

Policies and Procedures for Unit I and II Online Courses

Our online Unit I and Unit II courses are available for registration 24/7 at the following link

<http://www.westernupstatemls.com/education/online-education/>

At registration, you will set up your personal username and password, allowing you to take the course at your leisure. Just log out when you leave the course and the system will remember where you were when you last accessed the course. We recommend that you set a specific time and place to study each day until the 60 hour course is complete.

We will also mail you a hard copy of the text Modern Real Estate Practice (value \$52) and a copy of SC License law (value \$25) at no cost. That will allow you to follow along in the text as you work your way through the course. The books will be shipped to your home address at no additional charge.

The instructor assigned for your course will be in touch you at registration and accessible throughout your course from links embedded on each page, by email, and by phone.

The course is delivered through a learning management system that is accessible for both PCs and MACs, and are compatible with iPad and Android tablets. A high speed internet connection is required for maximization of course features.

You have six months from registration to complete the course and take the final course exam.

No refund will be given once you begin the course.

The final exam is proctored and can be taken at several locations. We will make those arrangements for you as part of our service delivery package. If you do not pass the exam, you can re-take after course review and practice exams.

Once you pass the final course exam, a certificate of completion will be mailed to your home address and we will email a copy to your email address as well. You must send the **original** certificate to the SC Real Estate Commission in order for them to schedule your PSI exam, which qualifies you for licensure.

Please understand that the SC Real Estate Commission will require a criminal background check to be submitted along with the exam application. Failure to pass the background check may result in the Real Estate Commission denying you the right to sit for the exam. That decision is totally at the discretion of the Real Estate Commission. Denial of examination will not result in a refund for the class taken.

By clicking on "I Agree" at the bottom of this page, you acknowledge that you have reviewed the Policies and Procedures for Online Unit I and II courses and that you are accepting these terms and conditions.