



LONG & FOSTER INSTITUTE OF REAL ESTATE
14501 George Carter Way
Chantilly, VA 20151
www.TheLFIRE.com
Email: LFIRE@LNF.com
1-866-967-5563

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., (PSI) 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.

REQUIREMENT FOR VIRGINIA 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 the 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.

REGISTRATION: Classes are offered on an on-going basis at all multiple locations. Visit our website at www.THELFIRE.com or call 1-866-967-5563 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.

INCLEMENT WEATHER: Long & Foster Institute 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, Long & Foster Institute WILL OPEN ON TIME. For evening classes, if community colleges in that area are closed, evening 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.

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 Virginia, 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 Virginia, 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 VA 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 our registrar at above number or any of Long & Foster Real Estate Inc. branch managers.

PSI TEST CENTERS-VIRGINIA: 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 \$60.00.

VIRGINIA FEES:

ITEM	VA
Registration Fee (included in tuition)	\$12.00
Tuition & Books Package (effective 7/1/11)	\$199.00
Tuition Only	\$126.55
Text Book	\$46.20
VA Law Book	\$26.25

OPTIONAL ITEMS	
Guide to Passing the PSI Exam book	\$26.25
Mastering Real Estate Math book	\$31.50
State Exam Review	\$20.00
Transfer Fee	\$25.00

CANCELLATIONS AND REFUNDS: If you need to cancel your registration, all refund requests must be in writing and can be sent to 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 TAUGHT TUITION REFUND

1 session	90% refund
2 sessions	85% refund
3 sessions	80% refund
4 sessions	70% refund
5 sessions	60% refund
6 sessions	50% refund
7 sessions	No refund

VIRGINIA LOCATIONS

Alexandria/Kingstowne: 5911 Kingstowne Village Parkway, Suite 110, Alexandria, VA 22315	703-313-6500
Annandale: 7010 Little River Turnpike, Suite 100, Annandale, VA 22003	703-750-2800
Arlington: 4600 Lee Highway, Arlington, VA 22207	703-522-0500
Ashburn: 20396 Exchange Street, Ashburn, VA 20147	703-724-9494
Burke: 6045 Burke Centre Parkway, Burke, VA 22015	703-425-8000
Chantilly: 4440 Brookfield Corporate Dr, Suite 100, Chantilly, Virginia 20151	866-967-5563
Culpeper: 15169 Montanus Drive, Culpeper, VA 22701	540-829-7900
Fairfax Centre: 13135 Lee Jackson Memorial Highway, Fairfax, VA 22033	703-968-7000
Falls Church: 6299 Leesburg Pike, Falls Church, VA 22044	703-534-9660
Fredericksburg: 1910 William Street, Fredericksburg, VA 22401	540-371-5220
Gainesville: 7526 Limestone Drive, Gainesville, VA 201525	571-261-1400
Leesburg: 508 E Market Street, Leesburg, VA 20176	703-777-2900
Manassas: 10748 Sudley Manor Drive, Manassas, VA 20109	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
Springfield: 7202 Old Keene Mill Road, Springfield, VA 22150	703-451-9400
Sterling/Potomac Falls: 46191 Westlake Drive, Sterling, VA 20165	703-430-1000
Tysons Corner: 8227 Old Courthouse Road, Vienna, VA 22182	703-556-8600
Warrenton: 492 Blackwell Road, Warrenton, VA 20186	540-349-1400

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 VA 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 VA Principles & Practices