

The Broker Course begins November 26

### Class dates

**November** 26, 9am-5pm; 27, 9am-4pm;  
28, 1-5pm; 29, 9am-4:30pm;  
30, 9am-1pm  
**December** 4, 9am-4pm; 6, 1pm-4:30pm;  
10, 9am-4pm; 14, 9am-12pm

Final Exam: December 17, 9:00am - 12:00pm

#### ***What if I complete the course but am not ready to apply for my license?***

Your 75 hour course completion certificate is valid for eight years. If you are not ready to apply for your license at the end of the course, you have up to eight years to apply.

The NYS licensing exam results are valid for two years. If you do not apply for the license within two years of passing the state exam, you will have to take it again prior to license application..

#### **School Policies**

**ATTENDANCE:** According to the New York Department of State, you must complete 90% of the class time in order to pass the course. In other words, **if you miss more than 4.5 hours of the entire class, you will automatically fail.**

#### **Cancellation Policy**

**CANCELLATIONS:** Requests for cancellation must be received in **writing NO LATER THAN 72 HOURS PRIOR to the day of the class** to avoid a \$25 penalty.

**REFUNDS:** If a written cancellation request is received less than 72 hours prior to the class start date, a refund less a \$25 processing fee will be granted. No refunds will be granted if notice is received on or after the start date of the course.

**Send cancellation notices to:** [education@cnyrealtor.com](mailto:education@cnyrealtor.com)



Greater Syracuse  
Association  
of REALTORS®

# Fall 2018 Broker Qualifying Course

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# Registration Form

**GSAR members - please register online at [cnyrealtor.com/education](http://cnyrealtor.com/education)**

Registration is limited. No phone registrations will be accepted.

Course fee must be paid in full with this application.

**Registration deadline: Monday, November 19.**

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

Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: NY Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

45 Hour Course (includes textbook): **\$329.00**

**REGISTER BY Nov. 5 for EARLY BIRD PRICE OF \$299**

Optional study aids:

\_\_\_ Total Recall Learning online study guide **\$32.39** (incl. tax)

\_\_\_ Cram for the Exam book **\$32.39** (incl. tax)

**Amount enclosed or authorized:** \_\_\_\_\_

\_\_\_ Check enclosed *Make check payable to GSAR*

\_\_\_ Charge my: ( ) VISA ( ) MC ( ) Disc ( ) Amex

Account #: \_\_\_\_\_

Expiration date: \_\_\_ \_\_\_ / \_\_\_ \_\_\_

Signature: \_\_\_\_\_

If you have any disabilities which require special accommodations, including auxiliary aids/services, please list your needs below:

*(Please let GSAR know of any special needs at least 2 weeks prior to the start of the class.)*

**Mail or deliver** registration form to:

GSAR Education Department  
5958 E. Taft Rd., N. Syracuse, NY 13212

**Fax** to: 315.457.5884 Attn: Education Department

## The Broker License

Broker applicants must:

- be at least 20 years of age;
- have 120 hours of approved instruction and pass the course exams;
- pass the NYS licensing exam;
- and have either a minimum of two years experience as a licensed salesperson or three years experience in a related field.\*

*\*Please check with the NYS Department of State as to what constitutes experience and/or a related field:*

NYS Department of State: 518-474-4429

[www.dos.ny.gov/licensing](http://www.dos.ny.gov/licensing)

## Education Requirements

A broker applicant will be required to show proof of completing 120 hours of approved education as follows:

### Either

- ◆ 75 salesperson course *and*
- ◆ 45 hour broker course.

*or*

- ◆ 45 hour salesperson course *and*
- ◆ 30 hour remedial course *and*
- ◆ 45 hour broker course

### Take the 30 Hour Remedial Course Online

If you took the 45 hour salesperson course, then you must take the 30 hour remedial course to satisfy the educational requirements for the broker license.

**Review package options and register  
for the online 30 hour course  
at [cnyREALTOR.com](http://cnyREALTOR.com)**