, school policy, course content, explanation of state licensing law, final exams, and completion certificates should be addressed to the Middle Georgia Association of REALTORS®. We will be glad to assist each student, and we can be reached at (478) 471-7336. Should you have any questions regarding the course content, our approved Instructor, Donna Walters, will be glad to assist you and can be reached at (478) 471-7099.

RECRUITING

No recruiting for employment opportunities for any real estate brokerage firm is allowed in class or on the school premises. Report promptly any effort to recruit by anyone to the Middle Georgia Association of REALTORS® Director at (478) 471-7336 or the Georgia Real Estate Commission at (404) 656-3916. Commission Rule 520-2-.15.

NON-DISCRIMINATION

The Middle Georgia Association of REALTORS® will not discriminate based on race, color, sex, religion, national origin, handicap, or familial status in the establishment of fees, entrance qualifications, or standards for successful completion of any course.

REFUNDS

The Middle Georgia Association of REALTORS' policy is that **we do not issue refunds except under the following condition:**

- If a student purchases an online course and after contacting technical support, experiences unresolvable technical difficulties, the course provider will issue a refund to the student and notify the Middle Georgia Association of REALTORS®.

In this case if a refund is issued, the amount of the refund is equal to the retail price of the course.

Course Information

COURSE MATERIALS

All supplemental course materials other than textbooks will be available in PDF format. Students can view or print out these documents using Acrobat Reader. Upon enrolling in the Salesperson Prelicense and/or the Brokers Prelicense courses, these items are available:

Salespersons Prelicense

Candidate Handbook with an application for the state-licensing exam (accessible online)
Contract Forms Packet (electronically in your course)
Georgia License Law and Rules and Regulations Manual (accessible online)

Brokers Prelicense

Candidate Handbook with an application for the state-licensing exam (accessible online)
Georgia License Law and Rules and Regulations Manual (accessible online)

HOW TO COMPLETE THE COURSE

A. Starting Instructions

Please refer to the “Introduction” lesson, located at the beginning of each course.

B. Certification Statement

All students participating in distance learning and correspondence courses must complete an affidavit certifying compliance with the course requirements. The **Student Affidavit**, located online must be **Signed**, and **Dated** and then submitted to the Middle Georgia Association of REALTORS®, before any student can receive credit for a distance learning course. This statement *certifies* that each student has *personally* completed each lesson of instruction.

C. Evaluation

Also, please complete the **Product and Customer Service Evaluation** form at the end of the course which upon completion will be electronically submitted to the Middle Georgia Association of REALTORS®.

D. Course Final Examination – FOR SALESPERSONS PRELICENSE, BROKERS PRELICENSE AND SALES POSTLICENSE STUDENTS ONLY. Please call the Middle Georgia Association of REALTORS® to schedule your final exam.

E. Technical Support

The quickest way to solve most technical support problems is to go the technical support links under the appropriate course provider found on the student login page. Click on the Tech Support button.

F. System Requirements:

IBM PC Compatible Computer (minimum 350 MHz processor with 32MB RAM)
SVGA (800x600) video card, driver, and monitor
Microsoft Windows
Adobe Acrobat Reader (free download available with course)

Good luck with your online course(s), as well as, your career in real estate.

Thank you for choosing the **Middle Georgia Association of REALTORS®** for your real estate training needs!