



**LIVE STREAM/ZOOM ATTENDANCE FORM** – to be completed with enrollment form.

Please know that Plan2Pass School Catalog was written for in-person instruction. The catalog still includes valuable information for you to have during your decision-making process concerning where and when you tackle the 135 hours needed for broker course.

Printed name as appears on drivers license \_\_\_\_\_

Are you familiar with Zoom? \_\_\_\_\_ Do you have easy access to a printer? \_\_\_\_\_ a scanner? \_\_\_\_\_

**Please initial all paragraphs that request an initial and provide signature for consent on page 2.**

**Zoom attendance for 135 hours Session #1 (45 hours) Session #2 (45 hours) Session #3 (45 hours) 10 classes each Session 9am-12noon and 12:30-2pm In person final at conclusion of EACH Session.**

**Start date of broker course \_\_\_\_\_ Ending date of broker course \_\_\_\_\_ Year \_\_\_\_\_**

I have reviewed all the provided dates for the broker course prior to enrollment \_\_\_\_\_ **initial**

A detailed class syllabus will be provided at the start of each Session and CE classes are marked by (\*).

**\$485 per Session** includes 2 textbooks, 1 student binder, 1 takeaway study packet, 3 FREE prep classes.

Payment for each Session: online invoice using a credit/debit card or check made payable to Plan2Pass

**Payment options:** \_\_\_\_\_ **mail a check** \_\_\_\_\_ **email 50% online invoice** \_\_\_\_\_ **email \$485 online invoice**

Final exams will be done in person. 3 dates are provided at the conclusion of each Session. Space will be limited. Additional testing, if needed, can also be done as a tutoring session at our tutoring rates. Broker course students may also attend test dates for our pre-licensing classes at no cost.

Make-up hours must be for class content that was missed.

Make-up hours can be completed in future broker courses offered at no additional cost.

Make-up hours for missed CE dates can be made-up by attending the exact same CE class with Plan2Pass at no additional cost. We also offer 2 FREE prep classes that can be used to make-up any missed review classes. Additional expense to student will only occur for tutored sessions for make-up hours or retaking final exams. Tutoring sessions are based on instructor availability and scheduled by Plan2Pass in August, November, December and January. \_\_\_\_\_ **initial**

Broker Course must be completed within 30 months of the last scheduled date of the 1st Session you attend. Ex: start in January of 2023, the 1st Session ends on 3/23/23. Completion deadline is 9/23/25.

Completion deadline for my attendance would be \_\_\_\_\_ Year \_\_\_\_\_ \_\_\_\_\_ **initial**

**Textbook/materials options:** textbooks and binder not needed until 3rd class \_\_\_\_\_ **initial**

MUST have the right books and the right edition (do not have to purchase from Plan2Pass)

Modern Real Estate Practice by F. Galaty; W. Allaway; 20th or 21st edition

Maryland Real Estate Practice & Law by D White; M Chieppa 16th edition

**Textbook and Student Binder options:** Please initial which one applies for your enrollment

\_\_\_\_\_ I already have the 2 textbooks needed (\$40 reduction to Session #1 fee)

\_\_\_\_\_ I already have the student binder

\_\_\_\_\_ I will receive my books and binder by attending first class in person at Waldorf location

\_\_\_\_\_ I will pick up my books and binder at my association \_\_\_\_\_ HCAR \_\_\_\_\_ FCAR

\_\_\_\_\_ I will pick up books at Coldwell Banker office of: \_\_\_ Annapolis \_\_\_ Columbia \_\_\_ Crofton

\_\_\_\_\_ I'm requesting books/binder be shipped to my provided address and will pay a shipping fee of \$15

Refunds will not include cost of books once shipped or picked up by student.



**Being on Zoom/live stream** – I am aware that to earn hours for 135-hour broker course I must be in full compliance as stated in the school catalog. Compliance for Zoom attendance includes:

- Be on-time, **stationary, visible in front of and facing** the camera during class.
- Student must have the ability to hear class content and respond aloud to instructor upon request.
- NO attending class while at work or attending events.
- NO attending in a vehicle of any kind, passenger or driving.
- NO walking outdoors, no household chores, lying down or sleeping.
- NO extended conversations with others or on the phone.
- NO zoom or digital backgrounds used.

If you have Wi-Fi issues or camera issues, it will affect whether you earn hours - join Zoom a little early. The instructor and/or monitor will send CHAT messages during class concerning compliance – it is the student's responsibility to pay attention to messages in CHAT. Removal from class will occur following 3 CHAT messages concerning noncompliance if student does not respond and correct action. The missed hours can be made-up, and the student should continue attending future classes.

I have read the school catalog and the Zoom/live stream classroom policies. \_\_\_\_\_ **initial**

I consent to being recorded on Zoom – I understand that Plan2Pass is required to record all sessions that count for hours earned or tutoring for hours/test taking. Plan2Pass is not providing students with copies of the recordings, they are holding them for possible MREC auditing

\_\_\_\_\_ **signature** \_\_\_\_\_ **date**

**Completion of broker course includes the following:**

- (1) complete all of the scheduled 135 hours (including any make-up hours needed)
- (2) be actively licensed, WITHOUT BREAK, for 3 yrs by the time you sit for the PSI MD broker exam.
- (3) passing score of 75% or higher on both portions of Session #1, #2 & #3 final exams.
- (4) payment for all Sessions and any tutoring fees processed.

**Remember your completion deadline is 30 months from the last scheduled date of the initial Session you attend.** \_\_\_\_\_ **initial**

**After completing the broker course, you must do the following:**

- (1) order a license history from MREC (instructions are provided)
- (2) mail the **MREC history** and the **original Plan2Pass completion certificate** to PSI with your **completed application** and **payment**. It can take a few weeks for PSI to receive and process your application.

Once broker course is completed, there is a **1-year deadline** to pass both portions of the PSI MD broker exam.

Once both portions of PSI MD broker exam are passed, there is a **1-year deadline** to apply for your new associate broker or broker license with MREC. \_\_\_\_\_ **initial**