



CHANDLER REAL ESTATE TRAINING CENTER

2301 E. Yeager Dr. Ste. 4 Chandler, AZ 85286

office@chandlerretc.com (480) 320-9444

Thank you for choosing us as the start of your exciting career in real estate! Here you will find all important info about our Pre-Licensing program. You can also see more information and our calendars on our website: www.ChandlerRETC.com

Classroom Hours

Day Sessions: Monday, Tuesday, and Wednesday 8:30 AM – 1:00 PM

Night Sessions: Monday, Tuesday, and Wednesday 6:00 PM – 10:30 PM

Policies & Procedures

- No Refunds will be given after attending your first classroom session. Registration is non-transferrable.
- Attendance is closely monitored. No student will be allowed into class if more than 10 minutes late.
- Credit will not be given if the student leaves early. Attendance is called at the end of class.
- All 18 Sessions & School Tests must be completed within 6 months of registration. Sessions may be attended in any order & you may repeat any class(es) at no extra charge.
- If all sessions and tests are not completed with 6 months of sign up date, a \$79 extension for 3 additional months must be purchased to complete sessions and testing. No more than 2 extensions from date of sign up.
- If the 18 sessions and tests are not completed within 1 year of sign up, a \$199 extension for 6 months must be purchased.
- A calculator is mandatory in class. A phone cannot be used. No PC's, laptops, and tablets are allowed in class.
- Student acknowledges that they may be contacted by several brokerages.
- Policies and procedures are subject to change without prior notice.

Testing Schedule

Monday: 5:30 PM – 8:30 PM

Tuesday: 9:00 AM – 12:00 PM & 5:30 PM – 8:30 PM

Thursday: 8:30 AM – 11:30 AM & 12:00 PM – 3:00 PM

Friday: 8:30 AM – 11:30 AM & 12:00 PM – 3:00 PM

Review Schedule

Monday & Tuesday: 6:00 PM

Thursday: 9:00 AM, 10:00 AM, or 12:00 PM

Testing Policies & Procedures

- You must make an appointment to test or review and if you do not show up for your appointment, you will be charged \$25. Please contact us prior if you must cancel.
- You must bring a regular calculator and pencils to testing.
- Students must obtain at least a 75% to pass on both the State and National School tests to receive an Education Certificate.
- Any personal belongs brought to testing must be locked in the front desk cabinet.
- You must bring a regular calculator and pencils to testing.
- You may only review your test after you have tested twice and scored a 65% or higher and you must sign up for a 1 Hour Review.
- You may not take any notes and no phones are allowed while reviewing.
- Testing policies and procedures are subject to change without prior notice.

How to Schedule Testing and Review Appointments

Email: testing@theazforum.com

Phone Number: 480-320-9444



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Fingerprinting & Criminal Clearance Application

- School Fee cost is \$20 and can be paid at Registration or it will be due at time of fingerprinting. This fee is nonrefundable.
- Application will be given to you at time of fingerprinting. Fill out the white fingerprint card and application in **BLACK INK ONLY**.
- Please mark the **FEE BOX OF \$67**.
- Please mark the box next to: **ARIZONA DEPARTMENT OF REAL ESTATE LICENSURE**
- After fingerprints are taken, please get a **CASHIER'S CHECK OR MONEY ORDER** in the amount of: **\$67** made out to: **DPS** to put in the envelope with the Application.
- Mail Application & Cashier's Check/Money Order to:
 - **Arizona Department of Public Safety**
P.O. Box 18390
Phoenix, AZ 85055

- If there are 2 or more specific prints on an individual's card that are not completely identifiable, we will retake the prints again on a separate card.
- If fingerprint card is not accepted due to: "Better Prints are Needed," or clarity issues, you will need to have them digitally done. Unfortunately, this does happen because some people print better than others. The Chandler Police Department does Digital Printing.
- Be prepared to wait a minimum of 4 Weeks for processing, plan accordingly. If there is something in your background, processing can take up to 3 Months.