

Managing Broker Course Policy



Thank you for selecting RECP for your real estate education source. You have joined over 375,000 other professionals who have selected the RECP as their educational provider. We pledge to do everything we can to help make your real estate education both interesting and profitable. The following policies are for your assistance and information, please read them carefully. They are strictly enforced. Any exceptions to these policies must be approved by the Director of the Real Estate Certification Program.

Refunds

If you need to request a refund for a live class, you must do so before the first class session begins. For an OnDemand class, you must request a refund before starting Module 2 or within 30 days of enrolling in the course—whichever comes first. You may call our office during regular business hours or email info@recp.org. A \$35 cancellation fee will be deducted from the refund. Refunds take 7 to 10 business days to process.

Certificates If you need to request a reprint of your certificate there will be \$20 certificate reprint fee after 90 days of the class ending.

Transfers

If you find it necessary to transfer to a different class, you may do so for a \$20 transfer fee. For a live class, the request for transfers must take place prior to the start of the class. For an OnDemand class, transfers must be processed before starting Module 2 or within 30 days of enrolling in the course—whichever comes first.

Extensions

You have one year from the date of enrollment to complete your OnDemand class. You may purchase a one-time 90-day extension for \$50. You must request the extension within 30 days after your class is expired. If it has been more than 30 days after your class is expired, you will have to pay \$100 for a retake.

Postponed Classes

RECP reserves the right to postpone classes for any reason. If RECP postpones a class, you will be entitled to a full refund or you can opt to attend a future live or OnDemand RECP course.

Attendance Policy

You must attend one hundred percent (100%) of the twenty-four (24) hour managing broker course. **There are no exceptions to this policy.** You may request to transfer to another section being offered by RECP to info@recp.org or call 800-742-4067. There will be a \$20 transfer fee.

Copyright

All course materials offered by RECP are copyrighted. No part of RECP's course content may be reproduced, retransmitted, distributed, sold, published, broadcasted or circulated without the expressed written consent of RECP. Course content shipped in hard copy form or digital content may be displayed or printed for your personal, non-commercial use only. Students with a disability may record lectures but verification of the disability is required in writing before class begins.

Conduct

All students are expected to behave professionally and respect other students, instructors and employees of RECP. Possession of weapons, illegal drugs and alcohol of any kind are not allowed at any time on RECP property. Any violation of school policies may result in permanent dismissal from the school.

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Electronic Devices

Electronic device policy is determined by the instructor. Cell phones are not permitted until scheduled breaks by the instructor.

Exams & Retakes

For the OnDemand course only, there will be one end-of-course examination and passage is with at least seventy-five percent (75%). There will be a time limit of one-hour (1) to take the test. A student that does not pass the managing broker examination as administered by the school on the first attempt will have 2 more attempts to complete and pass the exam. If you fail all three exams in your first class, you may retake the class at a \$100 retake fee. After your second retake attempt, you must pay full price for the course.

Cheating

RECP is committed to the success of the student. In meeting this commitment, the school demands a very high level of academic honesty on the part of the students, faculty and staff. Academic honesty is the responsibility of the enrolled student and dishonesty will not be permitted.

Academic dishonesty includes any act that violates the educational process of the school. Determination of academic honesty will be at the discretion of the instructor. These acts include, but are not limited to:

- Stealing examination or assignment questions.
- Substituting one person for another at the examination.
- Falsifying data.
- Destroying, tampering with, or stealing a computer file or program.

In cases of dishonesty, the school will document the offense and allow the student time to reply to the allegations. If a reply is not given, the school will take appropriate action. If a response is given and deemed unacceptable, the school will take appropriate action that may include warning, probation, suspension or expulsion.

In cases where a certificate or credit has been granted, the certificate or credit will be revoked and the Indiana Real Estate Commission will be notified.

THANK YOU again for selecting RECP. We look forward to serving you throughout this course and for all your real estate continuing education needs in the future. **As a reminder, we communicate primarily through email. Please make sure RECP has your updated email address and check your account daily.**