



LONG & FOSTER INSTITUTE OF REAL ESTATE
14501 George Carter Way
Chantilly, VA 20151
301-622-0194

Website: www.varealestateclasses.com

PRINCIPLES AND PRACTICE OF REAL ESTATE FOR SALESPEOPLE – VIRGINIA

This course is approved by the Commonwealth of Virginia to fulfill the 60-hour classroom prerequisite for taking the Psychological Services, Inc., (P.S.I.) real estate examination for salespersons. It has been designed especially for individuals planning a career in real estate. The course material includes: Modern Real Estate Practice textbook, Virginia Real Estate Practice textbook, mid-term exam, final exam, and many handouts which have been designed to prepare you for the state examination. The course 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.

Attention: New requirement for VA prelicensing students:

Students are now required to supply a passport quality photo (2" x 2" color photo, white background, full-face view, directly facing the camera with **neutral facial expression**) of themselves when they attend their first class.

This photo will be submitted to P.S.I. at the time the student completes and passes the class. The photo will not be returned to the student.

SCHEDULING: Course must be completed within (3) three months from the first day of class attended. 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. It is not necessary to begin on Class #1; however, all classes must be completed prior to taking the final examination.

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 VA, prospective real estate licensees must have a high school education or GED. There will be no credit for previous training or experience.

PRE-REGISTRATION: Full payment is required. Pay by credit card or money order only, payable to L&F Institute. We do not accept checks or cash. Only by pre-registration (pre-paid) are you guaranteed a seat in your selected class. You can register for classes on the internet by visiting our web site at www.varealestateclasses.com click on get your license. Select your class preference and location and click "Go" Click on the start date and location of the class you want to attend. (It will be highlighted in blue at the bottom of your screen) Click on "register now" to register for that class.

6/15

INCLEMENT WEATHER: Day classes will be cancelled when the Northern Virginia Community College/Annandale Campus is closed. When the Community College has a delayed opening, Long & Foster Institute WILL OPEN ON TIME. For evening/Saturday class cancellations, if northern Virginia Community College is closed, classes will be cancelled.

DISABLED STUDENTS: Students with disabilities requiring special accommodations, including the provision of auxiliary aids or services, should contact the training center. The advance notice of special needs will enable better accommodation.

VIRGINIA LOCATIONS

Alexandria	400 King Street Alexandria, VA 22314	703-683-0400
Annandale	7010 Little River Turnpike #100 Annandale, VA 22033	703-750-2800
Ashburn	43490 Yukon Drive # 105 Ashburn, VA 20147	703-724-9494
Burke	6045 Burke Ctr. Pkwy, Burke, VA 22015	703-425-8000
Chantilly	4440 Brookfield Corporate Dr, #100, Chantilly, VA 20151	866-967-5563
Culpeper	15169 Montanus Drive Culpeper, VA 22701	540-829-7900
Falls Church	6299 Leesburg Pike, Falls Church, VA 22044	703-534-9660
Fairfax Centre	13135 Lee Jackson Memorial Hwy., #100 Fairfax, VA	571-217-8900
Fredericksburg	1910 William Street Fredericksburg, VA 22401	540-371-5250
Gainesville	7526 Limestone Drive Gainesville, VA 20155	571-261-1400
Leesburg	508 E. Market Street, Leesburg VA 20176	703-777-2900
Manassas	10748 Sudley Manor Drive Manassas, VA 20109-2833	703-368-1146
McLean	1355 Beverly Road #109 McLean, VA 22101	703-790-1990
Reston	2100 Reston Parkway Suite 102, Reston, VA 20191	703-437-3800
Richmond West End	8411 Patterson Avenue, Richmond, VA 23229	804-346-2222
Roanoke	3922 Electric Road, SW Roanoke, VA 24018	540-772-6985
Tysons	8227 Old Courthouse Rd #100, Vienna 22182	703-556-8600
Springfield	7202 Old Keene Mill Road Springfield, VA 22150	703-451-9400
Sterling	46191 Westlake Drive Sterling, VA 20164	703-430-1000
Village of Midlothian	1100 Jefferson Green Circle, Midlothian, VA 23113	804-346-2222
Virginia Beach	963 Providence Sq. Shopping Center, #1118 B VA Beach	757-460-3900
Warrenton	492 Blackwell Road Warrenton, VA 20186	540-347-2250
Williamsburg	5234 Monticello Avenue # 110 Williamsburg, VA 23188	757-460-3900
Woodbridge	13875 Hedgewood Dr, Woodbridge, VA 22193	703-986-5700

PROCEDURES FOR LICENSING

In Virginia, you are required by law to take a 60-hour classroom course entitled "Principles of Real Estate." The tuition and schedule of this course will vary with the institution.

The Principles Course offered by Long & Foster Institute covers all material required by the Commonwealth of Virginia, as well as providing information needed to study for the licensing examination. The State of Virginia requires every student to have a high school diploma or GED equivalent in order to apply for a real estate license. Our course is principally for those planning to take the state exam and become licensed real estate agents. However, many people take it simply for their own information and use. ***Please note that as of July 1, 2009, the state of VA is requiring all new license applicants to be electronically fingerprinted for a fee of \$62.00. Please see page 9 for more information.***

The instructor will submit your name to the state after you have successfully completed the course program.

Once you pass the Principles Course and the Virginia Licensing Exam, you must affiliate with a real estate brokerage firm (such as Long & Foster) in order to activate your license. At that point, should you choose to affiliate with Long & Foster, you will join our new agent training program, Launch®, which will teach you the practical aspects of actually listing and selling properties. Following our 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 above numbers or any of our branch office managers.

PSI TESTING

Psychological Services, Inc. (PSI), under the direction of the Virginia Real Estate Board, administers the Virginia Real Estate Licensing Examinations (Broker and Salesperson). Your Instructor will give you the details as to price, procedure, locations, etc. There are testing centers in Falls Church, McLean, Richmond, Charlottesville and Roanoke.

NOTE: You may begin with any class at any time (provided the class is not full), but you must complete the entire series before taking the class exam. **You cannot be more than 15 minutes late and you cannot leave early or you must re-take the entire session to receive credit.**

School Holidays: New Years Day, Martin Luther King Jr., Presidents Day, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving and Christmas.

PACKAGE FEES (including books)

PACKAGE FEES (including books) For Instructor Led/Live Classroom

Tuition	\$ 126.55
Books	\$ 68.34
VA Tax	\$ 4.11
Total Cost	\$199.00

FEE FOR ONLINE CLASS

\$289.00 Visit our website at www.TheLFIRE.com for registration and details.

CANCELLATION PERIOD: A full tuition 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. Request for refunds must be submitted in writing. Refunds will be paid within 30 days of receipt of written request. A \$25.00 Fee will be charged under the following circumstances:

- A transfer is made from one campus to another
- A student reschedules from one month to another

TUITION REFUND POLICY

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. Request for refunds must be submitted in writing. Refunds will be paid within 30 days of receipt of written request. The \$49 administrative fee will be forfeited if a student withdraws from class after registration.

Students must satisfy all obligations, attend all classes, and pass the course final exam before the state test certificate application is submitted to the state.

For students withdrawing after the first day of instruction, the tuition refund will be as follows:

<u>PORTRION OF COURSE TAUGHT</u>	<u>TUITION REFUND</u>	
1 Session	90%	
2 Sessions	85%	Refunds are prorated on the tuition only. There will be no refund for books, materials or supplies purchased by the student. Refunds will be paid within 30 days.
3 Sessions	80%	
4 Sessions	70%	
5 Sessions	60%	
6 Sessions	50%	
7 Sessions	No Refund	

Any refund due a student shall be paid within 30 days from receipt of a written 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. There will be no refunds given after 180 days.

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. Training programs include but not limited to, Launch®, Commercial Real Estate Courses; as well as continuing education and post-licensing classes.

Take our COMPLIMENTARY Online Real Estate Sales Temperament Aptitude Profile and discover how you could be suited for a great career at Long and Foster "The next 10 minutes could change your life forever!" Begin here, you will be glad you did.

The link is <http://www.restaronline.com/survey/register.php?bid=558>.

DIRECTIONS TO ONLINE REGISTRATION VIA INTERNET

Go to: www.varealestateclasses.com

Click on pre-licensing

Select your class preference and location and Click "GO"

Click on the start date and location of the class you want to attend. It will be in blue at the bottom of your screen.

Click on "register now" to register for that class.

You will receive your books on the first day of class.

(If neither response is indicated, Long & Foster may contact you.)

Applicant Signature: _____
School Official Signature: _____

Date: _____
Date: _____

Fingerprinting/Criminal Background Check Required

Effective July 1, 2009 fingerprinting will be mandatory. Before submitting an application for a Virginia real estate license, each applicant must submit a set of fingerprints to the Virginia Central Criminal Records Exchange for the purpose of conducting a state and national fingerprint-based criminal history record.

NEW APPLICANTS

You will be electronically fingerprinted at one of PSI Virginia sites, during regular testing hours (see the hours of operation on the following page). It is offered for walk-ins only, on a first come/first serve basis. The \$62.00 fee, may be made payable by money order, cashier's check, VISA or MasterCard. This payment includes the State processing fee of \$37.00, and the PSI processing fee of \$25.00. Upon completion of PSI's electronic fingerprinting service, all data is forwarded to the Central Criminal Records Exchange, which conducts a statewide criminal history check. The Central Criminal Records Exchange also sends your fingerprint data to the Federal Bureau of Investigation (FBI), which conducts a national fingerprint-based criminal background check. **This process can take up to two weeks.**

The results of both your state and national data checks are sent directly to the Commonwealth of Virginia, Department of Professional and Occupational Regulation as soon as they are complete. When you apply for a license with the Department of Professional and Occupational Regulation you must submit, with your application, the verification form provided by PSI that is proof that your fingerprints have been submitted for a background check.

Please do not contact the Department of Professional and Occupational Regulation, the FBI or PSI during this process.

PSI provides fingerprinting services for your convenience. It is your responsibility to determine if you need this service or if you do not.

All fingerprinting fees are **NON-REFUNDABLE** for any reason once the service has been provided.

Finger Printing Instructions

PSI is offering Fingerprinting Services for the Commonwealth of Virginia, Department of Professional and Occupational Regulation. You may walk in during the designated times listed below. It will be on a first come, first serve basis. You **cannot** schedule an appointment.

The Fingerprinting Fee is \$62.00. (This fee of \$62.00 must be paid with VISA, MasterCard, Money Order, or cashier's check ONLY). This fee includes the \$37.00 state processing fee and a \$25.00 PSI

processing fee.

Note: The Finger Print images will be transmitted electronically to the Virginia State Police and the Federal Bureau of Investigation (FBI). The results are returned directly to the Department of Professional and Occupational Regulation.

**Following are the PSI centers where you may get your Finger Prints taken.
To contact PSI please call the following phone number 1-800-733-9267**

**FALLS CHURCH LEESBURG PIKE
MCILVAINE BUILDING Hours are Monday thru Thursday, and Saturday from 10am-3pm
6201 Leesburg Pike, Suite 404
Falls Church, VA 22044**

From I-495, take new exit 47 (old exit 10) (Leesburg Pike) and proceed east past Little Falls. Leesburg becomes Broad St. Proceed on Broad St thru Falls Church. Broad St turns back into Leesburg Pike (Rte 7 East). Follow Rte 7-East signs through the Seven Corners Intersection. Building is on the corner of Leesburg Pike and Patrick Henry Drive. Turn right onto Patrick Henry Dr and right into the building parking lot, then left on the up ramp to the main parking lot. Parking and entrance to the back of the building.

**TYSONS CORNER AREA
1651 Old Meadow Rd, Suite B01 Hours are Monday thru Wednesday, and Friday, Saturday from 10am-3pm
Mclean, VA 22102**

From the Beltway take the Mclean Exit (Route 123 North). Turn right on Old Meadow Road (the first traffic light). The site is the first building on the left. Use the back entrance.

**PSI VIRGINIA BEACH
Pembroke IV Building Hours are Tuesday thru Saturday from 10am-3pm
291 Independence Blvd, Suite 140
Virginia Beach, VA 23462**

From I-264, merge onto S Independence Blvd/ VA-225 N via Exit 17B toward Pembroke Area. Make a u-turn at Broad St. onto Independence Blvd/ VA-225 S. The site is near the Pembroke Mall.

**ROANOKE AREA
Fralin and Waldron Office Park Hours are Monday thru Saturday from 10am-3pm
2847 Penn Forest Blvd, Building D, Suite 200
Roanoke, Virginia 24018**

From 81 - take 220 Exit (Downtown Roanoke). From 220 take the Franklin Road Exit (not the Franklin Bus Exit). At the stop light make a right. Franklin Road will turn into Electric Road. Keep going straight until you come to Chaparral Dr and go left. You will see the Fralin & Waldron Bldg to your left. At the next stop light go left. If you are traveling from 220 take the first exit, Franklin Road. Follow directions above.

CHARLOTTESVILLE

2114 Angus Road, Suite #105-B Hours are Tuesday, Thursday, and Saturday from 10am-1pm

Charlottesville, VA 22901

*If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.
If going East on US-250, turn left onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.*

RICHMOND AREA

Daniel Building Hours are Monday thru Saturday from 10am-3pm

3805 Cutshaw Ave., Suite 310

Richmond VA 23230

From I-64, exit Staples Mill Road and proceed East approximately 1 mile. Turn left on Broad Street and proceed approximately ¾ miles. Turn right on Kent Road. The Daniel Building is on the corner of Cutshaw Avenue.

Use street parking.