



Charles Burt
SCHOOL OF REAL ESTATE

2300 E 7th Street, Joplin MO 64801
www.charlesburt.com

Phone: (417)782-1234
Fax: (417) 782-7850

Dear prospective student,

Thank you for your interest in the Charles Burt School of Real Estate. Our school can be a benefit to you in the following ways:

- ⊞ We have been accredited with the State of Missouri since 1998.
- ⊞ The school has provided pre-license education to hundreds of people from all walks of life.
- ⊞ Our experienced instructor has a passion for real estate and a desire to help others succeed in this rewarding business.
- ⊞ Classes are taught in modern classrooms and utilize the latest in educational technology.

Missouri real estate license education requirements include successful completion of the following:

- ⊞ **Course 1** - 48-hour Salesperson Pre-Examination Course (\$250 includes books and materials)
- ⊞ **Salesperson Examination** - given by the State of Missouri (\$62)
- ⊞ **Course 2** - 24-hour Missouri Real Estate Practice Course (\$125) {*must be taken after Course 1*}

Other License requirements include the following:

- ⊞ Be at least 18 years of age
- ⊞ Pass a fingerprinting and background check by the state approved vendor (\$45)
- ⊞ License application (\$90 or for out-of-state residents \$150)
- ⊞ Certain criminal convictions may prevent an individual from obtaining a real estate license.

If you have any questions, please contact Jennifer Bakken at...

- ⊞ Office: (417) 782-1234
- ⊞ Email: reschool@charlesburt.com



Charles Burt SCHOOL OF REAL ESTATE

SCHOOL POLICY & STATE REGULATIONS

- 1.) To meet the educational requirements prescribed in the license law, all persons, who apply to take the examination for a salesperson license, shall present with their application a certificate from a school accredited by the Missouri Real Estate Commission evidencing satisfactory completion of a course of study in real estate subjects as set out in Missouri Statutes 20 CSR 2250.
- 2.) The required course of study for the salesperson license examination, the Missouri Pre-Examination Course, shall consist of a minimum of forty-eight (48) hours of classroom instruction in subjects set out under 20 CSR 2250.
- 3.) Each student shall receive a certificate of completion when he has satisfactorily completed an in-class final examination of at least fifty (50) questions within the final twelve (12) hours of the course.
- 4.) Students who have successfully completed the Missouri Pre-Examination Course from Charles Burt School of Real Estate may attend free of charge subsequent Pre-Examination Courses for up to six (6) months after receiving the certificate of satisfactory completion.
- 5.) Applicants will have six (6) months after satisfactory completion of the required course of study within which to pass the required examination and apply for license. After six (6) months, credit for that course and examination will expire, and satisfactory completion of the required course and examination must be repeated before applying for license. A full tuition will be payable to repeat course study.
- 6.) In addition to the 48-hour required course, an addition twenty-four (24) hour Missouri Practice Course will be required to obtain your salesperson's license.
- 7.) For the purpose of these courses, an hour means sixty (60) minutes, at least fifty (50) minutes of which shall be devoted to actual classroom instruction, and no more than ten (10) minutes of which shall be devoted to recess. Times allotted for supervised examinations may be regarded as hours of instruction. In any given calendar day, no course(s) shall exceed eight (8) hours in length, and a half hour break or more, must be given to students after four (4) hours for a course(s) exceeding four (4) hours in a given day.
- 8.) A certificate of satisfactory completion shall not be issued to any student who fails to attend one hundred percent (100%) of the required classroom hours of study. Charles Burt School of Real Estate may, at its discretion, allow a student to be absent up to ten percent (10%) of the required hours, but only for reasons of personal illness, illness or death in the student's immediate family or hazardous road conditions.
- 9.) Cell phones should be turned off or placed on silent. Phone calls cannot be received or made during class.
- 10.) No other reading material other than that provided by the school will be allowed in the classroom.
- 11.) If a student is more than fifteen (15) minutes late for class, the student will be required to retake the hour.
- 12.) No guests are allowed during class sessions without permission of the instructor.
- 13.) Smoking is not allowed in the building.
- 14.) A pop machine, microwave and refrigerator are available in the kitchen located in the Southeast corner of the building. Please keep these areas clean.



Charles Burt SCHOOL OF REAL ESTATE

Frequently Asked Questions

Is there a required order to taking courses and completing licensure requirements?

Yes. The first step is completing Course 1 (48-Hour Pre-license Course). The order in which you complete the remaining requirements is entirely up to you.

When are classes offered?

Courses are offered on both days and evenings. Day classes are offered on weekdays 8:00 to 5:00. Evening classes are offered Monday-Friday evenings 6:00 to 10:00 p.m. The calendar on this website can be forwarded using the arrow button to view upcoming classes.

How long are class sessions?

Day class sessions are 8 hours and night class sessions are 4 hours. Students receive a 10 minute break each hour. Eight hour day sessions also have a one (1) hour lunch break.

Are there a minimum number of students required to conduct a class?

Normally class size ranges from 2 to 10 students. We strive to keep classes small so as to offer individualized help.

Are there additional costs or supplies needed for the courses?

No. The course tuition covers everything needed. It covers your textbook, review tests and handouts.

What do I need to bring to class?

Just a pen or pencil. Highlighters and calculators are recommended (calculators are available to use in classrooms).

What is Course 1 like?

The format utilizes a textbook, lecture with PowerPoint slides, practice problems and unit review tests. The focus of Course 1 is to prepare students to pass the License Examination administered by the State of Missouri.

What is Course 2 like?

The focus of the 24-Hour Practice Course is to prepare you for the real world of real estate sales. The hands-on format includes completion of forms used in typical real estate transactions, learning basic skills and Missouri real estate law. It is information and, there are no tests involved.

When do I take Course 2?

Course 1 must be completed first. Passing the state examination as well as all other requirements can be done either before or after taking Course 2.

When do I take the state examination?

After you successfully complete Course 1 (48-Hour Pre-License Course) you have six (6) months to pass the state exam.

What is the state examination like?

The exam consists of 140 multiple choice questions. You have four (4) hours to complete the test which is administered by computer.

What is the passing score on the state examination?

There are two (2) parts to the test which are graded separately. The national part consists of 100 questions and has a passing grade of 70 or more (70%). The state part consists of 40 questions with a passing score of 30 or more (75%).

Where do you take the state license examination?

There are four locations across the state with the nearest one being Springfield.

Can you retake the state examination if you do not pass it the first time?

Yes. There is no limit to the number of times you can attempt the examination.



Charles Burt
SCHOOL OF REAL ESTATE

Course 1: 48-Hour MO Salesperson Pre-Examination Course

STUDENT CONTRACT

Tuition: \$250.00 (cash or check only) includes fee, textbook and materials.

Registration: All students must be pre-registered (no walk-ins unless approved by instructor).

Deposit: A \$100 deposit (cash or check) should be mailed or submitted to the school at least one (1) week before course begins. The remaining balance is due at the first class session.

Refund policy: A full refund of tuition will be given up to 24 hours prior to start of class. If a student is unable to attend classes due to illness, death in family, or family emergency, the school will allow the student to reschedule another class at no additional charge.

Course you are registering for: (Month) _____ Day/Evening (Circle)

Name: _____ Application Date: _____

Address: _____ City: _____ State/Zip: _____

Phone: (____) _____ Email: _____

Social Security Number: _____

Best time to contact you: _____

Charles Burt School of Real Estate reserves the right to cancel this agreement at any time. Upon cancellation, the school will prorate the tuition refund minus the deposit and cost of materials. The school makes no guarantee as to the passing success of individual students.

Applicant is hereby advised that the Missouri Real Estate Commission may refuse to issue a license to a person who has been found guilty of forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, or some felony offenses.

Classes are offered contingent on a sufficient number of registered students.

By submitting this contract, the applicant acknowledges reading and agreeing to abide by the school policies listed on the charlesburt.com website and/or printed on the back of this contract.

- Submit to Charles Burt Real Estate School, 2300 E 7th Street, Joplin MO 64801
- Fax to (417) 782-7850
- Email to reschool@charlesburt.com

For School Use Only Fee Received: _____ Cash/Check



Charles Burt
SCHOOL OF REAL ESTATE

Course 2: 24-Hour MO Practice Course

STUDENT CONTRACT

Notice: Course 1 must be completed before taking this course unless already licensed.

Tuition: \$125.00 (cash or check only) includes fee, textbook and materials.

Registration: All students must be pre-registered (no walk-ins unless approved by instructor).

Deposit: A **\$40 deposit** (cash or check) should be mailed or submitted to the school at least one (1) week before course begins. The remaining balance is due at the first class session.

Refund policy: A full refund of tuition will be given up to 24 hours prior to start of class. If a student is unable to attend classes due to illness, death in family, or family emergency, the school will allow the student to reschedule another class at no additional charge.

Course you are registering for: (Month) _____ Day/Evening (Circle)

Name: _____ Application Date: _____

(Please **print** legal name including middle initial as it appears on your social security card/driver's license)

Address: _____ City: _____ State/Zip: _____

Phone: (____) _____ Email: _____

Social Security Number: _____

Best time to contact you: _____

Charles Burt School of Real Estate reserves the right to cancel this agreement at any time. Upon cancellation, the school will prorate the tuition refund minus the deposit and cost of materials. The school makes no guarantee as to the passing success of individual students.

Applicant is hereby advised that the Missouri Real Estate Commission may refuse to issue a license to a person who has been found guilty of forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, or some felony offenses.

Classes are offered contingent on a sufficient number of registered students.

By submitting this contract, the applicant acknowledges reading and agreeing to abide by the school policies listed on the charlesburt.com website and/or printed on the back of this contract.

- ⊞ Submit to Charles Burt Real Estate School, 2300 E 7th Street, Joplin MO 64801
- ⊞ Fax to (417) 782-7850
- ⊞ Email to reschool@charlesburt.com

For School Use Only
Fee Received: _____ Cash/Check