

Metro Brokers Academy of Real Estate

Distance Learning Courses School Policy

**Approved by the Georgia Real Estate Commission
School Code: 1018
This School Renews its Approval on 12/31/2023**

NOTICE!!!

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

Metro Brokers Academy of Real Estate

STATEMENT OF POLICY

BACKGROUND

Metro Brokers Academy is approved by the Georgia Real Estate Commission for the purpose of offering the distance education courses developed by Hondros Learning and The CE Shop. Metro Brokers Academy is approved under school code 1018, renewing its approval on December 31, 2023.

NOTICE TO STUDENT

All questions pertaining to registration, refunds, school policy, course content, explanation of state licensing law, final exams (if applicable), and completion certificates should be addressed to Metro Brokers Academy. Metro Brokers Academy may be reached at 404.836.4040.

Email: Academy@MetroBrokers.com

CE COURSE EXPIRATION AND REVIEW

All course lessons on the computer must be completed within 180 days (6months) from the date of enrollment/purchase (unless individual state law specifies otherwise). No extensions are available.

PRELICENSE COURSE EXPIRATION AND REVIEW

All course lessons on the computer must be completed within 180 days (6months) from the date of enrollment/purchase (unless individual state law specifies otherwise).

PRELICENSE COURSE EXTENSION POLICY

If you cannot complete your course within the 180 days (6months), you may be able to purchase an extension from the provider (Hondros/The CE Shop) at an additional cost. The extension period begins from the original enrollment/purchase date. Extensions may not exceed one (1) year from the original enrollment/purchase date. No extension(s) will be offered after one (1) year.

It is your responsibility to contact the online provider (Hondros/The CE Shop) to find out about purchasing an extension and the cost. It is highly recommended you purchase an extension prior to the course expiration date in order to be able to have the total amount of time for the extension period.

PRELICENSE COURSE GRADING

The Georgia Real Estate Commission (GREC) requires you to take and pass a final exam for your course. State law requires that you score 72% or better on the exam (GREC regulates the passing score requirement). If you fail the first exam, you may schedule a re-take exam. GREC allows only two opportunities to take and pass your course final exam.

Online Pre-License courses require an online exam. Each course has its own requirement; i.e., form to complete and/or online registration with a third-party testing company. Scheduling may only be done upon completion of the course.

The CE Shop – Schedule exam thru third party testing company. Requires a fee

Hondros – Proctor Form sent 3-Business Days prior to requested exam date to the Academy (Academy@MetroBrokers.com) Proctor forms are required for each exam.

CERTIFICATION

Upon completion of a course and passing your course final exam, the School will convey the student record of completion online to the GREC within 48 hours (weekends and holidays) the following business day. Students should be able to schedule a state examination within 48 hours after the online certification.

***REGISTRATION CANCELLATION POLICY – REFUNDS**

Metro Brokers Academy's policy is that a student is entitled to a full tuition refund if ALL of the following conditions have been met:

1. Within 7-days of the student's registration date, a written notice is received requesting a refund;
and
2. the student has not logged in to the online course

No refund request (partial or full) will be considered.

TECHNICAL SUPPORT

HONDROS LEARNING

Phone: 800-282-7972

Email: support@fastclass.com

THE CE SHOP TECHNICAL SUPPORT

Phone: 888-827-0777

Email: support@TheCEShop.com

If you call Technical Support, please be prepared to explain your problem in detail and be in-front & 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. They will need to know what type of computer you are using, the operating system you are using, the version number of your software, etc. Your call may be documented or monitored to help maintain quality of service standards.

REQUIREMENTS FOR COMPLETING THE COURSE

To complete the course, you must successfully complete the following requirements:

- Successfully complete all exercises and quizzes.
- An online Student Affidavit and Course Evaluation must be completed before you can receive credit for a distance learning course. The Student Affidavit certifies that you have personally completed each assigned lesson of instruction. You will be prompted to complete these online forms after completing all exercises.

NON DISCRIMINATION

Metro Brokers Academy will and does 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.

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 Metro Brokers Academy Director at 404-236-7052 or the Georgia Real Estate Commission at (404) 656-3916. Commission Rule 520-2-.15.

Thank you for choosing [Metro Brokers Academy of Real Estate](#) for your real estate training needs!