

## **MD REAL ESTATE BROKER'S PRE-LICENSING CATALOG**

Welcome to Tristar Academy, a Real Estate Education Provider. We hope the information contained in this catalog is helpful and informative. If you have any questions concerning this material, please feel free to contact us at 240-701-6327.

### **History and Mission Statement:**

Tristar Academy was founded in 2014 by Cindy and Chris Sinanan. Tristar Academy is an independent, private, career Academy approved by the Maryland Higher Education Commission. The Academy prepares the student in the pre-licensing real estate program, Real Estate Principles and Practices for Brokers.

### **Mission Statement:**

To provide to each student a solid understanding of the principles and practices of real estate in the State of Maryland in a safe, pleasant, and comfortable environment and to prepare those students to sit for the State of Maryland Real Estate Licensing Examination for Brokers.

### **Ownership:**

Cindy Sinanan	President
Chris Sinanan	Resident Agent

### **Staff:**

Chris Sinanan	Academy Director/Instructor
Cindy Sinanan	President/Instructor
William Inligis	Instructor
Seun Lawal	Instructor
April White	Instructor
Laurie Lukos	Academic Advisor
Sarah Sinanan	Education Coordinator/Instructor

### **Academy Facility**

Tristar Academy, Inc. will hold programs in one of the below locations:

**Online Via Zoom:** Students are required to have their cameras/video on during instruction (not including breaks). Students are required to have a working microphone for audio to interact in class. A student may request to be excused from having their video on by contacting our Education Coordinator at [sarah@mytristaracademy.com](mailto:sarah@mytristaracademy.com). The request will be granted upon written approval.

Prince George's County, Bowie Location: 4201 Mitchellville Rd., Suite #402 Bowie, MD 20716

The facilities consist of large classrooms providing plenty of seating capacity for students. Instructors make use of videotape displays, overhead projectors and a personal computer. There are ample lavatories available outside the classrooms. Free parking for students is available.

Academy business hours are: Monday through Friday from 8:00 AM to 6:00 PM.

**Schedule Per Module:**

**Weekday Program - Tuesday and Thursday**

Tuesday and Thursday	9:30 AM - 3:30 PM (1 hour lunch break daily)	5.0 instructional hours per day	5 hours per day/ 10 hours per week	4.5 weeks each module/3 modules = 135.0 hours
4.5 Weeks per Module 13.5 Weeks Total				135.0 hours

**Weekday Program - Monday, Wednesday, and Friday**

Monday, Wednesday, and Friday	9:30 AM - 3:30 PM or 5:00PM - 11:00PM (1 hour lunch break daily)	5.0 instructional hours per day	5 hours per day/15 hours/week	3 weeks each module/3 modules = 135.0 hours
3.0 Weeks per Module 9.0 Weeks Total				135.0 hours

**Boot Camp - Monday, Tuesday, Wednesday, Thursday, and Friday**

Monday, Tuesday, Wednesday, Thursday, and Friday	9:30 AM - 3:30 PM (1 hour lunch break daily)	5.0 instructional hours per day	5 hours per day/25 hours/week	27 straight, business day over 6 weeks/3 modules = 135.0 hours
9 days per Module/ 3 Modules over 6 weeks				135.0 hours

**Academy Calendar 2022:**

Location - Online Module #1	1/2/2023 - 1/23/2023	Monday, Wednesday, Friday 5:00PM - 11:00PM	Cindy B. Sinanan
Location - Online Module #2	1/30/2023 - 2/17/2023	Monday, Wednesday, Friday 5:00PM - 11:00PM	Cindy B. Sinanan
Location - Online Module #3	2/27/2023 - 3/17/2023	Monday, Wednesday, Friday 5:00PM - 11:00PM	Cindy B. Sinanan

**Inclement Weather Policy:**

The policy regarding the cancellation of the classes due to inclement weather follows that of the local, Community College system in the county where the program is held.

**Academy Holidays: (Administrative Offices will be closed.)**

January	New Year's Day
January	Martin Luther King Day
February	President's Day
May	Memorial Day
July	Independence Day
September	Labor Day
October	Columbus Day

**Entrance Requirements**

1. All students must be 18 years of age or older.
2. Each applicant must have graduated high school or completed a GED program.
3. Tuition and registration fees must be paid at the time of enrollment and received no later than three (3) days before the first class. There is no installment plan available.

To qualify for a Broker/Associate Broker License

1. Have been **actively licensed for at least 3 years (consecutive) immediately preceding** request to take exam
2. Complete the 135 Hours Required Brokers Education
3. Pass both parts of the State Exam

A credit report must be submitted to the Commission should an applicant make application as the Broker of Record

**Online via Zoom:** Students are required to have their cameras/video on during instruction (not including breaks). Students are required to have a working microphone for audio to interact in class. A student may request to be excused from having their video on by contacting our Education Coordinator at [sarah@mytristaracademy.com](mailto:sarah@mytristaracademy.com). The request will be granted upon written approval.

**Self Pace/Distance Learning Format:** Course scheduling is continuous in nature (24/7/365). Students are able to enroll and complete the course at times most convenient for them. The course is delivered through a proprietary Learning Management System (LMS). The LMS is accessible online through common internet browsers for both PCs and MACs (Chrome, Firefox, Internet Explorer, and Safari). Additionally, courses are compatible with iPad and Android tablets. An internet connection is required (high speed is recommended but not required).

**Course Completion Requirements:**

A certificate of completion for the course is awarded upon successful completion of the program pending the following graduation requirements are met:

- Complete the coursework according to its terms and conditions within 6-months of enrollment/purchase
- Achieve a minimum 75% on the final examination
- Satisfy all financial obligations to the school

## **Enrollment Procedures**

Students may apply by calling or visiting any of our Tristar Academy locations Monday through Friday, 9:30 AM – 5:30 PM, to obtain an enrollment agreement. Students can also register online at [mytristaracademy.com](http://mytristaracademy.com). Enrollment is subject to space availability and granted on a first come-first serve basis to students meeting the stated criterion. Students can enroll up to **5 days prior** to the first day of class. Government issued photo ID (e. g., driver's license) is required upon enrollment. All fees are to be paid and completed documents provided to Tristar Academy no later than **5 days prior** to the beginning of student's program.

*Criminal convictions may affect a student's ability to be licensed, certified, or registered.*

**Job Placement and Assistance:** Tristar Academy does not assist students with job placement and does not guarantee job placement or salary amounts upon completion of this program.

## **Student Conduct Policy:**

Tristar Academy suggests that all students make every effort to be on time. Repeated tardiness will not be permitted. Students are required to act in an ethical and professional manner. The Academy has the right to dismiss any student who fails to adhere to Academy policies.

## **Credit for Previous Class Time:**

The Academy does not accept credit for previous training.

## **Attendance Policy:**

The Maryland Real Estate Commission requires successful completion of a minimum of 135 instructional hours to be eligible to sit for the real estate broker's exam. Students must attempt to attend every session. Arriving more than 10 minutes late or leaving more than 10 minutes early will count as a full hour of absence.

A student may miss up to a maximum of 10 hours of class. All hours must be made up *within three months after the scheduled completion date of the class in which the student was originally enrolled*.

Students may make up the missed class hours at no additional cost in the next available class or scheduled make-up day, subject to space and prior approval by the school.

Any student not completing the entire 135 hour program will not be eligible to graduate and will not be able to take the state licensing exam. Any student missing more than 10 total hours of class will be terminated from the program.

Students have one (1) year from date of enrollment to complete the 135 hour program.

Tristar Academy does not have a leave of absence policy.

## **Grading System:**

To successfully complete Modules #1 and #2, a student must achieve a cumulative minimum average of 75% on all quizzes and the mid-term and achieve a minimum 75% grade on the final examination. To successfully complete Module #3, each student must achieve a cumulative minimum average of 75% on all quizzes (no mid-term for Module #3) and achieve a minimum 75% on the final examination.

Each student will be given examination results once graded. Please note that the Academy does maintain and store grade records for each student.

**Satisfactory Academic Progress:**

In addition to the early and frequent evaluation of student’s attendance, academic progress is evaluated at the end of each Module and reported to the student in writing. Students who fail to meet the minimum attendance and/or academic standards identified below will be placed on probation for one module. During this probationary period, the student must make up missed hours and/or retest. At the end of the probationary period if the student fails to improve and meet the minimum academic and/or attendance standards of 90%, the student will be terminated from the program.

**Graduation/Completion Policy:**

A certificate will be awarded to the student upon satisfactory completion of the Real Estate Principles and Practices for Brokers

1. Must attend 135 clock hours of instruction with no more than 10 clock hours missed and made up.
2. Must complete all work assignments.
3. Must achieve a minimum grade of 75% on the final examination. A student will be given a second opportunity to pass the final examination, if he/she fails the first.

**Re-Admission Policy:**

Students who have voluntarily withdrawn from the Academy’s program prior to its completion or who were terminated from the Academy’s program due to unsatisfactory attendance or academic progress may re-enroll to be accepted into the program. No credit will be granted for any previous training, however.

**PROGRAM COSTS:**

Tuition	\$ 430.00 per module	
	x 3 modules	
<b>Tuition Total</b>	<b>\$ 1,290.00</b>	
<b>Registration Fee</b>	<b>\$ 30.00</b>	
<b>Textbook</b>	<b>\$ 50.00</b>	
<b>Total Costs</b>	<b>\$ 1,370.00</b>	

**TEXTBOOK:**

Textbook can be purchased through Tristar Academy on the website by Addon for \$50.00.

**Module #1**

- Principles of Real Estate Practice in Maryland, 1<sup>st</sup> Edition

**Module #2**

- No additional textbooks. Workbooks & Handouts are provided a part of the course.

**Module #3**

- No additional textbooks. Workbooks & Handouts are provided a part of the course.

- Textbooks and a small hand-held calculator (both to be supplied by the student) are required for the first session and the calculator for the state examination.
- The cost of the Maryland State Licensing Exam administered by PSI is \$44.00.

**Real Estate Principles and Practices for Broker**

**Program Objectives:**

The pre-licensing program, Real Estate Principles and Practices for Broker, is designed to teach the student the theory and principles of real estate and prepare them to sit for the State of Maryland approved examination.

The program consists of 3 Sections (Modules) that equal 135-clock hours of "Real Estate Broker" principles and practices of Real Estate. Graduates will be eligible to take the Maryland Real Estate Broker Examination.

**Refund Policy: for classroom-based instruction**

- All monies paid by the student will be fully refunded if the student chooses not to enroll in or to withdraw from the Academy within seven calendar days after having signed the enrollment contract.
- If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration fee will be retained by the Academy.
- Refund Policy: Tuition payment for a module will be fully refunded if the module is canceled, or if you withdraw seven or more days before the first day of module. 80% of the tuition will be refunded if you withdraw before the third session of a module. Tuition will not be refunded thereafter.
- If the Academy closes, cancels or discontinues a course or program, the Academy will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.
- Students are requested, but not required, to notify the Academy Director or designated Academy

official if they are withdrawing from the Academy.

- The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance.
- All refunds due will be paid within 60 days of the student's last date of attendance.

### **Responsibilities and Grievance Procedure:**

Students who have a grievance with the Academy are encouraged to resolve the matter with their instructor. If still unsatisfied, the grievance should be addressed to the Academy Director. If still unsatisfied, the student may submit a written complaint to the Secretary of Higher Education at the Maryland Higher Education Commission, 6 N. Liberty Street, 10<sup>th</sup> Floor, Baltimore, Maryland 21201; or the Maryland Consumer Protection Division at 200 St. Paul Place, Baltimore, Maryland 21202, 410-576-6550, email: [consumer@oag.state.md.us](mailto:consumer@oag.state.md.us).

### **Program Performance:**

Prospective students and enrolled students may obtain from the Maryland Higher Education Commission information regarding the performance of this class, including, but not limited to, information regarding each program's enrollment, completion rate, and pass rate of graduates on any licensure examination. The commission may be reached by writing to the Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201, <http://www.mhec.state.md.us/>