



Administrative Office
335 Princeton-Hightstown Rd.
Princeton Junction, NJ 08550
Phone: 866-967-5563
Website: www.thelfire.com

New Jersey

LONG & FOSTER INSTITUTE OF REAL ESTATE (LFIRE) PRINCIPLES AND PRACTICES OF REAL ESTATE FOR SALESPEOPLE

This course is approved by the State of New Jersey to fulfill the **75-hour classroom** prerequisite for taking the P.S.I. real estate examination for real estate salespersons. It has been designed specifically for individuals planning a career in real estate. The course material includes: text book, exams, quizzes and various handouts which have been designed to prepare our students for the state examination. The course exam will be administered upon the student's completion of all requirements, including attendance. Attending this school will not obligate you to become employed with our affiliated real estate broker (s) nor guarantee you an interview or a job with our affiliated real estate broker(s).

CLASSES

We offer **DAY** classes from 8:30am to 5:00pm; and a **Saturday only** series of classes from 8:30am to 5:00pm. Dates for upcoming classes are listed in the schedule below. **WE RESERVE THE RIGHT TO CANCEL A CLASS DUE TO INSUFFICIENT ENROLLMENT.**

Pre-Registration

Registration is accepted online only and directions for **ONLINE REGISTRATION** can be found below. It is suggested that you register 10-14 days (minimum) before the start date of class. Registration may close due to sufficient or insufficient class size. We are here to answer questions Monday thru Friday; 9:00am to 5:00pm. To ensure your seat please register ahead of time! Only by pre-registration, are you guaranteed a seat in your selected class. Walk-ins are not permitted. Kindly fill in your contact information **COMPLETELY**. It is important that we have your correct contact information in case of a cancelled class, delayed class or emergency. Payment in full is required and will be directed to our secured registration site. We accept Visa, Master Card or Discover. **NO** checks, cash or American Express credit cards, please. Registrants **should keep the emailed registration "confirmation" page as a receipt.**

REFUNDS

A full refund will be issued if a course or program is closed, cancelled, or discontinued by the Long & Foster Institute of Real Estate. There will be no refunds for pre-purchased books, materials or supplies. If a pre-registered student wishes to drop out of a class, a written notice must be sent via email to erica.panjehshahi@longandfoster.com and received by said party **48 hours in advance** of the starting date in order to receive a tuition **refund minus a \$50.00 cancellation fee**. Refunds will be paid within 30 days of receipt of written request to the credit card originally charged. **When the refund attaches to your account it may vary with your billing cycle.**

INCLEMENT WEATHER

Class cancellation policy will be discussed by the instructor. **Communication** of the **CANCELLATION** of the class or a **DELAYED OPENING** of the class will be done **directly with your instructor**. Please be sure to give your instructor a working phone number for contact purposes.

DISABLED STUDENTS Please contact the LFIRE (L&F Institute of Real Estate) at 609-923-2222 if you have a disability which requires special accommodation, including the provision of auxiliary aids or services. Advance notice of your special need will enable us to better accommodate you. Thank you for your cooperation.

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

LFIRE REGULATIONS:

This course must be completed within 3 months from the first day of class. If not completed within that time, the student must repay the tuition and retake the entire course to receive credit. **The student should keep all documents regarding enrollment & financial obligations.** Students who are late or leave early will not receive credit for that session. 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. No children are allowed to be present at the training center while classes are in session. No recording of any kind is permitted.

PROCEDURES FOR NEW JERSEY LICENSING

In New Jersey, you are required by law to take a 75-hour classroom course entitled "Principles of Real Estate." This course is given by the Long & Foster Institute of Real Estate, other approved Real Estate schools and some Community Colleges. This course covers the technical aspects of real estate including math, theory and law. The Principles course offered by the Long & Foster Institute covers all material required by the State of New Jersey, as well as providing information needed to study for the licensing examination. Our course is principally for those planning to take the state exam and become licensed real estate agents. However, many people enroll simply for their own information.

After passing our exams and fulfilling attendance requirements, the instructor will provide a **Certificate of Completion.** Please note that **P.S.I. Services, LLC**, under the direction of the New Jersey Real Estate Commission, administers the New Jersey Licensing Examinations (Broker and Salesperson). For further information related to testing sites, cost, and sample testing, kindly log onto www.psiexams.com where you may print off your Candidate Information Bulletin. **Or you may call the Candidate Services Call Service at 1-800-733-9267.**

Once you pass the Principles course and the New Jersey Licensing Exam, you must affiliate with a real estate brokerage firm in order to have your license activated. Students must, within **ONE YEAR** of completing the pre-licensing course, apply for a license with the Commission. If not, the student must retake the pre-licensing course and the licensing exam, at their own expense. Students who fail the final exam in class three (3) times must retake the entire course, at their own expense, before sitting for the state examination.

Students must satisfy all financial obligations, attend classes, and pass the course final exam. before the certificate of completion can be given. This certificate is needed in order to take the state P.S.I. exam. A fee of \$10.00 must accompany any request for replacement certificates. All requests for replacement certificates must be in writing.

If you have any further questions about our classes, please call 609-923-2222

TUITION FEES

Tuition/Book: \$250.00

SCREENING QUESTIONS

Please email this page to lsmall2@comcast.net directly to 301-622-0392

ALL QUESTIONS MUST BE ANSWERED. PLEASE CIRCLE: YES or NO

1. With the exception of motor vehicle violations, have you ever been convicted of a crime, misdemeanor, or disorderly person's offense in the state of New Jersey, any other state or by the federal government, or are you presently on probation or parole? **YES NO**
2. Is there a criminal complaint, disorderly persons charge, a criminal accusation or criminal information presently pending against you or are you presently under indictment in New Jersey, any other state or by the federal government, or are you presently enrolled in the NJ Pre-Trial Intervention (PTI) program or any similar State or Federal program involving the deferral of the disposition or sentencing in a criminal matter? **YES NO**
3. Have you ever had a real estate or other professional license, certification or similar credential revoked, suspended, surrendered in lieu of formal prosecution, or denied in New Jersey or any other state? **YES NO**
4. Do you have a child support obligation on which there is an arrearage due that equals or exceeds the amount of child support payable for six months, or are you the subject of a child support related warrant, or during the past six (6) months have you failed to provide any court ordered health care coverage, or have you failed to respond to a subpoena relating to a paternity or child support proceeding? **YES NO**
5. Are you UNDER the age of 18 at the time of taking this examination? **YES NO**
6. Do you now hold, or have you ever held, ANY license issued by the New Jersey Real Estate commission? **YES NO**
7. Are you a high school graduate or the holder of a G.E.D.? **YES NO**
8. Do you currently hold a real estate license issued by another state? **YES NO**

TUITION REFUND POLICY

Refund Policy:

The NJREC requires that all students read and agree to our school tuition refund policy before entrance into a course. Tuition will be refunded to any student who, after reading the screening questions, believes that a license will not be issued due to the answer to any of those questions. No tuition will be refunded after the first class except as stated above. If a pre-registered student wishes to drop out of a class, a written notice must be submitted at least 48 hours in advance of the starting date in order to receive a tuition refund minus a \$50.00 cancellation fee. Tuition will be refunded if a class is filled or cancelled.

Any refund due a student shall be paid within 30 days from the receipt of a written request. There will be no refund for books, materials or supplies purchased by the student. If the Long & Foster Institute cancels a course, the student will receive a full refund. All students must read and agree to our school tuition Refund Policy as written. Email inquiries should be directed to: lsmall2@comcast.net

Monday, May 6, 2013 Start Date

Print Students Name

Student's Signature

Date



DIRECTIONS FOR ON-LINE REGISTRATION

Go to: www.thefire.com

Click on: “Get your license”

Under Live Classroom: Click on desired State

Proceed to click on desired information, i.e. state, location, class type and start date.

Click on: Register

“Please print a CONFIRMATION PAGE for your records.”