

Metro Brokers Academy of Real Estate

OnDemand | Self-Paced Courses School Policy

Approved by the Georgia Real Estate Commission

School Code: 1018

This School Renews its Approval on 12/31/2027

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 of Real Estate is approved by the Georgia Real Estate Commission (GREC) to offer OnDemand | Self-Paced education courses developed by The CE Shop and other approved third-party providers. Metro Brokers Academy is approved under School Code 1018, with approval currently extending through December 31, 2027.

NOTICE TO STUDENTS

All questions regarding registration, refunds, school policies, course content, Georgia real estate licensing laws, final examinations, and course completion certificates should be directed to the course provider. General questions may be directed to:

Metro Brokers Academy

Phone: 404-836-4040

Email: Academy@MetroBrokers.com

CONTINUING EDUCATION (CE) COURSE EXPIRATION

All online Continuing Education (CE) course requirements must be completed within 365-days (12 months) of the purchase date, unless otherwise required by state law.

No extensions are available for CE courses.

PRELICENSE COURSE EXPIRATION - SELF PACED/ OnDemand

All online Prelicense course requirements must be completed within 180-days (6 months) of the purchase date.

PRELICENSE COURSE EXTENSION POLICY - SELF PACED/ OnDemand

Students who are unable to complete their course within the 180-day enrollment period may be eligible to purchase an extension directly from the course provider. Purchase is at the student's expense.

The extension period is calculated from the original purchase date and may not extend beyond one (1) year from that date. No extensions will be available after the one-year deadline.

Students are responsible for contacting the course provider directly regarding extension availability, eligibility requirements, and applicable fees. To maximize the available extension period, students are encouraged to purchase an extension prior to the course expiration date.

PRELICENSE COURSE GRADING AND FINAL EXAMINATION

The Georgia Real Estate Commission (GREC) requires all Prelicense students to pass a final course examination. State law requires a minimum passing score of 72%.

Students who do not pass the examination on their first attempt may schedule a retake examination. GREC permits a maximum of two (2) attempts to pass the final course examination.

Online Prelicensure courses require a proctored final examination. Examination procedures vary by provider and may include online registration with a third-party testing company and/or completion of required forms. Final examinations may only be scheduled after all course requirements have been completed.

The CE Shop:

- Final examinations are scheduled through a third-party testing company.
- Additional testing fees may apply.
- A separate Proctor Form is required for each examination attempt.

CERTIFICATION OF COURSE COMPLETION

Upon successful completion of all course requirements and passage of the final examination, Metro Brokers Academy will electronically report the student's completion record to GREC within 72 business hours; excluding weekends and holidays.

Completions submitted on weekends or holidays will be reported on the next business day.

Students should be eligible to schedule their state licensing examination within approximately 48 hours after their completion has been reported to GREC.

REGISTRATION CANCELLATION AND REFUND POLICY

A student is entitled to a tuition refund only if all of the following conditions are met:

1. A written refund request is received by email within seven (7) calendar days of the enrollment date; and
2. The student has not logged into, accessed, or completed any portion of the online course.

No refund requests, whether full or partial, will be considered after a student has accessed the course.

TECHNICAL SUPPORT

THE CE SHOP TECHNICAL SUPPORT

Phone: 888-827-0777

Email: support@TheCEShop.com

When contacting Technical Support, please be prepared to describe the issue in detail and have access to the computer you are using for the course. To effectively troubleshoot technical issues, support representatives may request information regarding your computer, operating system, browser version, and software environment.

Calls may be monitored or recorded for quality assurance purposes.

COURSE COMPLETION REQUIREMENTS

To receive course credit, students must successfully complete all of the following requirements:

- Complete all required lessons, exercises, and quizzes.
- Pass the required course examination.
- Complete the online Student Affidavit.
- Complete the online Course Evaluation.

The Student Affidavit certifies that the student personally completed all assigned coursework. Students will be prompted to complete the affidavit and evaluation upon completion of the course requirements.

NON-DISCRIMINATION POLICY

Metro Brokers Academy does not discriminate on the basis of race, color, religion, sex, national origin, disability, familial status, or any other protected class in the administration of admissions, fees, educational policies, or standards for successful course completion.

RECRUITING POLICY

Recruiting for employment opportunities with any real estate brokerage firm is prohibited during classes and on school premises.

Any student or instructor who observes recruiting activity should promptly report it to:

Metro Brokers Academy Director

Phone: 404-836-4040

or

Georgia Real Estate Commission (GREC)

Phone: 404-656-3916

Commission Rule 520-2-.15

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