



School and Course Catalog

Kentucky
Volume 2 – January 2023

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Mission Statement

The mission of Colibri Real Estate (hereinafter referred to as either Colibri Real Estate or the School) is to help customers achieve more in their days and careers. We do this through products and job aids that help professionals become licensed, stay licensed, and gain the skills to perform at the top of their fields.

Privacy Policy

Read our privacy policy in its entirety on our website: <https://www.colibri realestate.com/privacy-policy/>.

Course Approvals

Colibri Real Estate has received approvals from real estate regulatory boards in 36 states for our asynchronous and/or synchronous online courses in Real Estate Pre-license, Broker, Post-license, and Continuing Education. Our courses are also approved by the Association of Real Estate License Law Officials (ARELLO) and/or the International Distance Education Certification Center (IDECC) in the states where it is required by law.

The courses listed in this catalog have been approved for Colibri Real Estate to offer by the Kentucky Real Estate Commission toward the required education for the Kentucky real estate associate license, the post-license education requirement, and the continuing education requirement.

Faculty and Contact Information

Prospective Student Phone Number:	844-701-2946 Mon – Fri 8:00 am – 8:00 pm (CT), Sat 10:00 am – 5:00 pm (CT)
Enrolled Student Phone Number:	866-739-7277 Mon – Fri 8:00 am – 7:00 pm (CT), Sat 9:30 am – 4:00 pm (CT)
Customer Service Email Address:	Support@ColibriRealEstate.com
Lead Course Instructor:	Linda “Katie” Leavitt
Instructor Email Address:	KYInstructor@ColibriRealEstate.com
Owner:	McKissock, LLC
Real Estate Office Staff:	Erica Bailey, Customer Service Manager Jolita Brazzano, Faculty Director Jennifer Hoff, President of Real Estate Lori Jeffers, Director of Learning Operations Kristin Pope, Customer Service Operations Manager Ian Purnell, Curriculum Supervisor Garrett Renner, Customer Services Admin Team Manager

	Andrew Robinson, Head of Product Innovation Leila Shirazi, Instructor Acquisition and Onboarding Coordinator Elma Sinanovich, Admissions Manager Katelyn Taylor, Senior Regulatory Compliance Associate Emily Timblin, Real Estate Regulatory & Compliance Manager
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Non-Discrimination and ADA Policy

Colibri Real Estate will not discriminate based on age, color, creed, familial status, gender identity, handicapping condition, language, marital status, national origin, race, religious preference, sex, or sexual orientation in the establishment of fees, entrance qualifications or standards for successful completion of this or any course.

Course Delivery Descriptions

The Kentucky Real Estate Prelicensure Education Program and Real Estate Post-License Education (“PLE”) content is delivered to students through distance education in a couple of ways:

Asynchronous Online – (“Online”) Self-paced internet courses that students access at any time from the student dashboard. Students are separated from the instructor by both distance and time.

Synchronous Livestream – (“Livestream”) Internet courses administered synchronously through an online platform (either WebEx or Zoom), allowing students to take courses remotely in real-time in a virtual classroom setting. Students are separated from the instructor (and classmates) by distance only, not time.

The Kentucky Real Estate Continuing Education (“CE”) content is delivered to students through Online distance education only.

Facilities

Students can work on their course(s) from any computer, smartphone, or tablet with an internet connection – whether it is at home, work, public library, etc. Therefore, a description and floor plan of our facilities does not apply.

We strongly recommend that Livestream students use a computer for their courses.

Entrance Requirements

There are no prerequisite requirements to take this course, and no special computer knowledge or program training is necessary. In fact, if you can move a mouse, point and click, and type a few words on your keyboard, you are more than qualified.

You must be at least 18 years of age, hold at least a high school diploma or GED, complete and pass an FBI criminal background check, to apply for a real estate sales associate’s license in Kentucky, after completing the 96-hour pre-license course. You must apply for the license within 60 days of passing the sales associate licensing examination with PSI. For more detailed information about obtaining a real estate sales associate’s license, please visit the Commission’s website at <https://krec.ky.gov/>.



The Kentucky Real Estate Commission requires new sales associate licensees to complete 48 hours of PLE within two years of obtaining a real estate license. The PLE courses are required to be real estate specific, provide practical knowledge of the brokerage business, and protect the public interest.

The Kentucky Real Estate Commission requires all actively licensed agents complete 12 hours of CE for the biennial license period. 6 of the 12 hours of CE must be completed each calendar year – January 1 through December 31 or the license will be cancelled automatically. Credit may not be carried forward into the next calendar year. At least 3 of the 6 hours taken each calendar year must be in an approved legal topic. Once every four years, each licensee subject to the requirements must take the 6-hour Kentucky Core Course developed by the KREC covering the federal, state and common laws relating to real estate. No other CE will substitute for the Kentucky Core Course, and the Core Course will satisfy the CE requirements for licensees in the year that it is taken.

Credit for Previous Education and Training

The Kentucky Real Estate Commission requires that students complete 96 hours of specific pre-license coursework before they are eligible to take their state licensing exam and apply for a license. The Commission also requires new sales associate licensees to complete 48 hours of PLE within two years of obtaining a real estate license. Additionally, the Commission requires all active licensees to complete 6 hours of CE annually and the Kentucky Core Course every 4 years. Colibri Real Estate does not grant credit for previous education and training.

Equipment Needed

Students will need a device with Internet access to take these courses (ex. computer, smartphone, or tablet). Technical issues may arise if not running updated versions of the major browsers or operating systems, and we may be limited in the assistance we can offer until those systems are up to date.

Operating Systems

Windows Vista, 7, 8, 10

Microsoft no longer supports Windows XP (still may work, but we do not support and recommend you upgrade)

Mac OS X 10.4 to 10.9

(Linux Distributions not currently supported, but may work because our software is browser based)

Browsers

General rule to which browsers we support is as follows:

The current major build minus 1 is what we officially support for each major browser (Internet Explorer, Mozilla Firefox, Google Chrome, and Safari). Example: If the current version of Firefox is 29, we will support versions 29 and 28.

Other Hardware and Plugins (Livestream)

Livestream students will need a (web)camera and microphone. They will also either need to download the livestream platform being utilized for their course:

- WebEx: install the WebEx App or ensure that they can join WebEx through their browser. Visit <https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting> for help.
- Zoom: install the Zoom app or ensure they can join Zoom through their browser. Visit <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Zoom-meeting> for help.

Internet Connection

We cannot guarantee our courses will run on dial-up service as they are optimized for broadband. Minimum Broadband Specs of 500 Kbps download and 384 Kbps upload. Recommended 1 Mbps download and 768 Kbps upload. Wireless Broadband can run slowly on videos depending on connection speeds. 4G Network recommended for wireless.

Enrollment Period and Duration of Course Access

Online Courses

There is an open enrollment period for our Online real estate courses. Students can register for these courses 24 hours a day, 7 days a week, 52 weeks a year. Students are given six months from the date of registration to complete their Kentucky courses. Extensions are available for purchase, if needed, by calling **866-739-7277** during regular business hours.

Livestream Courses

There is an open enrollment period for our Livestream real estate courses up until 2 days before the 1st day of class unless the maximum seat capacity is reached prior to that date. At that point, our website will show the course as “Sold Out.”

Students will attend the class sessions for each course in accordance with the schedule for that class. After the final class session for a course, students will have up to 7 days to pass the final exam for that course.

School Calendar and Observed Holidays

Our offices are closed in observance of the following United States holidays: New Year's Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, and Christmas Day. Emails and phone calls will be answered the next day our office is open.

Students enrolled in Online courses can access those courses even if our offices are closed. Livestream classes will not meet on any of the observed holidays listed above.

Enrollment Procedures

Course enrollment is available through two methods:

1. Through our website: www.ColibriRealEstate.com or
2. By phone during our regular business hours at **844-701-2946**.

During course enrollment, the student establishes a unique username and password that will be used to log into the coursework. The student is required to provide his/her legal name, address, and phone number as part of registration. Payment for the course(s) is due upon enrollment through an approved credit card.

Tuition and Fees

Tuition includes all the online supplemental materials, completion certificate, technical support, and customer care support.



License exam fees and state licensing/renewal fees are paid to separate entities and are not included in tuition.

Online Courses

The current pricing for the Kentucky real estate pre-license Online course packages is as follows, based on the package selected:

Online Package Name and Components	Tuition Cost (as of January 2023)
<p style="text-align: center;">Ultimate Learning:</p> <p>Course: Kentucky Real Estate Principles (Pre-license)</p> <p>Additional Items Included: State Approved Instructor Support 3 Real Estate Study Guides CompuCram Exam Prep</p> <ul style="list-style-type: none"> • Simulated Exams • Flashcards • Readiness Assessment • Audio Review Guides <p>Pass or Don't Pay Guarantee Exam Crammer Webinar Series Instructor Q&A Animated Video Library Career Success Tools (access for 1-year)</p> <ul style="list-style-type: none"> • Pro Series Webinars • Buyers & Sellers Checklists, Worksheets, & Guides • Professional Development Library 	<p>\$754.00</p>
<p style="text-align: center;">Exam Preparation:</p> <p>Course: Kentucky Real Estate Principles (Pre-license)</p> <p>Additional Items Included: State Approved Instructor Support 3 Real Estate Study Guides CompuCram Exam Prep</p> <ul style="list-style-type: none"> • Simulated Exams • Flashcards • Readiness Assessment 	<p>\$659.00</p>

Online Package Name and Components	Tuition Cost (as of January 2023)
<ul style="list-style-type: none"> • Audio Review Guides Pass or Don't Pay Guarantee	
<p style="text-align: center;">The Basics</p> <p>Courses: Kentucky Real Estate Principles (Pre-license)</p> <p>Additional Items Included: State Approved Instructor Support 3 Real Estate Study Guides</p>	\$470.00

Additional fees apply for course extensions, which are detailed in the **Attendance Policy** section of this catalog. Fees for course extensions are not eligible for refund.

The current pricing for the Kentucky real estate PLE Online course packages is as follows, based on the package selected:

Online Package Name and Components	Tuition Cost (as of January 2023)
<p style="text-align: center;">Post License Book Bundle:</p> <p>Courses: Kentucky Advertising (Post License) Kentucky Agency (Post License) Kentucky Business Planning (Post License) Kentucky Licensee Compliance (Post License) Kentucky Contracts (Post License) Kentucky Disclosure (Post License) Kentucky Fair Housing (Post License) Kentucky Finance (Post License) Kentucky Land Use (Post License) Kentucky Property Management 1 (Post License) Kentucky Property Management 2 (Post License) Kentucky Real Estate Investments (Post License) Kentucky Risk Management (Post License) Kentucky Technology & Data Security (Post License)</p> <p>Additional Items Included: State Approved Instructor Support Education Concierge Discussion Board Printed Course Textbook</p>	\$329.00
<p style="text-align: center;">Post License Basics</p> <p>Courses: Kentucky Advertising (Post License)</p>	\$299.00

Online Package Name and Components	Tuition Cost (as of January 2023)
Kentucky Agency (Post License) Kentucky Business Planning (Post License) Kentucky Licensee Compliance (Post License) Kentucky Contracts (Post License) Kentucky Disclosure (Post License) Kentucky Fair Housing (Post License) Kentucky Finance (Post License) Kentucky Land Use (Post License) Kentucky Property Management 1 (Post License) Kentucky Property Management 2 (Post License) Kentucky Real Estate Investments (Post License) Kentucky Risk Management (Post License) Kentucky Technology & Data Security (Post License) Additional Items Included: State Approved Instructor Support Education Concierge Discussion Board	

Additional fees apply for course extensions, which are detailed in the **Attendance Policy** section of this catalog. Fees for course extensions are not eligible for refund.

The current pricing for individual Kentucky real estate CE Online courses is as follows:

Course Title	Hours	Tuition Cost for Individual Course
A New Look at Contract Law	3	\$39.00
Agency Law - A Broker's Perspective	3	\$39.00
Agency Law	3	\$39.00
Americans with Disabilities Act ADA	3	\$39.00
Educating Homebuyers	3	\$39.00
Educating Sellers	2	\$24.00
Ethics in the Age of Disruption	3	\$39.00
Finding Your Focus: Niche Marketing for Real Estate	3	\$39.00
Getting Down to the Facts About Fair Housing	3	\$39.00
Going Green: Elements of an Eco-friendly Home	3	\$39.00
Handling Multiple Offers	2	\$24.00

Course Title	Hours	Tuition Cost for Individual Course
Helping Clients Understand Real Estate Financing	3	\$39.00
How to Work with Real Estate Investors - Part 1	3	\$39.00
How to Work with Real Estate Investors - Part 2	3	\$39.00
Implicit Bias Awareness and Cultural Competency	4	\$49.00
Intro to Property Management: Market Analysis, Risk Management, and Maintenance	3	\$39.00
JMan's Tech Tools	3	\$39.00
Kentucky Core Law	6	\$69.00
Millennials Are Changing Real Estate: Are You Ready?	3	\$39.00
NAR: May the Code Be With You	3	\$39.00
Nontraditional and Alternative Finance	3	\$39.00
Performing Quality BPOs	4	\$49.00
Real Estate Market Cycles and Trends	3	\$39.00
Real Estate Safety: Protect Yourself and Your Clients	3	\$39.00
Real Estate Taxes	3	\$39.00
Real Property Appraisals	3	\$39.00
Taking the Distress Out of Distressed Properties	3	\$39.00
Top Policy Issues Facing Brokerages Today	3	\$39.00

Funding

As a Non-Degree granting school, tuition is paid at registration by credit/debit card. We do not offer any funding.

Attendance Policy

Online Courses

Our Online courses are self-study internet courses and, as such, there is no way to have “missed sessions” or absences for these classes. Once registered, access to the student’s Kentucky pre-license, PLE, or CE Online course(s) is available for six months. Students can work at their own pace and complete their coursework at any time in that six-month period. Course extensions are available for purchase, if needed, according to the chart below by calling **866-739-7277** during regular business hours:

Course Title	Fee for Additional 7 Days	Fee for Additional 30 Days	Fee for Additional 60 Days
Kentucky Real Estate Principles	\$30	\$50	\$100
Kentucky Post License Courses	\$25	\$40	\$75

Fees for course extensions are not eligible for refund.

Livestream Courses

Students must attend the first day of class to receive credit for that course. If a student is not present at the start time on the first day of a course, that person will be deemed absent and withdrawn from the course.

Additionally, students must attend 90% of the total course time to receive credit for a course. Students should ensure they can attend the required classroom hours before registering for a class. All time missed will be counted towards the total allowable absent time for each course. Students will not be allowed to take an exam if they have not met attendance requirements.

Attendance is monitored using software for every course session, including late arrivals and early departures. It is the responsibility of the student to ensure they have reliable internet access for the duration of the course. Any time spent logged out of the course will count against your attendance. Total time will be calculated from reports pulled when the course is concluded. It is the student's responsibility to track their time logged into the course. The school will not provide an update on attendance.

We strongly encourage students to sign on to the webinar 10 minutes prior to the start time of class to ensure everything is in proper order. We recommend students use a computer to access the course. Students will need a (web)camera and microphone. They will also either need to download the livestream platform being utilized for their course:

- WebEx: install the WebEx App or ensure that they can join WebEx through their browser. Visit <https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting> for help.
- Zoom: install the Zoom app or ensure they can join Zoom through their browser. Visit <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Zoom-meeting> for help.

Progress Policy

Online Courses

As these are self-study internet courses, there is not a schedule of progress to which students must adhere. Pre-license, PLE, and CE courses are accessible for six months from the enrollment date. Students can work at their own pace and complete their course at any time in that six-month period.

If a student is unable to complete the course in that time, course extensions may be purchased to continue work in the course, as detailed in the **Attendance Policy**. Students may

purchase extensions prior to or after course expiration, however extensions must be purchased prior to course expiration to prevent interruption of the program. Fees for course extensions are not eligible for refund.

Livestream Courses

Students must attend 90% of the total course time to receive credit for a course. Students should ensure they can attend the required classroom hours before registering for a class. All time missed will be counted towards the total allowable absent time for each course. Students will not be allowed to take an exam if they have not met attendance requirements.

Attendance is monitored using software for every course session, including late arrivals and early departures. It is the responsibility of the student to ensure they have reliable internet access for the duration of the course. Any time spent logged out of the course will count against your attendance. Total time will be calculated from reports pulled when the course is concluded. It is the student's responsibility to track their time logged into the course. The school will not provide an update on attendance.

Technical Support

If you need assistance, email Support@ColibriRealEstate.com or call **866-739-7277** during business hours. Our Customer Service staff will work with Technical Support to help resolve your issue.

Questions about real estate or the course content should be directed to the course instructor.

Rules of Student Conduct and Conditions for Probation or Dismissal

Students are expected to complete all coursework. Inappropriate student behavior is grounds for termination and forfeiture of your education. Inappropriate behavior includes but is not limited to cheating, fraud, use of profane language in written and verbal interactions with our instructors, other students, partners, staff, or website, verbally abusive language toward instructors, other students, partners, or staff, threatening, and bullying. Students with repeated offenses will be dismissed at the school's discretion.

Grading System and Criteria

Online Courses

To complete an Online course and receive a completion certificate, students must successfully complete the following requirements:

- Read all chapters,
- Pass all chapter quizzes and practice exams (if applicable),
- Complete and submit the required course project (pre-license only), and
- Pass the course final exam with a grade of 75% or higher.
 - Pre-license course final exams must be taken in the presence of an acceptable proctor.

Livestream Courses

Students will attend the class sessions for the pre-license course in accordance with the schedule for that class. Before the last day of class, students are required to complete and

submit the required course project. After the final class session for a course, students will have up to 7 days to pass the proctored final exam with a score of at least 75%. Students will not be allowed to take an exam if they have not met attendance requirements or turned in the required course project.

Procedure for Quizzes and Practice Exams

Online Courses

Each chapter of the Online course is followed by an online multiple-choice quiz. Once submitted, the system displays the percentage score at the top, then displays feedback on the questions answered correctly and incorrectly. If the quiz was passed, the next chapter become available. If the quiz was failed, the student can click the “Take Review Quiz” button and retake the quiz or opt to review the chapter again by clicking the “Review Chapter Info” button. Access to the next chapter will remain locked until the quiz for the current chapter has been passed.

If the Online course contains a practice exam, it will be accessible after completion of all chapter readings and chapter quizzes and before the final exam. The Practice Exam is an online multiple-choice quiz that must be passed before the final exam will be accessible.

Livestream Courses

Instructors will ask review questions throughout the class sessions and encourage student participation and interaction. Additionally, students have access to an online practice quizzes course made up of optional online multiple-choice quizzes that correspond with each chapter topic to reinforce mastery.

Procedure for Proctored Course Final Exam for Pre-License Course

Pre-license students are required to complete and submit a course project to the course instructor before they will be allowed to access the proctored course final exam. Detailed information and instructions for the project are included in the course supplemental materials.

The Kentucky Real Estate Commission requires that all pre-license distance education courses contain a proctored final examination. A minimum score of 75% is required to pass the proctored final exam. Up to three attempts at the proctored final exam are included in course tuition. Exams taken with proctors that have do not meet the following criteria will be marked as failed attempts with a score of 0%. If a student is unable to pass any of the three attempts (in accordance with the proctoring policy), the course is marked failed. The student will need to re-enroll in the course and complete all the components again to receive credit. We offer re-enrollments at the reduced rate of \$100.00.

We recommend scheduling exams during our office hours, so that assistance is available should you experience a problem. If you decide to schedule your exam outside of our office hours, phone support will not be available. Allow approximately one minute per question.

Online Courses

We offer two proctoring options for our Online prelicense course final exams. The first is through our online proctoring partner, MonitorEDU. The second is to find and schedule an appointment with an in-person proctor in your area.

Online Proctoring with MonitorEDU

Proctoring through MonitorEDU costs \$15.00 per exam and does not require an advance appointment. You must have two internet-connected devices with cameras. You will use one device to take the exam. You will use the second device to monitor the testing area. For example, you can take your exam on a tablet or laptop/desktop and use your smartphone as the second device. If you are unsure if your device will work, use the Test Device button found under How It Works on the MonitorEDU webpage.

When you are ready to start your exam, follow these steps to connect with MonitorEDU:

1. Click the MonitorEDU link in your course. Do **not** go beyond that page in your course until your proctor tells you to.
2. On the webpage that opens, click on the link to pay for your exam.
3. As soon as you pay, return to the webpage, and click on the Start Exam Now button on the homepage.
4. Fill in the three lines on form that pops up.
 - a. Use your full name you used to register for your course.
 - b. Enter your phone number.
 - c. Enter the name of your course: Kentucky Salesperson Prelicense
5. A proctor will reach out to you via a chat where they send you links to open a full video chat on both of your devices.
6. Once the chats are established, follow the directions of the proctor.

In-Person Proctoring

First, print out the following files from the Documents section of your course dashboard:

- Proctor – Final Exam Policy
- Proctor Instructions (for you to give to your proctor before your exam)

Distance Learning has strict policies regarding proctor selection. An acceptable proctor is a disinterested third party with no conflict of interest who:

- verifies that the person taking the exam is the person registered for the course;
- observes the student taking the student while he/she is taking the exam;
- ensures that the student does not use aids of any kind;
- ensures that any calculator used is nonprogrammable;
- ensures that the limitations on the final exam are not exceeded;
- certifies to the education provider that all requirements for the final exam have been met;
- submits to the provider a signed statement to that effect; and
- ensures that any student's mobile device, cell phone, or camera is shut down and put away while at the test site.

Relatives, spouses, friends, neighbors, and co-workers are NOT acceptable proctors. The proctor may NOT be a real estate licensee or affiliated with any brokerage firm or real estate school. The proctor CANNOT be any past, present, or future employer of the student.



Types of ACCEPTABLE PROCTORS include:

1. A certified librarian;
2. A public-school administrator or faculty member;
3. A college/university faculty member;
4. A monitor from a qualified online test monitoring service.

Generally, public libraries do not charge to proctor exams, while most universities, colleges and Sylvan Learning Centers will charge anywhere from \$5 – \$100. You are responsible for any proctoring fees associated with having your final exam proctored.

Livestream Courses

We have partnered with MonitorEDU to provide free online proctoring of Livestream course final exams. Details and a link to the proctor are provided with the final exam. Students have 7 days after the last day of class to pass the proctoring final exam.

Procedure for Course Final Exam for Post License (PLE) Courses

PLE course final exams do not require a proctor. Up to three attempts at the final exam (per course) are included in tuition. If a student is unable to pass any of the three attempts for a course, that course is marked failed. The student would need to re-enroll in the course and complete all the components again to receive credit.

Procedure for Course Final Exam for Continuing Education (CE) Courses

CE course final exams do not require a proctor. Up to two attempts at the final exam (per course) are included in tuition. If a student is unable to pass any of the two attempts for a course, that course is marked failed. The student would need to re-enroll in the course and complete all the components again to receive credit.

Requirements for Graduation and Completion Certificates

Pre-license students must score at least 75% on the proctored course final exam in the presence of an acceptable proctor. After the course final exam has been passed (and the proctor's information verified for pre-license course final exams), a completion certificate will be available on the student's home page. Students can print as many copies of their course completion certificate as needed.

PLE and CE students must score at least 75% on the course final exam. After the course final exam has been passed, a completion certificate will be available on the student's dashboard. KY course completions are reported by the school to the Real Estate Commission weekly.

Placement Assistance

Colibri Real Estate does not offer placement assistance. We make no guarantee, expressed or implied, of future employment.

Transferability of Credits

Colibri Real Estate does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. Colibri Real Estate does not have a

written agreement with any other institution. Full credit is provided for courses completed in their entirety in the form of a completion certificate. We do not offer partial credit, nor is partial credit transferable to another educational institution.

Livestream Course Cancellation and Rescheduling Policy

Colibri Real Estate reserves the right to cancel or reschedule a Livestream course as needed. If Colibri Real Estate cancels a Livestream course, a full refund will be issued. If Colibri Real Estate reschedules a Livestream course before the start date, the student may elect to continue with the new schedule or request a full refund. If a Livestream course is rescheduled during the duration of the class, the student may continue as scheduled or elect to transfer their enrollment to another Livestream course at no additional charge.

Unforeseen events such as instructor illness or technical issues may cause Colibri Real Estate to reschedule a future Livestream course or alter the schedule of a Livestream course in progress. Colibri Real Estate will make a reasonable effort to accommodate the students and complete the Livestream course instruction, however, such completion may require changes in dates or instructor, and the student is expected to abide by school's attendance requirements.

Withdrawal Refund and Transfer Policy

At Colibri Real Estate, we're committed to providing the ultimate learning experience, which is why we back every purchase with our 100% satisfaction guarantee. Our commitment to quality education promises peace of mind when selecting real estate courses.

Online Courses

Starting from the date the course was purchased, you have one week from the date of purchase to request a full refund. To withdraw your enrollment and request a refund, contact Colibri Real Estate either via email at Support@ColibriRealEstate.com or by phone at **866-739-7277**.

Livestream Courses

Students must request a refund within one week from the first day of the Livestream course to receive a full refund. To withdraw and request a refund or to transfer your enrollment, contact Colibri Real Estate either via email at Support@ColibriRealEstate.com or by phone at **866-739-7277**.

Student Complaints

You have a right to expect a professional standard of education and conduct from a school. If you believe any employee of Colibri Real Estate has violated Kentucky statutes or regulations, you may send a written complaint to Support@ColibriRealEstate.com to attempt resolution. In your email you must clearly state what you feel is the alleged violation and your email must include relevant documentation supporting your claim. Colibri Real Estate staff will review your allegation and the documentation provided and will respond to your complaint by email within three business days.

If a satisfactory resolution cannot be reached between the student and the school, the student may file a complaint with the Kentucky Commission on Proprietary Education. To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in



writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records.

The form must be mailed to the following address:
Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Forms can be located at www.kcpe.ky.gov

Student Protection Fund

Pursuant to KRS 165A.450 all licensed schools, resident and non-resident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from a school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

To file a claim against the Student Protection Fund, each person filing must submit a completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Forms may be located at www.kcpe.ky.gov.

Course Catalog

Kentucky Real Estate Sales Associate Pre-License Course

Program Goal

Our Kentucky Real Estate Principles course is expressly designed for potential licensees as defined by the Kentucky Real Estate Commission, for the purpose of sitting for the real estate sales associate's exam. Anyone who desires to assist others in the sale, leasing, management, or exchange of real estate must hold at least a real estate sales associate's license.

The Kentucky Real Estate Principles course covers all subjects mandated by the Kentucky Real Estate Commission, and includes instruction in real estate principles, real estate law, brokerage management, real estate finance, real estate marketing, property management, real estate investment, real estate appraisal, home inspection, real estate auction, construction and blueprints, land planning and zoning, commercial real estate, real estate development, and urban planning.

Kentucky Real Estate Principles (96 Hours)

Course Description

This course will take you through all the subjects mandated by the Kentucky Real Estate Commission, and includes instruction in real estate principles, real estate law, brokerage management, real estate finance, real estate marketing, property management, real estate investment, real estate appraisal, home inspection, real estate auction, construction and blueprints, land planning and zoning, commercial real estate, real estate development, and urban planning.

Course Objectives

At the conclusion of this course, students will be able to:

Chapter 1: Real Estate Property Characteristics and Rights

1. Distinguish between land, real estate, and real property.
2. Identify the different types of real property rights.
3. Distinguish between real property and personal property.
4. Discuss how real property rights are regulated at various levels of government.

Chapter 2: Interests and Estates

5. Define interests and estates in land.
6. Define public interests, private interests, and the two main types of estates in land.
7. Describe freehold fee simple estates.
8. Describe freehold life estates.
9. Describe the principle types of leasehold estates, including the interests and obligations they entail.

Chapter 3: Liens and Encumbrances

10. Describe encumbrances and easements.
11. Describe encroachments, licenses and deed restrictions.
12. Identify lien types.
13. Explain the concept of lien priority as it applies to superior and inferior liens.

Chapter 4: Forms of Ownership

14. Define sole ownership and the most common form of co-ownership-- tenancy in common.

15. Describe other forms of co-ownership, including joint, entireties, community property, and partnership tenancies.
16. Describe estates in trust.
17. Explain the structure and rights of condominium holdings.
18. Describe the features of cooperatives and time-shares.

Chapter 5: Title and Title Transfer

19. Define legal and equitable title, including the function of notice in transferring title.
20. Identify types of deed and major components of a deed of conveyance.
21. Identify the major types of will and probate processes.
22. List and describe processes of voluntary and involuntary title transfer.
23. Define title records, title recording, and forms of title evidence.

Chapter 6: Foreclosure

24. Define the general foreclosure process and foreclosure types.
25. Describe the judicial foreclosure process.
26. Describe the non-judicial and strict foreclosure processes as well as some foreclosure alternatives.

Chapter 7: Real Property Taxation

27. Describe the mechanics of ad valorem taxation, reasons for property taxation and the entities involved in the taxation of real property.
28. Describe how tax rates are derived, including how certain properties and entities are exempted from the process.
29. Explain how real property taxes and special assessments are billed, collected, and enforced through liens.

Chapter 8: Legal Descriptions

30. Define the purposes and uses of legal description as exemplified by the metes and bounds method.
31. Describe the rectangular survey method.
32. Describe the recorded plat system, units of measurement, and elevation description.

Chapter 9: Construction

33. Explain basic regulations affecting residential construction, including construction standards and site requirements.
34. Describe the elements of construction, from foundations to framing and finishing.
35. Describe the major mechanical systems of a residential structure, including heating, ventilation, air conditioning, plumbing, and electrical systems.

Chapter 10: Land Use Control and Regulation

36. Describe the goals and processes of land use planning.
37. Describe public land use controls, including the zoning process, subdivision regulation, building codes, and public land acquisition.
38. Describe the major types of private land use control.

Chapter 11: Understanding Environmental Issues

39. Explain the importance of disclosure, early disclosure, the proper use of disclosure forms, and the exposure pathways.
40. Define radon and lead paint's characteristics and why they are major environmental health hazards.
41. Discuss asbestos, Electric and Magnetic Fields (EMF's), geological hazards, carbon monoxide, and PCB's.

42. Explain CERCLA, environmental audits, and the remaining environmental hazards.

Chapter 12: Factors Affecting Market Value

43. State the importance of market value estimation in real estate practice.
44. Identify economic principles, market conditions, and benefits of ownership that influence market value.

Chapter 13: CMAs

45. Identify the features, tasks, and assumptions of appraisal.
46. Describe the steps in the comparative market analysis process.
47. Explain how to select comparables in a CMA.
48. Explain how to make adjustments to and weigh comparables in a CMA.

Chapter 14: The Appraisal Process

49. Summarize the types of real estate values and various value concepts.
50. Identify the steps of the appraisal process.
51. Explain the sales comparison approach.
52. Describe how appraisers utilize the cost approach.
53. Describe how appraisers utilize the income capitalization approach and the regulation of the appraisal industry.

Chapter 15: Real Estate Finance

54. Discuss the issues surrounding a mortgage, including mortgage clauses, payments, fees, foreclosures, and how a property with an existing mortgage can sell.
55. Identify specific types of loans and explain their repayment plans.
56. Describe the aspects of a conventional loan, including advantages and disadvantages and the need for private mortgage insurance (PMI).
57. Explain a number of loan options that can put a conventional loan within a borrower's reach.
58. Discuss a number of government-backed loans, including FHA, DVA, and RHS.

Chapter 16: Real Estate Finance 2

59. Describe the basic mechanics of money flow in the secondary mortgage market and define the major players involved in its activities.
60. Explain the process and key determinants of mortgage lending underwriting, including such decision variables as buyer income, LTV ratios, and quality of the collateral.
61. Describe the general nature of modern predatory lending practice and its most common offenses.

Chapter 17: Agency Law

62. Define important agency terms, including client, customer, and the various agent classifications.
63. Explain the fiduciary duties owed to a client.
64. Discuss an agent's scope of authority and levels of service, including duties to customers.
65. Identify the differences between fraud and misrepresentation.
66. Describe how agency is created, including the legal implications and aspects of compensation.

Chapter 18: Agency Relationships and Disclosures

67. Explain subagency, including how it is created and the obligations subagents have to sellers and buyers.
68. Discuss other forms of agency and their required disclosures, including dual agency, designated agency, and non-agency.

69. Describe the four common types of agency relationships, including single agency, seller agency, buyer agency, and consensual dual agency.
70. List the ways agency relationships terminate.

Chapter 19: Seller Agency Duties

71. Explain what the Duties of Action are.
72. Summarize the Duties of Protection.

Chapter 20: Seller and Property Qualification

73. Define a material defect and list what kinds of disclosures are important.
74. Describe what qualifies as a stigmatized property and the difference between fraud and misrepresentation.
75. Explain how to prepare for a listing meeting with the prospective sellers.

Chapter 21: Listing – Pricing, Financing and Seller Equity

76. Discuss methods to arrive at the best listing price for a property, including doing an estimate of the seller's net.
77. Describe alternative forms of financing that a seller might consider, including installment land contract, lease purchase, and option to buy.

Chapter 22: Distressed Properties

78. Define distressed property and identify the necessary documents required to get a short sale approved.
79. Identify critical consulting points to review with a distressed property seller.

Chapter 23: Agreement and Compensation

80. List the information you need to collect for a listing.
81. Identify parts of the listing agreement.

Chapter 24: Marketing Period Communications and Counseling

82. Discuss ways to service the listing.
83. Explain how to counsel a seller through the offer process.

Chapter 25: Buyer Agency Duties

84. Explain the duties a licensee owes to his or her buyer-clients.

Chapter 26: Buyer Representation Agreement

85. Explain the provisions found in a buyer representation agreement.
86. Discuss compensation issues as they pertain to a buyer client.

Chapter 27: Qualifying Buyer Needs

87. Discuss the different types of buyers.
88. Explain the difference between wants and needs and the process for collecting that information.
89. Discuss the importance of preapproval.
90. Explain how a lender qualifies a buyer.

Chapter 28: Showing Properties

91. Describe how to prepare for a showing.
92. List important tips for conducting showings.

Chapter 29: Preparing Buyer's Offer

93. Discuss how to assist the buyer in making an offer.
94. Explain techniques for overcoming objections and resistance.

Chapter 30: Closing Costs:

95. Identify and discuss the closing costs that are typically paid by the seller.

96. Identify and discuss the closing costs that are typically paid by the buyer.

Chapter 31: Pre and Post Closing Issues

97. Describe items to address to make the escrow period proceed smoothly.

98. Explain circumstances that might warrant the renegotiation of the sales contract.

99. Identify additional closing issues including homeowner's insurance and the final walkthrough.

Chapter 32: General Contract Law

100. Define the basic elements of contract law and contract enforcement, including the concepts of validity, competence, mutual consent, consideration, legal purpose, voluntary acts of good faith, and the statutes of fraud and limitations.

101. Explain how contracts are created through offer and acceptance, counteroffer, revocation and termination; how contracts may be assigned; and who may prepare them.

102. Explain the classification of contracts in terms of how they are established, which parties promise performance, the state of completion, the relative power of the contracting parties, and events that trigger performance.

103. Describe the ways in which contracts may terminate and explain legal remedies for breaches of contract.

Chapter 33: Contracts – Listing Agreements

104. Differentiate among the various types of listing agreements, including Exclusive Right to Sell, Exclusive Agency, and Open Listing.

105. Identify the basic parts of a listing agreement and the various clauses found in these agreements.

106. Describe the kinds of information collected for submission to the MLS and how listing agreements are modified.

107. Identify sections found in a typical Property Disclosure Statement.

108. Discuss ways a listing agreement can be terminated, as well as how a broker may be entitled to a commission following expiration of a listing agreement.

Chapter 34: Contracts – Sale and Lease Contracts

109. Discuss various aspects of contracts, including their classifications, the essentials of a valid contract, and conditions for contract termination.

110. Identify the most common types of real estate contracts.

111. Explain the provisions of a purchase and sales agreement.

112. Describe various aspects of leases, including leasehold estates, the rights and obligations of tenants and landlords, and lease provisions.

113. Explain lease termination and types of leases.

Chapter 35: Closings

114. Explain what is meant by title closing, including who attends, typical documents needed, recording acts, and title issues.

115. Discuss the tasks needed to be completed in the escrow process, including obtaining title insurance and inspections.

116. Explain the lender's requirements for property insurance and the requirements of the Real Estate Settlement Procedures Act (RESPA).

117. Describe the typical settlement charges for buyers and sellers, including how adjustments are made for such costs as taxes and insurance.

118. Discuss the Closing Disclosure Form and what happens after a loan is closed.

Chapter 36: Broker-Agent Relationship

119. Identify the difference between an employee and an independent contractor, including the IRS Code governing independent contractors.
120. Explain factors in selecting a broker and the responsibilities a licensee would owe to that broker.
121. Discuss the responsibilities a broker has toward his or her licensees, including training and topics covered in the firm's policy and procedures manual.
122. Clarify how licensee compensation can be paid, including how to compute a commission.

Chapter 37: Advertising

123. Explain the principals involved in writing good ads.
124. Identify traditional types of print media available for advertising, including newspapers, magazines, shopping guides, telephone directories, and signs.
125. List other types of media available for advertising, including outdoor ads, direct mail and e-mail, newsletters, promotional items, radio, TV, and the Internet.
126. Discuss what constitutes fair housing discrimination in advertising.

Chapter 38: Antitrust Laws

127. Explain antitrust laws and their history.
128. Describe the most common antitrust violations in the real estate industry.

Chapter 39: Trust Accounts

129. Discuss earnest money and the rules regarding maintaining an escrow account.
130. Explain the disbursement of escrow funds, including what happens when the money is in dispute.
131. List the various types of escrow records that most states require, including how those records should be kept.

Chapter 40: Property Management

132. Discuss the aspects of property management, including functions of a manager, types of managers, management proposals, and management agreements.
133. Identify skills needed by a property manager, including those skills needed to manage specific types of property.
134. Explain the obligations the property manager has to the owner, including budgets, maintenance, marketing, and reporting.

Chapter 41: Fair Housing

135. Explain the federal fair housing laws, including what they cover and exemptions.
136. Identify the types of discrimination, including steering, blockbusting, and redlining.
137. Discuss the role testers play in uncovering discrimination, including what they look for.
138. Explain how licensees can handle various fair housing situations to reduce their risk.

Chapter 42: Risk Management

139. Identify the risk management strategies and procedures.
140. Summarize agency and property disclosure risks.
141. Describe the most common risks involved with the listing and selling process including contracting and fair housing.
142. Characterize the risks of antitrust violations, license law violations, and misrepresentation.
143. Explain how to avoid REPSA violations, and trust account violations.

Chapter 43: Ethics and Brokerage

144. Identify aspirational concepts in the Preamble to the Code of Ethics and describe how the Code of Ethics contrasts and compares to the concepts of general business ethics and license laws.

145. List the major categories of the Articles of the Code of Ethics and their structure, and identify topics covered by the Articles.
146. Describe the Grievance and Professional Standards enforcement processes for ethics complaints and identify the concept of due process.
147. Describe the arbitration and mediation processes and define procuring cause.

Chapter 44: Ethics – Articles 1, 2 and 3

148. Describe the concepts of protecting and promoting the best interests of the client as covered in Article 1, and apply through case study.
149. Explain the duties of cooperation and disclosure as presented in Article 2, and apply through case study.
150. Describe the duties of cooperating with other REALTORS® as covered in Article 3, and apply through case study.

Chapter 45: Ethics – Articles 12 and 16

151. Explain the concepts and duties regarding advertising delineated in Article 12, and apply the concepts in case studies.
152. Describe REALTORS'® duties with regard to respecting and disclosing agency relationships as covered in Article 16, and apply in case study.

Chapter 46: Company E-resources & MLS Interface

153. Describe basic mechanics, uses and benefits of e-resources in the company including electronic forms, email, instant messaging, websites, and video.
154. Describe how to conduct an audit of your technology capabilities and characterize how these capabilities are regulated by Ethics rules.
155. Describe the basic mechanics and uses of electronic MLS interface, cloud computing, and mobile video conferencing.

Chapter 47: Personal Database Management

156. Describe key database management programs and their respective benefits, including Outlook, Salesforce.com databasing, and e-ticklers.
157. Describe critical applications and benefits of using smart phones and websites in residential brokerage.
158. Describe the general mechanics and applications of blogs, tablet computing and mobile device cloud computing in residential brokerage.

Chapter 48: Business Development & Networking

159. Describe the basic mechanics and applications of using housing data-related websites, texting, virtual tours and other listing presentation e-tools in business developing and networking.
160. Identify key communications guidelines and do's and don'ts in utilizing social network sites.
161. Describe the five predominant social networking outlets and their respective niche characteristics.

Chapter 49: The Business of Commercial Real Estate

162. Identify the range of services provided by commercial property specialists and the related skills and knowledge necessary to provide them.

Chapter 50: Office Brokerage

163. Describe the physical characteristics and classifications of office space and how it is measured.

164. Describe the types of office space user and what they are looking for to fulfill their occupancy objectives.
165. Identify salient characteristics of the office market and how office brokers track its movements.
166. Describe a broker's office market activities, in particular, tenant representation.

Chapter 51: Retail Brokerage

167. Describe retail property types and characteristics.
168. Describe retail users and their space needs.
169. Identify salient characteristics of the retail market and how brokers analyze its movements.
170. Describe a retail broker's market activities.

Chapter 52: Industrial Brokerage

171. Describe industrial property characteristics.
172. Characterize industrial users and user needs.
173. Describe the industrial property market and methods of market analysis.

Chapter 53: Land Brokerage

174. Describe the distinguishing features of land properties.
175. Characterize determinants of land value.
176. Describe land transaction types and related brokerage specialties.

Chapter 54: Lease Analysis

177. Identify major types of commercial property leases.
178. Describe the central thrust of core commercial lease clauses, including the premises, rent term, deposit, rules, use, and default.
179. Describe the meaning and import of significant, second-tier lease clauses, including alterations, subletting, damages, insurance, repairs and services.

Chapter 55: Financial & Investment Analysis

180. Summarize the investment analysis process and explain the derivation and use of net operating income.
181. Describe the procedure for deriving before-tax and after-tax cash flows.
182. Describe basic measures of investment return.

Chapter 56: Basic Math in Real Estate

183. Demonstrate proficiency with adding, multiplying and converting fractions, decimals and percents.
184. Perform linear, area, and volume measurements using the appropriate formulas presented.

Chapter 57: Appraisal and Value

185. Describe and apply the rules and formulas for adjusting comparables and identifying value estimates using gross rent and income multipliers.
186. Summarize and apply the cost and income approaches of estimating value to hypothetical properties.

Chapter 58: Finance

187. Employ equations, constants and formulas to calculate points, interest rates, principal amounts, loan terms, and payments.
188. Perform basic qualification calculations using loan-to-value ratios, income ratios, and debt ratios.

Chapter 59: Investment

189. Explain and apply formulas that identify appreciation rates; rates of return; equity; net income and cash flow.
190. Summarize the formulas and method used to derive capital gain and tax liability of an investment property.

Chapter 60: Leases; Taxation; Commissions; Seller's Net

191. Summarize and apply the formulas used to derive rent escalations, percentage lease rents, and real property taxes.
192. Explain how commissions are calculated as well as an estimate of a seller's net proceeds upon closing of a transaction.

Chapter 61: Contracts; Closing Costs; Insurance

193. Describe and apply formulas used to identify prorations at closing; offer-to-price ratios; and damage recovery derived through co-insurance clauses.

Chapter 62: The Kentucky Real Estate Commission and the Real Estate Education, Research and Recovery Fund

194. Describe the organization of Kentucky Real Estate Commission (KREC) and its powers.
195. Explain the Real Estate Education, Research, and Recovery Fund and what it takes for a person to receive payment from the fund.

Chapter 63: Licensing

196. Identify who needs a Kentucky real estate license.
197. Summarize the requirements for initial licensure.
198. Explain how to maintain an active license and how to renew a license.

Chapter 64: Broker Responsibilities and Regulation of Conduct

199. Characterize responsibilities of the broker that include supervision of licensees, record-keeping, and oversight of branch offices.
200. Describe advertising, facsimile, email, and licensee termination regulations and how brokers must handle them.

Chapter 65: Kentucky Agency and Disclosures

201. Characterize Kentucky agency and agency disclosure requirements.
202. Identify Kentucky specific forms and contracts and how they relate to agency.

Chapter 66: Violations and Enforcement

203. Summarize the complaint hearing procedure.
204. Explain what constitutes as improper conduct and what the possible penalties are.

Chapter 67: Kentucky Property Management, Timeshares, and Commercial Real Estate Brokerage

205. Summarize important rules of conduct when acting as a property manager, promoting out-of-state property, or selling timeshares.
206. Describe the rules and regulations that apply to Kentucky Commercial Real Estate Brokerage.

Chapter 68: Kentucky Pre-License Course Practicum

Practice Exam

Course Final Exam

Kentucky Real Estate Post-License (PLE) Courses: Program Goal

Our Kentucky real estate PLE courses are expressly designed for new licensees as defined by the Kentucky Real Estate Commission, for the purpose of renewing their license for the first time. New sales associate licensees must complete 48 hours of post-license education (PLE) within two years of obtaining a real estate license. The PLE courses are required to be real estate specific, provide practical knowledge of the brokerage business, and protect the public interest.

Kentucky Advertising (3 hours, Mandatory - Advertising)

Course Description

This course covers the different forms of advertising, how and where to advertising your listings. Since smartphones are a relevant form of technology, this course also covers how to utilize your smartphone and the apps available for advertising purposes.

Course Objectives

At the conclusion of this course, students will be able to:

1. Explain the principles involved in writing good ads.
2. Identify traditional types of print media available for advertising, including newspapers, magazines, shopping guides, telephone directories, and signs.
3. List other types of media available for advertising, including outdoor ads, direct mail and e-mail, newsletters, promotional items, radio, TV, and the Internet.
4. Discuss what constitutes fair housing discrimination in advertising.
5. Describe key database management programs and their respective benefits, including Outlook, Salesforce.com databasing, and e-ticklers.
6. Describe critical applications and benefits of using smart phones and websites in residential brokerage.
7. Describe the general mechanics and applications of blogs, tablet computing and mobile device cloud computing in residential brokerage.
8. List 3 ways that consumers benefit when real estate professionals use social media.
9. Name 2 ways that real estate agents currently use social media.
10. Identify the most appropriate social media to use for various business purposes.
11. Describe 2 ways in which affluent consumers commonly use social media

Kentucky Agency (6 hours, Mandatory - Agency)

Course Description

This course dives deep into agency relationships and disclosures. It discusses the duties that licensees have to buyers and also sellers. This course contains Kentucky forms used for disclosure. This course also covers the topic of CMAs in depth.

Course Objectives

At the conclusion of this course, students will be able to:

1. Define important agency terms, including client, customer, and the various agent classifications.
2. Explain the fiduciary duties owed to a client.
3. Discuss an agent's scope of authority and levels of service, including duties to customers.
4. Identify the differences between fraud and misrepresentation.

5. Describe how agency is created, including the legal implications and aspects of compensation.
6. Explain subagency, including how it is created and the obligations subagents have to sellers and buyers.
7. Discuss other forms of agency and their required disclosures, including dual agency, designated agency, and non-agency.
8. Describe the four common types of agency relationships, including single agency, seller agency, buyer agency, and consensual dual agency.
9. List the ways agency relationships terminate.
10. Explain what the Duties of Action are.
11. Summarize the Duties of Protection.
12. Explain the duties a licensee owes to his or her buyer-clients.
13. Characterize Kentucky agency and agency disclosure requirements.
14. Identify Kentucky specific forms and contracts and how they relate to agency.
15. Identify the features, tasks, and assumptions of appraisal.
16. Describe the steps in the comparative market analysis process.
17. Explain how to select comparables in a CMA.
18. Explain how to make adjustments to and weight comparables in a CMA

Kentucky Business Planning (3 hours, Elective)

Course Description

When it comes to counseling sellers, there seems to be a volume of information available to licensees to help them. But unfortunately, that volume of information is not available for working with buyers. Many times, licensees are "on their own" in terms of dealing with buyer clients and keeping those clients happy.

When meeting with your buyer client, you can be certain they want to talk about their own wants, needs and desires and only then find out how you can be of benefit to them.

Course Objectives

At the conclusion of this course, students will be able to:

1. Define a material defect and list what kinds of disclosures are important.
2. Describe what qualifies as a stigmatized property and the difference between fraud and misrepresentation.
3. Explain how to prepare for a listing meeting with the prospective sellers.
4. Discuss the different types of buyers.
5. Explain the difference between wants and needs and the process for collecting that information.
6. Discuss the importance of preapproval.
7. Explain how a lender qualifies a buyer.
8. Identify the range of services provided by commercial property specialists and the related skills and knowledge necessary to provide them.
9. Identify aspirational concepts in the Preamble to the Code of Ethics and describe how the Code of Ethics contrasts and compares to the concepts of general business ethics and license laws.
10. List the major categories of the Articles of the Code of Ethics and their structure, and identify topics covered by the Articles.

11. Describe the Grievance and Professional Standards enforcement processes for ethics complaints and identify the concept of due process.
12. Describe the arbitration and mediation processes and define procuring cause.

Kentucky Contracts (6 hours, Mandatory - Contracts)

Course Description

This course is designed to cover all facets of contract law. The five essentials of a valid contract are described. How contracts may be terminated is explored along with remedies in the event of breach of contract. Finally, real estate contracts are examined in detail along with sample formats and specific contingency clauses that may be encountered.

Course Objectives

At the conclusion of this course, students will be able to:

1. Define the general foreclosure process and foreclosure types.
2. Describe the judicial foreclosure process.
3. Describe the non-judicial and strict foreclosure processes as well as some foreclosure alternatives.
4. Define the basic elements of contract law and contract enforcement, including the concepts of validity, competence, mutual consent, consideration, legal purpose, voluntary acts of good faith, and the statutes of fraud and limitations.
5. Explain how contracts are created through offer and acceptance, counteroffer, revocation and termination; how contracts may be assigned; and who may prepare them.
6. Explain the classification of contracts in terms of how they are established, which parties promise performance, the state of completion, the relative power of the contracting parties, and events that trigger performance.
7. Describe the ways in which contracts may terminate and explain legal remedies for breaches of contract.
8. Differentiate among the various types of listing agreements, including Exclusive Right to Sell, Exclusive Agency, and Open Listing.
9. Identify the basic parts of a listing agreement and the various clauses found in these agreements.
10. Describe the kinds of information collected for submission to the MLS and how listing agreements are modified.
11. Identify sections found in a typical Property Disclosure Statement.
12. Discuss ways a listing agreement can be terminated, as well as how a broker may be entitled to a commission following expiration of a listing agreement.
13. Discuss various aspects of contracts, including their classifications, the essentials of a valid contract, and conditions for contract termination.
14. Identify the most common types of real estate contracts.
15. Explain the provisions of a purchase and sales agreement.
16. Describe various aspects of leases, including leasehold estates, the rights and obligations of tenants and landlords, and lease provisions.
17. Explain lease termination and types of leases.
18. Review the new Loan Estimate.
19. Review the new Closing Disclosure.
20. Review the new Escrow Closing Notice.
21. Review the new Partial Payment Disclosure.

22. Discuss the bank's options for minimizing loss.
23. Identify the real estate sales professional's role in the short sale process.

Kentucky Disclosures (3 hours, Mandatory - Disclosure)

Course Description

Students who complete the course will grasp the importance of disclosures in ensuring that real estate transactions contain sufficient information and are not misleading to intended buyers or sellers. This course will cover agency disclosures, environmental disclosures such as lead, property disclosures, and condominium disclosures. Real estate professionals must be aware of the importance of disclosures. Disclose, disclose and disclose.

Course Objectives

At the conclusion of this course, students will be able to:

1. Discuss other forms of agency and their required disclosures, including dual agency, designated agency, and non-agency.
2. Characterize Kentucky agency and agency disclosure requirements.
3. Explain the importance of disclosure, early disclosure, the proper use of disclosure forms, and the exposure pathways.
4. Define radon and lead paint's characteristics and why they are major environmental health hazards.
5. Identify property disclosures and how to avoid misrepresentation.
6. Explain the Closing Disclosure form and process.
7. Explain the importance of disclosures associated with condominiums.

Kentucky Fair Housing (3 hours, Mandatory – Fair Housing)

Course Description

This course looks at the history of fair housing and examines in depth the most pertinent legislation in force today. The Fair Housing Act of 1968 was the first major legislation that applied to residential housing. The Fair Housing Amendments Act of 1988 broadened the coverage, increased the enforcement policies of the Act and stiffened the penalties invoked for violation of the Act. Specific advertising policies are investigated and illustrated. The procedure for filing a complaint of discrimination are studied in detail and there are lots of hints on how to stay clear of discriminatory practices in sales, rentals and financing of real estate.

Course Objectives

At the conclusion of this course, students will be able to:

1. Explain the federal fair housing laws, including what they cover and exemptions.
2. Identify the types of discrimination, including steering, blockbusting, and redlining.
3. Discuss the role testers play in uncovering discrimination, including what they look for.
4. Explain how licensees can handle various fair housing situations to reduce their risk.
5. Identify exemptions under the Fair Housing Act of 1968
6. Discuss the amendments that were added to the Fair Housing Act
7. Explain which actions are prohibited under the Fair Housing Act
8. Explain the amendments made to the Fair Housing Act in 1988
9. Discuss what actions would qualify as a violation of the amendments dealing with familial status
10. Define "handicap" as determined by the Fair Housing Act

11. Identify the words, phrases, and symbols in advertising that would be considered violations of the Fair Housing Act
12. Explain how to file a fair housing complaint
13. Summarize the acts that may lead the Attorney General to bring civil action against someone for Fair Housing violations.

Kentucky Land Use (3 hours, Elective)

Course Description

It is important for real estate licensees to be knowledgeable about their products for a number of reasons. Perhaps the most basic is to be able to match home buyers with the types of properties they are most likely to be interested in. Construction knowledge also comes into play in assisting sellers with their pricing and marketing decisions and buyers with their offering decisions.

Course Objectives

At the conclusion of this course, students will be able to:

1. Explain basic regulations affecting residential construction, including construction standards and site requirements.
2. Describe the elements of construction, from foundations to framing and finishing.
3. Describe the major mechanical systems of a residential structure, including heating, ventilation, air conditioning, plumbing, and electrical systems.
4. Describe the goals and processes of land use planning.
5. Describe public land use controls, including the zoning process, subdivision regulation, building codes, and public land acquisition.
6. Describe the major types of private land use control.
7. Explain the importance of disclosure, early disclosure, the proper use of disclosure forms, and the exposure pathways.
8. Define radon and lead paint's characteristics and why they are major environmental health hazards.
9. Discuss asbestos, Electric and Magnetic Fields (EMF's), geological hazards, carbon monoxide, and PCB's.
10. Explain CERCLA, environmental audits, and the remaining environmental hazards.

Kentucky Licensee Compliance (3 hours, Mandatory – Licensee Compliance)

Course Description

The first section in this course provides an overview of noncompliance issues that cause cancellation of a license by the Kentucky Real Estate Commission (KREC). These issues are divided into categories. The second section focuses on “per se” license law violations for which disciplinary action has been frequently taken by the KREC. As used in this course, a “per se” violation is one that appears on the face of a record that a licensee is required to retain, pursuant to 201 KAR 11:062; it can also be established by the nonexistence of such records. This course will conclude with a discussion of the ten (10) most frequently-asked questions the KREC Legal Department receives from licensees. The questions are included in the KREC “Hotline” FAQs, which can be accessed from the KREC website (krec.ky.gov).

Course Objectives

At the conclusion of this course, students will be able to:

1. Learn How to Avoid Easily Preventable Licensing Mistakes
2. Identify and Avoid Common Disciplinary Actions
3. Learn the Answers to Licensees' Most Frequently Asked License Law Questions

Kentucky Property Management 1 (3 hours, Elective)

Course Description

During the past decade or so, historic swings in housing, labor and stock markets have defined an economic climate which can only be described as uncertain. The economic unpredictability of the Great Recession of 2007 permeated every facet and demographic one could imagine. Gen Y's postponement of their financial independence has recently created a new brand of tenant - the Generation Y tenant. An unprecedented increase in the amount of Generation Y young adults live with their parents - a statistic that convincingly demonstrates that the millennial generation has delayed their financial independence. Meaningful and compelling social focus has been performed to reveal how this new generation of young adults have fared in the wake of the Great Recession; with particular attention devoted to the comparison of Generation Y's delayed financial independence compared to previous generations. This course explores how the field of Property Management has changed in reaction to tenant demographics that are vastly different from the typical tenant of past.

Course Objectives

At the conclusion of this course, students will be able to:

1. Discuss in detail the basic and essential responsibilities of a property manager
2. Explain the 'old-school' ineffectual approaches to property management
3. Describe the role of "The Digital Friendly Property Manager" in today's economic climate
4. Outline the characteristics of Generation X, Generation Y, Generation Z, and the Baby Boomer Generation.
5. Explain the biggest demographic trends impacting the real estate market
6. Discuss the preferences of Generation, the acronym KIPPERS, and its relevance with reference to Generation Y
7. Explain how property management software choices are influenced by the types of properties being managed and various features to consider
8. Explain how to introduce an incentive program to retain existing tenants
9. Discuss the value of good tenants and the Generation Y tenant
10. Explain how to proactively manage rental property to capitalize on the emerging market
11. Outline the avenues available in locating new tenants and simple steps for marketing rental properties
12. Describe the many online tools and sites that can help property managers better manage their properties

Kentucky Property Management 2 (3 hours, Elective)

Course Description

This course covers the general topics that affect those professionals tasked with the responsibility of professionally managing real property. Students will first be introduced to those issues that directly impact property owners. The second chapter outlines the matters relating to tenant-centric topics. Finally, the last chapter details pitfalls a professional property manager faces operating a business as a property management business owner.

Course Objectives

At the conclusion of this course, students will be able to:

1. Explain property management basics
2. Compare the varying types of property owners and their differing needs
3. Describe the concept of Capitalization Rate and calculate one for a rental property
4. Identify various rental payment plans and the benefits each offers
5. Explain the risks of filing a tenant eviction
6. Identify lead-based paint issues in residential rentals
7. Compare the different organizational structures of companies
8. Outline federally protected Fair Housing classes
9. Identify and avoid antitrust violations

Kentucky Real Estate Investments (4 hours, Elective)

Course Description

This course was designed to familiarize licensees with the basic principles of residential investment properties. It includes information about building wealth through residential investments in real estate, provides details about the basic principles of residential real estate investing and includes class studies applying those principles.

As a result of taking this course, licensees will be better informed and prepared to work with residential investor clients and to understand the unique viewpoints of investors in residential real estate. Licensees will also be more familiar with investment principles and be able to articulate to clients and customers the benefits of real estate investing.

Course Objectives

At the conclusion of this course, students will be able to:

1. Discuss the benefits of investing in real estate
2. Teach clients to think differently about their real estate investments
3. Explain the concepts of cash flow, equity and appreciation
4. Recognize the tax advantages associated with investing in real estate
5. Determine a net equity position in a fix and flip scenario
6. Identify issues with appraisals and management in real estate investments

Kentucky Risk Management (2 hours, Mandatory – Risk Management)

Course Description

This course will cover risk management strategies and procedures along with identifying the different areas of risk that real estate agents come across. This course also dives into the Code of Ethics Articles and explains their relation to the business.

Course Objectives

At the conclusion of this course, students will be able to:

1. Identify the risk management strategies and procedures
2. Summarize agency and property disclosure risks.
3. Describe the most common risks involved with the listing and selling process including contracting and fair housing.
4. Characterize the risks of antitrust violations, license law violations, and misrepresentation.
5. Explain how to avoid REPSA violations, and trust account violations.

6. Describe the concepts of protecting and promoting the best interests of the client as covered in Article 1, and apply through case study.
7. Explain the duties of cooperation and disclosure as presented in Article 2, and apply through case study.
8. Describe the duties of cooperating with other REALTORS® as covered in Article 3, and apply through case study.
9. Explain the concepts and duties regarding advertising delineated in Article 12, and apply the concepts in case studies.
10. Describe REALTORS'® duties with regard to respecting and disclosing agency relationships as covered in Article 16, and apply in case study.

Kentucky Technology & Data Security (3 hours, Mandatory – Technology & Data Security)

Course Description

As a real estate professional, it's likely that you have a close relationship with the technology you utilize on a day-to-day basis. However, you may not always take the extra steps to protect these technological investments. Using technology properly and safely is essential to being successful in the real estate industry, particularly in a collaborative work environment. You should educate every member of your team on the potential dangers of technology, for one weak link in your chain can endanger the entire network. The point of this course is to open your eyes to how vulnerable you can be when using technology in your real estate business, and to teach you how to use it safely and effectively. This course will cover a number of topics, including viruses and malware, legal aspects of technology use, general tech etiquette, and safety tips.

Course Objectives

At the conclusion of this course, students will be able to:

1. Identify how to protect yourself and your clients and avoid viruses and malware
2. Recognize what you need to be aware of when on the internet, checking email, opening and using files, etc. tips on running your business on the internet
3. Review Federal and State laws regarding the use of technology
4. Review NAR policies, Code of Ethics and Fair Housing violations relevant to running your business online
5. Discover what you should and should not say when using technology to run your business.

Kentucky Real Estate Continuing Education (CE) Courses:

Program Goal

The Kentucky Real Estate Commission requires all actively licensed agents complete 12 hours of CE for the biennial license period. 6 of the 12 hours of CE must be completed each calendar year – January 1 through December 31 or the license will be cancelled automatically. Credit may not be carried forward into the next calendar year. At least 3 of the 6 hours taken each calendar year must be in an approved legal topic. Once every four years, each licensee subject to the requirements must take the 6-hour Kentucky Core Course developed by the KREC covering the federal, state and common laws relating to real estate. No other CE will substitute for the Kentucky Core Course, and the Core Course will satisfy the CE requirements for licensees in the year that it is taken.

Kentucky CE Course List

Course Title	Credit Hours	Requirement Type	Law Hours
A New Look at Contract Law	3	Mandatory	3 law
Agency Law - A Broker's Perspective	3	Mandatory	3 law
Agency Law	3	Mandatory	3 law
Americans with Disabilities Act ADA	3	Elective	0 law
Educating Homebuyers	3	Elective	0 law
Educating Sellers	2	Elective	0 law
Ethics in the Age of Disruption	3	Elective	0 law
Finding Your Focus: Niche Marketing for Real Estate	3	Elective	0 law
Getting Down to the Facts About Fair Housing	3	Mandatory	3 law
Going Green: Elements of an Eco-friendly Home	3	Elective	0 law
Handling Multiple Offers	2	Elective	0 law
Helping Clients Understand Real Estate Financing	3	Elective	0 law
How to Work with Real Estate Investors - Part 1	3	Elective	0 law
How to Work with Real Estate Investors - Part 2	3	Elective	0 law
Implicit Bias Awareness and Cultural Competency	4	Elective	0 law
Intro to Property Management: Market Analysis, Risk Management, and Maintenance	3	Elective	0 law
JMan's Tech Tools	3	Elective	0 law
Kentucky Core Law	6	Mandatory	6 law
Millennials Are Changing Real Estate: Are You Ready?	3	Elective	0 law
NAR: May the Code Be With You	3	Elective	0 law
Nontraditional and Alternative Finance	3	Elective	0 law
Performing Quality BPOs	4	Elective	0 law
Real Estate Market Cycles and Trends	3	Elective	0 law
Real Estate Safety: Protect Yourself and Your Clients	3	Elective	0 law
Real Estate Taxes	3	Elective	0 law

Course Title	Credit Hours	Requirement Type	Law Hours
Real Property Appraisals	3	Elective	0 law
Taking the Distress Out of Distressed Properties	3	Elective	0 law
Top Policy Issues Facing Brokerages Today	3	Elective	0 law