



LONG & FOSTER INSTITUTE OF REAL ESTATE  
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1-866-967-5563

### **60 HOUR CLASSROOM-PRINCIPLES AND PRACTICE OF REAL ESTATE FOR SALESPeOPLE – WASHINGTON, DC**

This course is approved by the District of Columbia 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 Real Estate, Inc. \* Due to differing requirements, DC license applicants must take the class in DC and Maryland applicants must attend in a Maryland location.

**REGISTRATION INFORMATION:** Students have the right and responsibility to attend all classes/sessions and be aware of policies and regulations affecting them. Consult catalog, schedule of classes or instructors for current policies and practices of the school. Students are expected to understand certification requirements, to monitor their progress and to consult with instructor or school administrator as needed.

**ENROLLMENT/STUDENT RECORDS:** To reserve your seat, full payment is required; class seats are available on a first come, first served basis. There is no credit granted for previous training or experience. To enroll in the program students must register online at [www.TheLFIRE.com](http://www.TheLFIRE.com)

**FEES:** Application Fee (incl'd in tuition)—\$12.00, Tuition—\$126.55, Textbook—\$46.20, DC Law Book—\$26.25

**STUDENT ENTRANCE:** While there are no age requirements for entrance into the LFIRE, the District of Columbia requires a prospective licensee be at least 18 years of age, have a high school diploma or GED in order to take the PSI exam.

**STUDENT ATTENDANCE:** Students must attend 100% of the classes. Student will not be allowed to take their final exams before making up all missed classes. Students have 90 days/3 months from the class start date to make up sessions and take exam. If a student comes late or leaves early, they will not receive credit for that class.

**INCLEMENT WEATHER:** Long & Foster Institute of Real Estate (LFIRE) classes are dependent upon the University of DC (UDC) closings. Daytime classes will be cancelled when UDC is closed. However, if UDC has a delayed opening, LFIRE will open on time. For evening classes, if UDC closes, evening classes will be cancelled.

**GRADING STANDARDS & GRADUATION POLICY:** Students will be given a mid-term at the 43% mark of their coursework with a written evaluation of their progress to this point. Academic progress records are available to the student throughout the program and the school will maintain grade records. In order to graduate, a student must attend all classes/sessions, meet all financial obligations to the school and obtain at least a 75% grade on the final exams. Upon successful completion of the final exam, the student will be provided with the results and a Certificate of Completion. If a student does not make-up their missed class/session or take their exam within 90 days/3 months from the first scheduled date of class/session, they must pay to re-take the entire program again as no certificate will be issued.

**TRANSFER POLICY/LEAVE POLICY:** Although we do not think it is in the student's best interest to transfer between classes, sometimes emergency situations arise. There will be a \$25 fee for this service. There is no leave of absence or extension granted to any student at any time. Students must complete the entire course 90 days/3 months from the first scheduled date of the new class/session.

**STUDENT SERVICES:** Since all real estate companies have career counselors and/or office managers who assist prospective agents, LFIRE does not offer placement services.

**CLASS CANCELLATION POLICY:** LFIRE 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.

**WAITING LIST:** \*\*If this event is marked as closed that means we have reached our max capacity for this event. You may place yourself on the waitlist by proceeding to register. No confirmation email will be sent. If a seat becomes available, we will notify you. We recommend registering for another class/location if space does not become available in the closed class.\*\*

**DISABLED STUDENTS:** Please contact **LFIRE** prior to class starting 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.

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

**PROCEDURES FOR LICENSING:** In the District of Columbia, you are required by law to take a classroom course entitled "Principles & Practices of Real Estate." 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 District of Columbia, 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.

Once you pass the Principles Course and the DC 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® Real Estate, Inc., you will join the post-license training program, LAUNCH®, 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.

For further questions, please call 1-866-967-5563 or any of our branch sales offices and ask to speak with a manager.

**PSI TEST CENTERS-DISTRICT OF COLUMBIA:** State testing is administered by Psychological Services, Inc. (PSI) of Nevada. Call PSI at 1-800-733-9267 or visit [www.psiexams.com](http://www.psiexams.com) for more information including Test Center locations. The examination fee is \$61.50.

**TUITION REFUND POLICY:** If you need to cancel your registration, all refund requests must be in writing and can be sent to [LFIRE@LNF.com](mailto:LFIRE@LNF.com). A full refund will be issued if a course or program is closed, canceled, or discontinued by the Long & Foster Institute of Real Estate. There will be no refunds for books, materials or supplies. Requests for refunds must be submitted in writing. A \$12.00 administrative fee will be forfeited if a student withdraws from class after registration. If the student withdraws after the first day of instruction, the administrative fee will be forfeited and the tuition refund will be as stated in our school catalog. Refunds will be paid within 30 days of receipt of written request. There will be no refunds given after 180 days. For students withdrawing after the first day of instruction, the tuition refund will be as follows:

PORTION OF PROGRAM ATTENDED	TUITION REFUND
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No Refund

<b>SCHEDULE:</b>	Type of Schedule	Times & Hours/day	Days Required/week	Hours Required/week	Weeks to Complete
Schedule options vary. Classes are offered at various on-going times at our approved locations. Visit our website at <a href="http://www.THELFIRE.com">www.THELFIRE.com</a> for our current schedule.	<b>Weekday</b>	9am – 5pm (8hrs)	M/W/F	24	2.5
		9am – 5pm (8hrs)	M/T/Th/F	32	2
		9am – 5pm (8hrs)	Mon-Fri	32-40 (start dates vary)	1.5 – 2
		9am – 1pm (4hrs)	Mon-Thurs	16	3.75 – 4
	<b>Evenings Only</b>	6pm – 10pm (4hrs)	M/T/Th or M/W/Th	12	5
	<b>Evenings &amp; Saturdays</b>	6pm – 10pm/9am – 5pm	T/Th & Sat	16	3.75 – 4
	<b>Weekends</b>	9am – 5pm (8hrs)	Sat & Sun	16	4

#### LOCATIONS

##### DC Regional Training Center

*(street parking and public parking under the building)*  
4200 Wisconsin Ave NW  
Washington, DC 20016

##### DC Georgetown Office

*(street parking and commercial lots in the area)*  
1680 Wisconsin Ave NW  
Washington, DC 20007

##### DC Chevy Chase Circle Regional Training Center

*(street parking and behind building)*  
20 Chevy Chase Circle NW  
Washington, DC 20015

##### DC Logan Circle Office

1529-B 14<sup>TH</sup> St NW  
Washington, DC 20005

#### Ready to Register for In-Person Prelicensing Classes?

Register for upcoming prelicensing classes online. Helpful navigation information is below.

- 1) Go to: [www.TheLfire.com](http://www.TheLfire.com)
- 2) Select “Get Your License” on the left
- 3) Under Instructor Led/Live Classroom click on the link “Click here to see our calendar of upcoming classes”

#### Ready to Register for Online Prelicensing Classes?

We offer DC online classes so you can study for your licensing exam in the comfort of your own home. Online classes can be taken and fit easily into your own schedule. Each class will fulfill the requirements to take the licensing test. Click on the link below to get started right away. Prices start at \$249 depending on the class package you choose.

**Register online!** [Click here](#) for Online DC Principles & Practices