

Orientation – Welcome!

Mission Statement:

America's Professor/Connole-Morton's mission is to provide a quality real estate prelicensing course that will enable students to understand the exam topics as well as relate those topics to their professional lives.

The Mission Statement will be reviewed annually on February 1 by the executive team (Dr. Jack Morton, Owner and Instructor, Dr. Ashley Weaver, CEO, and Dr. Gerald Evans, Instructor).

Montana 70-Hour Real Estate Course for Salespeople and Brokers

1. The Montana 70-Hour Real Estate Course for Salespeople and Brokers will prepare you for the Montana licensing exam. The course is administered via Zoom Conference (www.zoom.com) and our online Learning Management System. You will be required to have an internet connection and a computer.

Step by step instructions for using Zoom can be found here:

<https://www.youtube.com/watch?v=FnFSBjFvK2o>

Students requiring technical assistance should contact the Program Director, Crystal Whitmore at 406-543-7126/800-845-7491 or at info@connole-morton.com prior to the first day of class.

Surprises: You will be surprised by:

How great a real estate career may be.

How nice the people in the class are.

How rigorous the exam will be.

How few typos you will find in our manual - please tell us if you spot a typo.

How much material we cover in this class - it all makes sense but there is too much to memorize.

2. Course Enrollment: Students can register for the course at www.connole-morton.com by selecting the date for the course they wish to take. Students may also contact the Program Director by phone to register. The cost for the Salesperson Pre-Licensing class is \$675. There is a \$175 required deposit. There are no other charges unless the student chooses to take the course for college credits through the University of Montana for an additional fee of \$155 payable to the University of Montana.

3. Refund Policy: If at any time prior to the completion of the course you are dissatisfied, please contact the Program Director at 406-543-7126/800-845-7491 or at info@connole-morton.com. We ask that you please return all course materials and we will promptly provide a full refund.

4. Instructors: Dr. Jerry Evans (math and real estate principles) and Dr. Jack Morton (legal issues) have combined online and in person teaching experience over many years at the University of Montana College of Business. Each has been the recipient of numerous outstanding teaching awards. They also were instrumental in creating and designing the

University's online education programs. Dr. Evans and Dr. Morton are CDEI certified in Distance Learning education.



Dr. Jerry Evans



Dr. Jack Morton

5. **Class Schedule:** Class will begin each day at 8:00 a.m. and consist of 8 hours of instruction per day. We will break for lunch from 12-1 and finish at 5:30. State law requires you to complete a 70-hour course - don't miss the required class time. Contact the Program Director at 406-543-7126/800-845-7491 or at info@connole-morton.com if you miss class time due to an emergency.
6. **Homework:** Expect 1-3 hours of homework each night.
7. **Calculator:** You will really really really really, seriously really want the Qualifier Plus IIIx - it may be used on the exam - the exam won't let you use the \$10 calculator apps on your smart phone. The cost of the calculator is \$45 and can be purchased from Connole-Morton when you register for the course.
8. **The Licensing Exam:**
 - All applicants must register for the PSI licensing exam at least 1 day prior if space is available. PSI schedules exams based on a first-come, first-served basis so the sooner you call, the better. Schedule online at www.psiexams.com or call 1-800-733-9267 - request the "Montana *complete* Salesperson Exam." The fee is \$106.
 - PSI administers the license exam via computer at six Montana locations - Billings, Bozeman, Helena, Great Falls, Kalispell, and Missoula. Location details are found on the last page of this manual and all other PSI information is available at www.psiexams.com
 - 2 forms of ID are required to take the licensing exam:
 1. A current permanent ID card issued by a governmental agency--must include both your signature and photograph. (Driver's license, Military ID, or US passport)
 2. A second I.D. must include your name and signature (such as a credit card). If your name is different on either form of ID, PSI requests that you bring proof of your name change--marriage license, divorce decree, or court order.

- The “National” part of the licensing exam has 80-90 questions, the State part has 33-38 questions. You will have some extra questions on each section that aren’t counted. PSI charges the full fee to repeat the full licensing exam or one part of the licensing exam. There is no limit on the number of times the licensing exam may be taken.
- The licensing exam is administered on a computer - you will have 3 ½ hours to complete the licensing exam (120 min. for National, 90 min. for State) - rarely is time shortage a factor.
- Sometimes the test results reveal only pass or fail, sometimes they reveal the percentage scores.

9. Course repeat: If you do not pass either the state or national portion of the licensing exam, you may repeat any portion of our class at no charge for up to 2 years.

10. Montana Board of Realty Regulation license application process:

- A credit check and letters of reference are no longer required.
- You will need to prove that you have completed grade 10 or its equivalent.
- The form to apply for the license is available at the Montana Board of Realty Regulation website <http://boards.bsd.dli.mt.gov/rre>.

11. U of M college credit: This course is available for 4 semester credits through a sophomore level University of Montana School of Business course. The credit application is on the pink sheet in your course manual.

- The college credit may be useful when getting a nonresident license in various other states - but the rules vary greatly from state to state.
- The UM fee is \$155 - cash, check, or credit card. UM will issue a transcript upon request.
- To apply, fill out the pink form and mail or email the form to our office with payment.

12. The various Textbooks and Online Practice Tests available online: They are NOT helpful because they cover so very many concepts that aren’t on the PSI exam. We also do not recommend that you purchase PSI’s online sample exam.

13. Third-party contact list: We provide local real estate agencies with a list of students from this class so they can contact you. If you DO NOT want your name on the list, please email the Program Director at info@connole-morton.com to have your name removed.

14. Asking questions during class?

- You may ask unlimited questions before class each morning and after class.
- Realize that much of the material is subjective and tends to encourage “what if” questions that may distract some students from the goal of passing the exam and understanding the material. Such questions are best asked before or after class.
- Note that in a class this size, if each of you asks 2 questions per day, we will run out of time. Again, endless questions are encouraged at the end of each class day.

- Jerry and Jack will make every attempt to stress what is covered on the licensing exam. If you have any doubt whether the material we are covering is really on the exams – it is!

15. Contact Information: You may contact Professor Evans or Professor Morton any reasonable time during or after completing the course. Phone calls up to 9:30 p.m. are welcomed as are calls during the weekends. Professor Evans may be contacted at geraldevans3250@gmail.com or 406-396-6207. Professor Morton may be contacted at jackmortonmt@gmail.com or 406-360-2047. If there is no answer at Professor Morton's cell number, it may be because he is at his cabin which does not have cell service. Feel free to call him there at 406-338-3311.

If you have a question regarding course registration, please contact Program Director Crystal Whitmore at 406-543-7126/800-845-7491 or at info@connole-morton.com.

Mailing Address:

Connole-Morton Real Estate School
1280 3rd Street W
Missoula, MT 59803

16. Technical issues with Zoom: Technical issues involving either Zoom or the internet should be directed to either Professor Evans at 406-396-6207 or Devon at the Tech Help Desk 406-542-6782 or 800-870-3130 between the hours of 8:00 a.m. and 5:00 p.m. We have found that each 7-day class will likely encounter one or two problems with Zoom. We have always been able to quickly resolve those issues by rebooting Zoom on our end. If that does not resolve the problem, we will contact you by email ASAP.

17. Verification of Learner Identity: Students will be asked to verify their identity during registration by agreeing to an attestation clause verifying their identity. Throughout the course, students will also verify their identity by using the webcam and remaining present on the webcam during the class day. Students must be actively present during the class. Absences are only excused for verifiable emergencies, otherwise students are expected to be present for the entirety of the class. If any Zoom class time is missed, students must make arrangements with the Program Director to make up the missed class time via online class recording.

18. Course Assessments and Final Exam: All Students will be required to complete end of section quizzes and an end of course final exam. The quizzes and final exam are self-administered on the honor system for purposes of self-assessment. All quizzes are contained in the course manual as are the answers. If you do not understand the answer to a question, please consult the instructors for clarification.

At the time you register for our course, we will mail the final exam to you with an answer sheet. The final exam is designed to be approximately the same length of the PSI licensing exam. You may score your final exam when you have completed it, and the score will be the basis for your college credit grade should you choose to take the course for college credit. For those taking the course for college credit, the grading scale is 90-100 A, 80-89 B, 70-79 C, 60-69 D, 59 and below-F. Those students not taking the course for college credit

are not required to receive any particular score for the course final exam. For these students, the final exam is intended as a self-study reference guide only.

19. Cheating: Misrepresentation of your identity or cheating will be reported to the Board of Realty Regulation and may result in the denial of your licensing application.

20. Purchase of Optional Reference Materials: The only outside reference material we recommend is *Language of Real Estate* – John W. Reilly.

<https://www.alibris.com/The-Language-of-Real-Estate-John-Reilly/book/3737942?matches=61>

We strongly discourage the use of other reference materials which are invariably too complex for purposes of preparing for the licensing exam.

21. Chat and Discussion: Zoom has a chat feature that permits students to discuss class materials during or after class time. Questions and discussion issues should be directed to the instructors to ensure appropriateness of information.

22. Updates Page: Corrections to course material will be noted here. Presumably, this will be used primarily to notify students of typos.

23. Links Page: Students can find helpful links and references at www.connole-morton.com

24. Security Issues: For Zoom – you will be given a specific link and password to enter the classroom. Your Zoom course link will be emailed to you prior to the start of the class. To access the LMS – you will be given a specific login and password that will expire after 45 days after course completion.

25. Procedures for Accuracy of Course Content: Instructors review the minutes of each Montana Board of Realty Regulation meeting to ensure that the state law material is current. Our instructors regularly attend topical academic meetings where updates are likely to be presented. Instructors constantly monitor state legislative sessions for any changes or updates in real estate law. In addition, our instructors subscribe to a web service that provides updates on real estate law cases from around the country.

26. ADA Compliance: Moodle LMS and Zoom are both ADA and Section 508 compliant.

27. Course Completion Requirements: Students have only the provided class time to complete the course. After the 70-hour class time provided, students must have completed the course, assessments, and final exam. If they are not present for lectures and have not completed required assignments via the LMS students will not be issued a Certificate of Completion. We encourage the students to submit their final exam within a reasonable time after course lectures are completed so that they can test their mastery of the learning modules. Unless there are extenuating services, students must complete the final exam with 45 days. Students requiring special accommodations will be handled according to ADA and Section 508 compliance.

28. Course Specific Facebook Groups: Prior to the start of each course, students are provided with a link to a private course specific Facebook group where they can connect, network, and share ideas.