



LONG & FOSTER INSTITUTE OF REAL ESTATE
Administrative Office
1312 Bellona Avenue
Lutherville, Maryland 21093
Phone 410-561-8380
1-800-543-3365 Fax 410-252-8588
Website: www.longandfoster.com
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PRINCIPLES AND PRACTICE OF REAL ESTATE FOR SALESPeOPLE - MARYLAND

This course is approved by the State of Maryland to fulfill the classroom prerequisite for taking the real estate examination for salespersons. It has been designed especially for individuals planning a career in real estate. The course material includes: textbook, study guide, exams, & various handouts, which have been designed to prepare you for the state examination. The final exam will be administered upon the student's completion of all requirements. Course attendance does not require nor guarantee affiliation with Long & Foster Realtors.

CLASSES: We offer Weekday, Evening & Saturday, Weekend and Evening only classes. Please see the Schedule of Classes to determine which classes are offered at the training center you choose to attend.

REGISTRATION: Full payment is required. Pay by charge card or money order only, payable to L&F Institute. **No checks or cash please.** Only pre-paid students are guaranteed a seat in the selected class. Seats are available to students as payments are received, once a class is full, enrollments will no longer be accepted for that particular class. **A \$25 transfer fee will be assessed each time a student alters their chosen class.**

Please visit our convenient online registration site at www.longandfoster.com; click on Real Estate Careers, then Class Schedule.

Class Cancellation Policy: Long & Foster Institute classes are subject to cancellation due to lack of enrollment. In the event a class is cancelled students who have registered for class will be notified by email or by phone. Students will receive a full refund or given the opportunity to enroll at another location.

INCLEMENT WEATHER: LONG & FOSTER INSTITUTE CANCELLATIONS ARE DEPENDENT UPON COLLEGE CLOSINGS. A day class will be canceled when the colleges in that county are closed. However, when the colleges have a delayed opening Long & Foster Institute **WILL OPEN ON TIME**. For evening classes call the Training Center before 5:00 p.m.

DISABLED STUDENTS: Please contact the Training Center in the event you have a disability which requires special accommodation. The advance notice of special need will enable us to better accommodate you. Thank you for your cooperation.

ENROLLMENT POLICY: While there are no age requirements for entrance into the Long & Foster Institute of Real Estate, the state requires a prospective licensee be at least 18 years of age to activate their real estate license. In MD, prospective students who do not have a high school education or GED must take the Wonderlic Admissions Test. There will be no credit for previous training or experience.

SCHOOL HOLIDAYS: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving Day, Christmas Day

PROCEDURES FOR LICENSING

In Maryland, you are required by law to take a classroom course entitled "Principles & Practice of Real Estate." The tuition and length of this course will vary with the institution. The course is given by the Long & Foster Institute of Real Estate, Inc. and by many degree-granting institutions and some community colleges. This course covers all the technical aspects of real estate--math, law and theory.

Long & Foster Institute of Real Estate offers the required Principles and Practice of Real Estate course in various time periods to suit your schedule and learning pace. The course covers all the material required by the State of Maryland, as well as all the information you need to study for the licensing examination. Our course is principally for those planning to take the examination and become licensed real estate agents; however, many people take it simply for their own information and use.

It is highly recommended you take an exam prep course before the state licensing examination. Long & Foster Institute offers an exam prep class each month which consists of 8 class hours of intensive review, or you may choose a computer based review. Call the training center for schedule and locations.

Once you pass the Principles Course and the MD examination, you must affiliate with a real estate firm (such as Long & Foster) in order to have your license activated. At that point, should you choose to affiliate with Long & Foster, you will join post-license training program, STAR BUILDERS®, which will teach you the practical aspects of actually listing and selling properties. Following the classroom and field training, you will be fully prepared to launch into a successful real estate career.

If you have further questions, please call our registrar at (410) 561-8380, 1-800-543-3365, or any of our branch managers.

LONG & FOSTER TRAINING

UNIVERSITY OF LONG & FOSTER CAREER DEVELOPMENT: The University of Long & Foster's School of Career Development program includes a vast array of in-depth training programs for both new and established sales associates. STAR BUILDERS ® is a series of classes designed to teach the newly licensed associate the basics of their new career. Before you choose a broker, take a look at the Long & Foster Career Development training program.

PSI TEST CENTERS-MARYLAND

Baltimore Center: The Rotunda 711 W. 40 th Street Suite 352 Baltimore, MD 21211	College Park Center The Sterling Building 4920 Niagara Road Suite 211 College Park, MD 20740	Crofton Center Morauer III Building 2137 Espey Court Suite 3 Crofton, MD 21114	Hagerstown Center: Westshire Professional 920 West Washington St Suite 204 Hagerstown, MD 21740	Lanham Center 5900 Princess Garden Parkway Suite 240 Lanham, MD 20706	Salisbury Center: Beaglin Park Plaza 1323 Mt. Hermon Road Suite 2A Salisbury, MD 21804
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MD: State testing is administered by Psychological Services, Inc. (PSI) of Nevada. The exam is given by appointment only Monday through Friday. Call PSI at 1-800-733-9267. The examination fee is \$78.00.

Maryland Fees:

Tuition	\$170.55 (\$ 49 Admin fee included)
Books	<u>\$ 72.45</u>
Total Cost MD	\$243.00

Optional:	Study Guide (for Textbook)	\$26.25
	Guide to Passing the PSI	\$26.25
	Math Book	\$31.50
	Finish of Class – PSI Prep class	\$25.00
	Transfer Fee	\$25.00

TUITION REFUND POLICY

CANCELLATION PERIOD: All fees paid by a student will be refunded if the student chooses not to enroll in, or withdraw from, school within 7 calendar days after having signed the contract. No refund will be issued on books, materials or supplies purchased by the student at any time. All refund requests must be in writing. After 7-day cancellation period, but before the first day of class, the admin fee of \$49 will be forfeited. If the student withdraws after the first day of instruction, the application fee will be forfeited and the tuition refund will be as follows:

PORTION OF COURSE TAKEN	TUITION REFUND
Up to 9%	90%
10% to 19%	80%
20% to 29%	60%
30% to 39%	40%
40% to 49%	20%
50% or more	No Refund

Any refund due a student shall be paid within 30 days from receipt of request. **There will be no refund for books, materials or supplies purchased by the student.** If Long & Foster Institute cancels a course, the student will receive a full refund of monies due the student. Students must satisfy all obligations, attend all classes, and pass the course final exam before the one month period is over to receive a certificate of completion. Please be aware that Long & Foster may contact you concerning opportunities in the real estate field using the information provided on your application or from your phone call.

DIRECTIONS TO REGIONAL TRAINING CENTERS

Calverton (Beltsville) Regional Training Center: Exit 495- Capitol Beltway- onto 95 North (Baltimore). On 95North, take FIRST exit, 29B Calverton (MD 212W). Proceed to first traffic light, and turn left into Centre Park II to building next to Sheraton Hotel – 4061 Powder Mill Road, #540; Beltsville MD 20705; 301 595 9550 phone; 301 937 1942 fax; email calvtc@longandfoster.com

Montgomery County Regional (Kentlands): Take I-495N/Capital Beltway toward Frederick/ Baltimore. Keep left to take the I-270 N via exit 38 toward Frederick. Take I-270 N. to EXIT 9-B, toward SAM EIG HWY, on the ramp bear to the LEFT toward SAM EIG HWY. Turn SLIGHT RIGHT onto MD-119 W/GREAT SENECA HWY. Turn LEFT onto KENTLANDS BLVD, the building is on the right.

Baltimore Regional (Lutherville): From Columbia take 95N to the Baltimore Beltway 695 toward Towson (this is a left exit). Stay on 695 to Exit 25 which is Charles Street (RT 139). Turn left on Charles Street, at the traffic circle, take the third exit onto Bellona Avenue. Long and Foster is the 1st drive on the right. The training center is on the third floor. Parking is in the front or the back of the building.

From White Marsh: Baltimore Beltway 695 toward Towson to exit 25 Charles Street. At the end of the ramp turn left on Bellona Avenue. At the traffic circle, take the 2nd exit and stay on Bellona Avenue. Turn right into the Long & Foster Real Estate office. The training center is on the 3rd floor.



STUDENT ENROLLMENT RECORD CARD

TRAINING CENTER: _____ START DATE: _____ END DATE: _____ DAY _____ EVE _____ EVE/SAT _____ WKEND _____

NAME: _____
 Last First MI

ADDRESS: _____
 Street City State Zip Code

PHONE NUMBER: _____ SOCIAL SECURITY NUMBER: XXX-XX-_____ Last 4 numbers

E-MAIL: _____

In Md., students who do not have a high school diploma or GED, must take the Wonderlic Admissions Test. Students must attend all classes before taking the final exam and must pass the final exam to obtain a certificate. Students who come late or leave early will not receive credit for that session. Books are available for purchase through us or locally. No other supplies or equipment are required. Course attendance does not require nor guarantee affiliation with a real estate company.

THERE IS NO CREDIT GRANTED FOR PRIOR TRAINING.

FEES: MD - 60 hours **Tuition \$170.55** **Tuition only for MD: \$170.55**
Books \$ 72.45 (including MD Sales Tax) **Admin Fee \$ 49.00 (included in tuition)**
Total \$243.00

Full payment is required. Only pre-paid students are guaranteed a seat in the selected class. Pay with money order, Visa, Master Card or Discover. No checks or cash please. Seats are available to students as payments are received. Once a class is full, enrollments will no longer be accepted for that particular class. A transfer fee will be assessed each time a student alters their chosen class. **NOTE:** No confirmation will be sent to you. You will be notified **ONLY** if the class is or rescheduled

REFUNDS: A full refund will be issued if a course or program is closed, canceled or discontinued by Long & Foster Institute of Real Estate. All fees paid by a student will be refunded if a student chooses not to enroll within 7-day period after signing the contract. After 7-day cancellation period, but before the first day of class, the admin fee will be forfeited. If the student withdraws after the first day of instruction, the administrative fee will be forfeited and the tuition refund will be as follows:

<u>Portion of course taken</u>	<u>Refund</u>	
Less than 10%	90%	Refunds are prorated on the tuition only. There will be NO refund for books, materials or supplies purchased by the student.
10% up to but not including 20%	80%	
20% up to but not including 30%	60%	
30% up to but not including 40%	40%	
40% up to but not including 50%	20%	
More than 50%	No Refund	<u>Refunds will be paid within 30 days.</u>

Course/ Exams must be completed within (1) month from the last scheduled class date. If not completed within that time, student must repay tuition and retake entire course to receive credit. Student should keep all documents regarding enrollment & financial obligations. **Students who are late or leave early will not receive credit for that session.** No children are permitted at the training center while you are attending classes.

I understand that all printed material provided during the course of instruction is copyrighted and cannot be copied or used other than for personal use in connection with the course instruction. **TAPE RECORDERS ARE NOT PERMITTED.**

I have read and understand the above and will receive a copy of this agreement and the current school catalog at the first class. To be binding this agreement must be signed by all parties and may be modified or extended only with written consent of student & school.

Please circle one: I would like to be contacted by Long and Foster, Inc. about a future association. YES NO

I would like to be contacted by Long and Foster's referral company, Metro Referrals. YES NO

If neither response is indicated, Long and Foster may contact you.

I enclose Money Order # _____ for \$ _____ for registration.

By signing below I give Long and Foster Institute permission to charge the full \$ _____ to my _____ Visa _____ MC Card _____ Discover card

_____ Expires _____ / _____ CVV# _____

Student Signature: _____ Date: _____

School Official's Signature: _____ Date: _____

ATTENDANCE: 4 HOUR SESSIONS

DATE	DATE	DATE	DATE	DATE	DATE
1	4	7	10	13	16
2	5	8	11	14	
3	6	9	12	15	

% TOTAL HOURS ATTENDED: _____ STUDENT INELIGIBLE TO TAKE EXAM BECAUSE: _____
 _____ DATE OF WITHDRAWAL: _____

GRADES: NATIONAL: 1st _____ / 2nd _____ STATE: 1st _____ / 2nd _____ MID-TERM: PASS OR FAIL
 (Please circle one)

DATE OF COMPLETION: _____

INSTRUCTOR: _____ DATE: _____

REFERRING MANAGER _____ **OFFICE** _____

LONG & FOSTER INSTITUTE OF REAL ESTATE

MD/DC SCHEDULE OF CLASSES

LOCATION	DAYS	TIME	Start Date	End Date	ADDRESS
ABERDEEN	T/TH	6pm-10pm			101 Beta Blvd, Suite A, Belcamp, MD 21017
ANNAPOLIS	T/TH SAT	6pm-10pm 9am-5pm	12/3	1/7	102 Old Solomons Island Rd, Annapolis 21401
BALTIMORE REGIONAL @ Lutherville	M/T/TH/F	9am-5pm	11/30	12/11	1312 Bellona Avenue,#303 Lutherville, MD 21093
	M/W/F	9am-5pm	1/04	1/22	
	M/W/ SAT	6pm-10pm 9am-5pm	1/04	2/01	
	SAT/SUN	9am-5pm	1/09	1/31	
	M/T/TH/F	9am-5pm	2/8	2/22	
	T/TH SAT	6pm-10pm 9am-5pm	2/9	3/6	
BEL AIR NORTH	M/T/TH/F	9am-5pm	11/30	12/15	3004 Emmorton Road, Abingdon, MD 21009
	M/T/TH/F	9am-5pm	1/4	1/28	
	T/TH	6pm-10pm	1/5	2/9	
	T/TH	9am-5pm	2/2	2/25	
	T/TH	6pm-10pm	2/16	4/08	
	M/T/TH/F	9am-5pm	3/01	3/26	
BETHESDA	M/W//TH SAT	6pm-10pm 9am-5pm	11/30	12/21	4920 Elm Street, Bethesda MD 20814
BOWIE/ CROFTON	M/W/F	9am-5pm	11/23	12/11	3228 Superior Lane, Bowie, MD. 20715
	SAT/SUN	9am-5pm			
BWI/FT. MEADE	M/W/TH	6pm-10pm			802 Landmark Drive, Suite 111, Glen Burnie, MD 21061
	M/T/W/TH/F	10am-2pm	11/20	12/22	
CALVERTON REGIONAL @ Beltsville	M/W/F	9am-5pm	12/2	12/18	4061 Powder Mill Road, Calverton, MD 20705
	M/W/F	9am-5pm	1/4	1/22	
	M/T/TH	6pm-10pm	1/4	2/9	
	M/W/F	9am-5pm	2/01	2/19	
	M/T/TH	6pm-10pm	2/22	3/29	
	M/W/F	9am-5pm	3/01	3/17	
CAMP SPRINGS	M/W/F	9am-5pm	12/2	12/18	6320 Allentown Road, Camp Springs, MD 20748
	M/W/F	9am-5pm	2/1	2/19	
	M/W/F	9am-5pm	3/1	3/17	
CANTON	M/W/TH	6pm-10pm	1/21	2/25	2400 Boston Street, Suite 124, Baltimore, MD 21224
	M/W/TH	6pm-10pm	6/7	7/12	
	M/W/TH	6pm-10pm	9/20	10/25	
CLARKSVILLE	SAT/SUN	9am-5pm			
COLUMBIA HICKORY RIDGE	M/T/W/TH/F	9am-5pm	12/10	12/21	10805 Hickory Ridge Road, Columbia, MD 21044
CUMBERLAND	M/T/TH/F	9am-5pm	11/30	12/11	200 S. George Street, Cumberland, MD 21502
	M/TH/ SAT	6pm-10pm 9am-5pm	11/30	12/17	
DAMASCUS	M/T/W/TH/F	9am-5pm	12/14	12/22	Main Street & Rt. 27, Damascus Shopping Center, Damascus, MD 20872
	M/T/W/TH/F	9am-5pm			
DEEP CREEK LAKE	T/TH/ SAT	6pm-10pm 9am-5pm			23789 Garrett Highway, McHenry, MD 21541
DEALE	M/W/F	9am-5pm			5544 Muddy Creek Rd. West River MD 20778
EASTON	M/W/F	6pm-10pm			111 E. Dover Street, Easton, MD 21601
ELDERSBURG	T/TH	6pm-10pm			1425 Liberty Road, Eldersburg, MD 21784
ELKRIDGE	T/TH/ SAT	6pm-10pm 9am-5pm			6500 Washington Blvd, Elkridge, MD 21075
	T/TH/ SAT	6pm-10pm 9am-5pm			
FT. WASHINGTON	M/W & SAT	6pm-10pm 9am-5pm	1/13	2/20	10901 Indian Head Highway, Ft. Washington, MD 20744
	M/W & SAT	6pm-10pm 9am-5pm	2/27	3/24	
HAGERSTOWN	M/W/TH	6pm-10pm			1100 Dual Highway, Hagerstown, MD 21740
LEXINGTON PARK	M/W SAT	6pm-10pm 8:30am-12:30pm			45315 Alton Lane Ste 16032, California, MD 20619
MITCHELLVILLE	M/T/TH	6pm-10pm			12220 Central Ave, Mitchellville, MD 20721
MONTGOMERY CTY REGIONAL Gaithersburg	M/T/TH/F	9am-5pm	12/7	12/18	189 Kentlands Blvd, Gaithersburg, MD 20878
	M/W/F	9am-5pm	1/4	1/22	

	M/T/TH	6pm-10pm	1/5	2/11	
	SAT/SUN	9am-5pm	1/9	1/31	
	M/W/F	9am-5pm	2/3	2/19	
	SAT/SUN	9am-5pm	2/13	3/28	
PASADENA	M/W/F	9am-5pm			4100 D Mountain Road, Pasadena, MD 21122
PERRY HALL	M/T/TH/F	9am-5pm	1/11	1/25	8712 Bel Air Road, Baltimore, MD 21236
	M/T/TH/F	9am-5pm	3/8	3/19	
	M/T/TH	6pm-10pm	3/22	4/26	
PIKESVILLE/OWINGS MILLS	M/W/TH	6pm-10pm			1852 Reisterstown Road, Pikesville, MD 21208
PR. FREDERICK	M/T/TH	6pm-10pm	1/11	2/18	100 Harrow Lane #113, Prince Frederick, MD 20678
REISTERSTOWN	M/T/W/TH	9am-1pm			321 Main St., Reisterstown, MD 21136
	M/T/TH	6pm-10pm			
SECURITY	T/TH	8:30am-12:30pm	1/12	3/4	
	T/TH	6pm-10pm	1/12	3/4	7000 Security Blvd, Baltimore, MD 21244
	T/TH	8:30am-12:30pm	5/11	7/01	
	T/TH	6pm-10pm	5/11	7/01	
SEVERNA PARK	M/T/W/TH/F	9am-5pm			
WALDORF	T/TH	6pm-10pm	1/5	1/30	568 A Governor Ritchie Hwy, Severna Park MD 21146
	SAT	9am-5pm			
	T/TH	6pm-10pm	4/6	5/01	
	SAT	9am-5pm			
	T/TH	6pm-10pm	7/6	7/31	
	SAT	9am-5pm			
	T/TH	6pm-10pm	10/26	11/20	
	SAT	9am-5pm			
WESTMINSTER	T/TH	6pm-10pm			3165 Crain Highway #202, Waldorf, MD 20603
	SAT	9am-5pm			

CONTACT THE MD/DC LOCATIONS LISTED BELOW FOR THEIR CLASS SCHEDULE

Cumberland	200 South George Street, Cumberland, MD 21502	Debbie Grimm	800-531-9425
Dunkirk	5544 Muddy Creek Road, West River, MD 20778	Bonnie McArdle Connie Hirschman	301-855-4232 410-867-1000
Eldersburg	1425 Liberty Road, Eldersburg, MD 21784		800-795-2255
Taneytown	443 E. Baltimore Street, Taneytown, MD 21787	Teresa Phillips	410-751-1221
White Marsh	7984 Honeygo Blvd., Baltimore, MD 21236	Mary Jo Button	410-931-6300

We also have 1 District of Columbia, 4 Delaware, 1 New Jersey, 4 Pennsylvania & 15 Virginia Training Centers.
CALL 1-800-543-3365 FOR INFORMATION REGARDING CLASS DATES AT ALL OTHER TRAINING CENTERS

NOTE: You may begin any class at anytime but you must complete the entire series before taking the final exam. You will be given two opportunities to pass the class final exam. After that you must re-pay and re-take the entire course before a certificate can be issued. Students are not allowed to be late or leave early.
 For additional information regarding a career in Maryland real estate please call Jan Nadeau, Career Counselor at 1-800-635-2913.

DIRECTIONS TO ONLINE REGISTRATION VIA INTERNET

- 1) Go to: www.longandfoster.com
- 2) Under the Long & Foster logo, [double click on Careers](#).
- 3) Scroll down you see a picture of a front door. Underneath the door click the blue writing that says: ["Real Estate School"](#) in second paragraph.
- 4) Pre-Licensing State Programs: [Maryland](#)
["Show All"](#) should be in the other two drop-down boxes.
- 5) Click: ["Go"](#)
- 6) To register: click on the class, which will bring you to another screen.
 Use the scroll bar to get to the top and click the register tab. Follow instructions and complete application.
 (Note: When registering online, please print confirmation page)
 To get back to the class schedule – click the X at top right corner.