



LIVE STREAM/ZOOM ATTENDANCE FORM – to be completed with enrollment form. Please know that the School Catalog that is provided 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 60 hours needed for salesperson license.

Name as appears on driver's license _____

Do you already attend classes or meetings on Zoom? _____

Do you have access to a printer? _____ a scanner? _____

Please initial all paragraphs that request and initial and provide signature for consent to be recorded.

HYBRID class – select days offer in person attendance in Waldorf

Will you want to be notified which days allow for in person attendance in Waldorf? _____

Will you prefer to attend ALL classes on Zoom? _____

In person final exam will be in Waldorf & an additional test date in Columbia and in Annapolis.

Please confirm that class dates were reviewed (provided by Plan2Pass or on website)

Course # _____ **Starting date** _____ **Ending date** _____

More than 12 hours of scheduled class time can NOT be missed _____ **initial**

\$299 total = tuition of \$222 registration of \$22 and books/materials of \$55 Payments can be completed with our online invoice or check made payable to Plan2Pass can be mailed to our Waldorf address.

Payment options: ___ **mail a check** ___ **email 50% online invoice** ___ **email 100% online invoice**

Make-up hours and retaking of finals must be accomplished with 20 calendar days from final scheduled date of course. Make up hours and retaking of tests may carry a cost. Completion deadline for the class you are attending would be _____ Year _____ **initial**

Final exams will be done in person. In person final exam will occur the last night of class in Waldorf. There will be 2 additional test dates offered – one in Columbia and one in Annapolis. Space will be limited. Additional testing, if needed, can also be completed as a tutoring session and would be done at our tutoring rates. Make-up hours can be completed in other scheduled P2P courses offered at no additional cost. We also offer 1 review date that can be used as make-up at no additional cost. If you miss Ethics, you must make-up Ethics. Other missed hours can be made up with any of the class content. Additional expense to student will only occur for tutored sessions for retaking final exams. Tutor and make-up sessions are based on instructor availability.

Textbook/materials options:

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 total fee)

___ I already have the student binder

___ I will receive my books and binder by attending 1st class in Waldorf location

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

___ I will accept Student Binder materials as email for me to print as needed (\$10 reduced fee)

___ I am requesting books/binder be shipped to my provided address and will pay a shipping fee of \$13



Being on Zoom – I am aware that to earn hours for 60-hour prelicensing course I must comply with the following during my Zoom attendance:

- 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 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 live stream/Zoom 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 test taking. Plan2Pass is not providing students with copies of the recordings, they are holding them for possible MREC auditing

_____ **signature** _____ **date**

Completion of 60-hour prelicensing class includes the following:

- (1) complete all of the scheduled 60 hours (cannot miss more than 12 hours)
- (2) passing score of 75% or higher on take home midterm.
- (3) passing score of 75% or higher on both portions of final exams.
- (4) provide copy of ID and proof of education.
- (5) payment for class and any tutoring fees processed.

_____ **initial**

After completing the 60-hour class, you must do the following:

- (1) wait to receive an email from PSI - it could take up to 10 days from the date Plan2Pass uploads you to the PSI system.
- (2) keep studying
- (3) review the PSI bulletin for all the info needed for the state PSI exam.
- (4) schedule the test for the location and date/time of your choosing.

Once 60-hour class is completed, there is a **1-year deadline** to pass both portions of the PSI MD salesperson exam.

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