



Dear Student,

Attached you will find information and required forms that must be completed and faxed or mailed to us before your exam can be sent to your Proctor. Please keep copies of all forms for your records. You have one year from the date of purchase to complete course and end-of-course final exam.

Steps to completing course:

1. Complete online portion of course.
2. Read information on setting up proctor.
3. Have proctor fill out Proctor Arrangement Form and fax or mail to us.
4. Student must fill out and fax or mail forms:
 - Distance Education Course Evaluation.
 - Licensing Process and Deadlines.
 - Student Affidavit
 - Homework and assignments.
5. Once all required forms and work are received the exam will be mailed to your proctor.
6. Schedule day and time with proctor, take exam and proctor will mail to us in the postage paid envelope.

Administrative Office:

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

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7. Upon passing the exam we will notify the state and send you a copy of the certificate-of-completion for your records.
8. The student can then apply to the state.

If you have any questions or difficulties please feel free to contact us at 800-943-9993. Our hours are Monday thru Friday 8am to 5pm and Saturdays 8am to 12pm EST.

Best wishes on your course,

Bridget Joseph

Bridget Joseph
Administrative Assistant

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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 consoler
- 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 Pre and Post License Students

Alabama requires all pre-license and post license student to take their course final examinations in the presence of a proctor.

Proctors maybe a person involved with education, a librarian, secretary, schools teacher, a notary, pastor or church official. The Proctor cannot be a relative, close friend, or in real estate.

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

Clearly print the following information:

Date: _____

Student Name: _____

Proctor Name: _____

Occupation: _____

Proctor Address: _____

Proctor Signature: _____

Proctor:

Please return this form by fax or mail.

Bridget Joseph

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1201 Carmichael Way · Montgomery, Alabama 36106
 Telephone: 334.242.5544 · Fax: 334.270.9118
 arec.alabama.gov

Distance Education Course Evaluation

Name: _____

Course Name: _____

Start Date: _____ Completion Date: _____

School: _____ Delivery Method: _____

Instructor: _____

Instructor:

	low			high	
Orientation was thorough and clear	1	2	3	4	5
Demonstrated knowledge of course content	1	2	3	4	5
Encouraged feedback and questions	1	2	3	4	5
Responded to my questions quickly	1	2	3	4	5
Instructor's support of student	1	2	3	4	5
Instructor/student interaction	1	2	3	4	5

Content/Materials:

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	
Ease of use of software if CBT	1	2	3	4	5	n/a

Delivery Method:

Satisfied with my learning experience	1	2	3	4	5	
Course provided interactivity with instructor	1	2	3	4	5	
Course provided interactivity 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 any technologies, such as the Internet or TV, please rate your satisfaction with the technologies.	1	2	3	4	5	n/a

Overall rating of the course	1	2	3	4	5
Overall rating of the instructor	1	2	3	4	5

What suggestions do you have to improve this program? _____

If you feel the use of the technologies was not satisfactory, or could be improved, please explain.

Signed: _____ Date: _____

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Licensing Process and Deadlines

Student Name: _____

Instructor Name: **Frank L. Cooke, Jr** _____

Course (check one): Salesperson Prelicense _____ Post License _____ Broker Prelicense _____

The following deadlines must be explained to every student in prelicense and post license courses. Students must initial after each item and sign the form signifying they understand. The form must be kept on file at the school and copies must be made for students to keep for future reference.

1. **Successful completion of the 60 hour prelicense course:** The 60 hour prelicense course for both salespersons and brokers must be completed within one year of the start date. The start date for a classroom course is the first session of class and the end date is the date the final course exam is passed. The start date for a distance education course is the date the student actually begins the coursework and the end date is when all required documentation is submitted to the provider. _____
2. **Successful completion of the state license examination:** The salesperson and broker examinations must be taken through AMP and passed within one year of the end date of the appropriate prelicense course. A completed course certificate including the expiration date must be presented at the test site for admission purposes. _____
3. **Submitting Application for a Temporary Salesperson or Original Broker's License:** The Application for a Temporary Salesperson's License and the Application for a Broker's License must be submitted to the Commission within 90 days of passing the appropriate state license examination. Please note this is 90 calendar days and the first day is the day after the exam is passed. The exam score report and application are a combined document that will be received at the test site. All appropriate license fees and documentation for minimum age, U.S. citizenship, state residency, and high school completion as identified in Rule 790-X-2-.01 must accompany the application. _____
4. **Completion of the Salesperson's 30 hour post license course:** If a salesperson's temporary license is issued on active status, the 30 hour post license course must be completed within six months AND an application for a permanent/original license submitted to remain on active status. The six month period begins on the first day of the month following issuance of the temporary license and concludes on the last day of the sixth month. For example, a temporary license is issued on June 10. The six months will begin on July 1 and end on December 31. _____

5. **Submitting Application for a Permanent/Original Salespersons' License:** Every temporary salesperson **MUST** take a 30 hour post license course and submit the Application for an Original Salesperson License within 12 months. The 12 months begin on the first day of the month following issuance of the temporary license and conclude on the last day of the twelfth month. This deadline applies to both active **and** inactive licensees. The application for an original salesperson's license can be found on the Commission's Web site at www.arec.alabama.gov. _____
6. **A Lapsed Temporary Salesperson's License:** Failure to submit application and have the permanent/original license issued within the 12 month time frame described above will result in the license lapsing and the applicant will have to begin the licensing process again with the prelicense course. _____
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The preceding deadlines have been explained to me by my instructor and I understand the licensing requirements that must be met for temporary and permanent licensure. I also understand that I may contact the Real Estate Commission at any time if I have questions.

Student Name: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

THIS FORM MUST BE EXPLAINED TO AND SIGNED BY EVERY STUDENT.
IT IS TO BE KEPT ON FILE AT THE SCHOOL AND MADE AVAILABLE FOR
SCHOOL AUDITS AND APPROPRIATE COMMISSION HEARINGS.

Please sign and fax back to: 1-866-280-5948



Alabama
Affidavit of Completion
Computer-Based Course

Course: _____

Credit Hours: _____

Name of Student: _____

Address: _____

"I certify that I personally completed all assignments and that my work is based on my own personal efforts, unassisted by any unauthorized individual or resource. I understand that receiving unauthorized assistance or tampering with results will invalidate my course credit and may be a cause of action under the real estate laws and regulation of Alabama."

Signature

Date

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