



LONG & FOSTER INSTITUTE OF REAL ESTATE
Administrative Office
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Burtonsville, MD 20866
Email: LFIRE@LNF.COM
1-866-967-5563

60 HOUR CLASSROOM-PRINCIPLES AND PRACTICE OF REAL ESTATE FOR SALESPeOPLE - MARYLAND

This program 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 program 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. Program attendance does not require nor guarantee affiliation with Long & Foster Real Estate Inc.

CLASSES: Classes are offered on an on-going basis at all training centers. Visit our website at www.TheLFIRE.com for our current schedule. Schedule options vary.

REGISTRATION: Classes are offered on an on-going basis at all multiple locations. Visit our website at www.THELFIRe.com for our current schedule. Schedule options vary. Full payment is required. Pay by credit card on-line. 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. 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.

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: LFIRE classes are cancelled or delayed according to the schedule of the community college in the county in which the class is located. A day class will be cancelled when the nearby community college is closed, however, if the nearby community college opens late, LFIRE WILL OPEN ON TIME. For evening classes, if community colleges in that area are closed, evening classes will be cancelled. Long & Foster Institute cancellations are dependent upon community college in the county where the training centers are located. A day class will be cancelled when the community colleges in that county are closed. However, when the colleges have a delayed opening Long & Foster Institute WILL OPEN ON TIME. For evening and/or weekend classes, please ask your instructor.

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. ****Program/ Exams must be completed within (3) months** from the first scheduled class date. If not completed within that time, student must repay tuition and retake entire program to receive credit. After that you must re-pay and re-take the entire program before a certificate can be issued. **You will be given two opportunities to pass the class final exam.** Student should keep all documents regarding enrollment & financial obligations. **Students who are late or leave early will not receive credit for that session.**

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 program entitled "Principles & Practice of Real Estate." The tuition and length of this program will vary with the institution. The program is given by the Long & Foster Institute of Real Estate, Inc. and by many degree-granting institutions and some community colleges. This program 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 program in various time periods to suit your schedule and learning pace. The program 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 program 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.

Upon completion of the required course, consider taking our State Exam Review. Whereas the licensing course gives an excellent overview and covers all subjects mandated by the state, the State Exam Review focuses on the facts and topics that the state tests. In addition to helping you maximize your study time by focusing on the information that is tested, we also provide you with sample examination questions and proven examination strategies as well as memory techniques to help you succeed. We have helped many pass their real estate examination on the first try. Whether you are taking the full examination or only the jurisdictional law, the State Exam Review gives you an edge.

Once you pass the Principles Program and the MD examination, you must affiliate with a real estate firm in order to have your license activated. Should you choose to affiliate with Long & Foster Real Estate Inc., you will join our 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.

If you have further questions, please call 1-866-967-5563, or any of Long & Foster Real Estate Inc. or one of our branch managers.

PSI TEST CENTERS-MARYLAND: State testing is administered by Psychological Services, Inc. (PSI) of Nevada. Call PSI at 1-800-733-9267 or visit www.psiexams.com for more information including Test Center locations. The examination fee is \$61.00.

| FEES: | ITEM | MD |
|-------|--|----------|
| | Administrative Fee (included in tuition) | \$12.00 |
| | Tuition & Books Package (effective 7/1/11) | \$199.00 |
| | Tuition Only | \$126.55 |
| | Text Book | \$46.20 |
| | MD Law Book | \$26.25 |

TUITION REFUND POLICY: If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

| PORTION OF PROGRAM ATTENDED | TUITION REFUND |
|---------------------------------|----------------|
| UP TO 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 |

| SCHEDULE: Schedule options vary. Classes are offered at various on-going times at our approved locations. Visit our website at www.THELFIRE.com for our current schedule. | Type of Schedule | Times & Hours/day | Days Required/week | Hours Required/week | Weeks to Complete |
|--|---------------------------------|----------------------|--------------------|--------------------------|-------------------|
| | Weekday | 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 |
| | Evenings Only | 6pm – 10pm (4hrs) | M/T/Th or M/W/Th | 12 | 5 |
| | Evenings & Saturdays | 6pm – 10pm/9am – 5pm | T/Th & Sat | 16 | 3.75 – 4 |
| | Weekends | 9am – 5pm (8hrs) | Sat & Sun | 16 | 4 |

LOCATIONS

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| Aberdeen: 101 Bata Blvd, Belcamp | Federal Hill: 1210 Light St, Baltimore |
| Annapolis: 102 Old Solomons Island Rd, Annapolis | Fort Washington: 10901 Indian Head Highway, Ft. Washington |
| Annapolis/Eastport: 320 Sixth St, Annapolis | Frederick: 5301 Buckeystown Pike, Frederick |
| Baltimore Regional: 1312 Bellona Ave, Lutherville | Greenspring: 10801 Tony Drive, Lutherville |
| Bel Air Central: 590 Baltimore Pike, Bel Air | Lexington Park: 45315 Alton Lane, California |
| Bel Air: 3004 Emmorton Rd, Abingdon | Mitchellville: 12220 Central Ave, Mitchellville |
| Bethesda: 7700 Old Georgetown Rd, Bethesda | Montgomery Regional: 189 Kentlands Blvd, Gaithersburg |
| Bethesda Gateway: 4650 East West Highway, Bethesda | Mount Airy/Damascus: 1512 Ridgeside Drive, Mt. Airy |
| Burtonsville: 3901 National Drive, Burtonsville | North Bethesda/Rockville: 6000 Executive Blvd, North Bethesda |
| Cambridge: 213 Sunburst Highway, Cambridge | Ocean City: 11701 Coastal Highway, Ocean City |
| Canton: 2400 Boston St, Baltimore | Perry Hall: 8746 Belair Rd, Baltimore |
| College Park: 9094 Baltimore Ave, College Park | Reisterstown: 321 Main St, Reisterstown |
| Columbia: 10805 Hickory Ridge Rd, Columbia | Salisbury: 1405 S. Salisbury Blvd, Salisbury |
| Chevy Chase Circle: 20 Chevy Chase Circle NW, Washington DC | Severna Park: 568 A Ritchie Highway, Severna Park |
| Crofton/Bowie: 2191 Defense Highway, Crofton | Silver Spring/Colesville/Downtown: 8737 Colesville Rd |
| Easton: 28380 Saint Michaels Rd, Easton | Waldorf: 2971 Festival Way, Waldorf |
| Eldersburg: 1425 Liberty Road, Eldersburg | Westminster: 625 Baltimore Blvd, Westminster |
| Ellicott City: 9171 Baltimore National Pike, Ellicott City | White Oak/Silver Spring: 12520 Prosperity Drive, Silver Spring |
| Elkton: 116 E. Pulaski Highway, Elkton | |

ALL MARYLAND TRAINING CENTERS OFFER FREE PARKING WITH THE EXCEPTION OF BETHESDA

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
- 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 MD 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 MD Principles & Practices