



Dear Student,

Please find attached forms and information that you will need for your Cooke Real Estate School's Alabama Post License course. You have one year from date of purchase to complete your course work and final exam.

- **Check Sheet** - Assists students in the step-by-step process of the Post License course
- **Course Evaluation form** - needs to be submitted before final exam appointment
- **Compliance form** - needs to be submitted before final exam appointment
- **Information on setting up a proctor** – See form "Information on Setting up a Proctor"
- **Proctor Arrangement form** – After completion of the Cooke Real Estate School's Post License course, AREC requires you take a separate, proctored final exam. After your proctor has completed this form they can fax it to us at 866-280-5948.
- **Instructions to students** – See "Student Instruction for Testing".
- **Self-address stamped envelope** is to be given to the proctor for mailing your original exam papers back to us once you have been notified via e-mail of the passing your exam.
- **State of Alabama Real Estate Commission Application for Real Estate Salesperson's Original License**  
After you have passed your State of Alabama Post License examination, this form will be for your permanent license application. You will complete it then return to the address shown on the form after you have successfully completed the course and the final proctored exam Cooke Real Estate School electronically reports your course completion to AL REC. We do not send a certificate to you for this course.

*\* Please be advised of the form in the course program that is required by the school. This form is found under assignments. You are to print, have your broker or trainer sign and then fax to the school.*

Best wishes on your course.

*Bridget Joseph*

Bridget Joseph  
Course Completion Manager

Administrative Office:

4130 - 16th Street N. • St. Petersburg, Florida 33703 • Toll Free 800-943-9993 • Toll Free Fax 866-280-5948

[www.cookeschoolusa.com](http://www.cookeschoolusa.com)

## Check Sheet for Alabama Post License Students

*Please follow these steps in order to insure the speedy process of your Post License completions. All forms referenced on this check sheet are mandatory and must be faxed to the school in order to receive credit.*

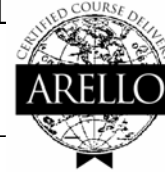
**\*\*\*To avoid delays, please make sure we are provided with a current e-mail address and that e-mails from Cooke Real Estate School are accepted by your e-mail service.\*\*\***

1. I have completed the AL Post License Course software and submitted the results to the school.
  2. I have faxed the completed Statement of Compliance and Course Evaluation found in this packet to the school.
  3. I have setup a proctor and scheduled an exam. I have faxed the Proctor Arrangement form from this packet to the school. (Please allow 24 hrs to process with the exception of weekends. If proctor does not receive exam with-in 24 hrs, please contact us to let us know.)
  4. I have sat for the exam and had the proctor fax the answer sheet to the school. I have called Cooke Real Estate School or e-mailed Cooke Real Estate School the Completions Department to notify them of the exam being faxed.
  5. I have faxed to the school at 866-280-5948, the “Reviewer Check Sheet” found in the assignments module of my course. My Broker or Trainer has signed off on this.
  6. I have received an e-mail with the results of my exam (Allow *two* business days to process).
  7. I have received an e-mail directing me to the AL REC website to complete a course evaluation online.
  8. Being notified of passing the exam, I have provided my proctor with self-addressed stamped envelope to mail the original exam Answer Sheet and Test Administrator Certificate to the school. I have asked the proctor to destroy the examination document.
  9. I have submitted my completed “Application for Real Estate Salesperson’s Original License” from this packet to the AL REC.
- \* We do not issue a paper certificate for the Post License course. Completions are posted electronically to the AL REC. If you experience any difficulties in the process please contact the completions department at: Cooke Real Estate School 800-943-9993

# DISTANCE EDUCATION COURSE EVALUATION



COOKE REAL ESTATE SCHOOL



Course: \_\_\_\_\_ Completion Date: \_\_\_\_\_

## Instructor / school staff

	<b>low</b>					<b>high</b>
Orientation was thorough & clear	1	2	3	4	5	
Demonstrated knowledge of course content	1	2	3	4	5	
Course objectives were clearly explained	1	2	3	4	5	
Encouraged feedback and questions	1	2	3	4	5	
Responded to my questions quickly	1	2	3	4	5	
Instructors interest in & support of student	1	2	3	4	5	
Instructor / student interaction	1	2	3	4	5	

## Content / Materials

	<b>low</b>					<b>high</b>
Organization of content	1	2	3	4	5	
Course objectives clearly stated	1	2	3	4	5	
Content was what I expected	1	2	3	4	5	
Value of resource materials	1	2	3	4	5	
The software was easy to use	1	2	3	4	5	

## Delivery Method

	<b>low</b>					<b>high</b>
Satisfaction with my learning experience	1	2	3	4	5	
Course provided interactivity with instructor	1	2	3	4	5	
Opportunity to interact with other students	1	2	3	4	5	
Program met my needs	1	2	3	4	5	
Degree of problems with self-paced instruction	1	2	3	4	5	
If this course utilized the Internet, please rate your satisfaction with the technology	1	2	3	4	5	

How was the orientation session accomplished?

If this was a pre or post license course, were you given either state exam information or original licensing information in the orientation session?

Who answered your questions regarding course content?

Were they able to sufficiently help you? If not, please explain.

What suggestions do you have to improve this program?

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax to: 866-280-5948

Or mail :

Cooke Real Estate School

4130 16 Street North

St. Petersburg, Florida 33703

# Statement of Compliance and Affirmation of Student Identity



**Cooke Real Estate School**

**Real Estate Education**



PLEASE NOTE: The following statement must be completed, signed and returned by fax or mail in order for you to receive credit.

I, \_\_\_\_\_ affirm that the course history for the computer-based distance education course(s) listed below and offered through Cooke Real Estate School, represents my own personal efforts, unassisted by any unauthorized individual or resource, and has not been altered or tampered with in any way. I also certify that I have successfully completed all modules of each course and have met the clock hour requirements.

**Please list below the title(s) of the course(s) completed and initials**

Course Title	Student Initials

I understand that receiving unauthorized assistance or tampering with course results will invalidate my course credit and may be a cause of action under the real estate laws and regulations of my state.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number / License Type (sales, broker)

Please fax to: Cooke Real Estate School 866-280-5948  
Or mail: Cooke Real Estate School: 4130 16 Street North, St. Petersburg, Florida 33703

## **Information on setting up a proctor**

We recommend contacting a librarian at any city/county school, college, university, military or other public library to administer the test. Libraries are usually the most helpful but in the event they are too busy or unable to provide this service, you may try the following:

- A proctor can be someone that is NOT a relative and is NOT going to benefit or has benefited from the student having a real estate license. It is preferred the person works under a code of ethics such as a doctor, lawyer or counselor
- The principal, assistant principal, counselor, superintendent, or respective administrative assistant at any accredited high, junior high, or grade school.
- A clergyman, pastor or assistant pastor from a local church or sanctuary.
- A notary public.

We cannot allow your broker, *close* friend or a *close* relation proctor your exam. The proctor will be required to sign a "Test Administrator Certification" form attesting to the fact that such a relationship does not exist.

# Proctor Arrangement Form

## Attention: Alabama Post License students

Each Alabama Post License student is required, to take his or her course final examinations in the presence of a proctor.

Please take this form to the proctor you select, ask them to fill it out and fax it to us at our toll-free number: 866-280-5948. We will provide the proctor with an exam packet to be opened only by the proctor.

The exam may be *faxed, e-mailed or mailed*. Clearly print following information:

**\*\*Please indicate with a check mark the method of delivery that is preferred\*\***

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Proctor Name & Occupation: \_\_\_\_\_

\_\_\_\_\_

Proctor telephone number: \_\_\_\_\_

Proctor Fax number: \_\_\_\_\_

(Exam and corresponding papers will be less than 15 pages)

Proctor e-mail address: \_\_\_\_\_

(Exam in Word document format)

Work Place: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proctor:

Please return this form by fax or mail to:

Course Completions Manager

Darla Thomey at 866-280-5948

## Alabama Sales Post License

### Student Instructions for Testing

1. The Final examination from Cooke Real Estate School is sent to a qualified Test Administrator (proctor) and you will coordinate the date, time and location of your examination with that proctor. If there is a problem present, please contact the completions manager on line at: 866-280-5948
2. The test is a supervised examination, however, slide rules or silent, battery operated electronic, pocket-sized calculators, which do not have printout capability or alphabetic keyboard, may be used if desired.
3. The examination contains 50 multiple-choice questions. You will have a maximum of 2½ hours to complete the test and you must score 70% or better to receive credit for this course.
4. When you finish the exam, turn it in to the Test Administrator (proctor) who will fax the answer sheet to the school at 866-280-5948. The school will notify you of the test results within *two* business days (if faxed on Friday afternoon, results will be forthcoming on Monday)