

# Real Estate Online Instructions and Terms

Thank you for choosing Broadway School of Real Estate for your educational needs. Please contact the school with all questions pertaining to course content or school policies. For online technical support please visit [Dearborn ReCampus Help and FAQ page](#). All courses must be completed within 12 months from the date of purchase.

## TO RECEIVE YOUR CERTIFICATE OF COMPLETION

The following MUST be completed and returned to the school in order to receive your certificate of completion.

1. **Print this page.** You will need to sign it and return it with your documentation.
2. A completed **Enrollment Form**.
3. A **Course Evaluation Form** must be completed and returned to the school.
4. A **photocopy of your driver's license** or other photo ID with signature must be submitted to the school as required by the State Board of Private Career Education.
5. You must send a **Student Affidavit** to Broadway School of Real Estate. The Student Affidavit is a signed affidavit from you certifying that you have personally completed each assigned lesson of instruction. This form is required to be notarized.

***Final Exams require a passing grade of 75% or higher for course credit.***

There is no need to print out or send in your course results from the Internet. The school will access your course and check for completion directly from the Internet. Students only need to submit the required paperwork listed above.

You may bring your documentation to the school in person or mail to Broadway School of Real Estate, 339 Springwood Road, Hot Springs, AR 71913, you may fax to 501.623.8632 or email to [kent@keahey.com](mailto:kent@keahey.com). After we verify that you have completed all of the course modules and returned the required documentation, we will issue a certificate of completion. Your certificate will be mailed via U.S. Mail.

If you have additional questions, please contact us at 501.623.3029 or email us at [kent@keahey.com](mailto:kent@keahey.com). Thanks again for selecting Broadway School of Real Estate as your educational provider.

I \_\_\_\_\_ have read and understand these instructions.  
*print name*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**The Broadway School of Real Estate (BSRE)** offers a variety of educational opportunities. It is now possible to earn CE credit for real estate license renewal without leaving your home or office. BSRE offers ARELLO approved real estate CE credit for Internet-based courses. These courses may be entered and exited at your convenience. To earn CE credit, all course work must be completed in a 12-month period. **IMPORTANT:** BRSE's continuing education calendar year is January 1-December 31.

**Course Fees:**

60 hour Pre-License Course fee is \$495.00

6 hour Continuing Education Course fee is \$60.00

**Customer Service:**

*Content Questions:* If you don't understand the material in the course, or have a question about what is covered, contact your instructor. phone: 501.623.3029 email: [kent@keahey.com](mailto:kent@keahey.com)

*Technical Questions:* Please first view the REcampus Online Customer Support Center for our Technical Support frequently asked questions. If you can't find the answer you are looking for, please call the Technical Support Hotline at (888) 213-5124 or email [REtechsupport@dearborn.com](mailto:REtechsupport@dearborn.com).

*All other questions, concerns, comments, contact your school:*

Broadway School of Real Estate  
339 Springwood Road, Hot Springs, AR  
Hot Springs, Arkansas 71913  
Office: (501) 623-3029 Fax: (501) 623-8632  
Email: [kent@keahey.com](mailto:kent@keahey.com)

**System Requirements:**

REcampus online courses can run on either Windows-based PCs or Macintosh OS computers. Our online courses require an Internet connection and the supported browser is Microsoft Internet Explorer, 5.5 or greater.

**Deadlines/Registration Periods:**

Once you register for a course, you can begin immediately. The courses may be entered and exited at your convenience. To earn CE credit, you must complete the course within 12 months of registration. **IMPORTANT:** BSRE's continuing education calendar year is January 1-December 31.

**Instructor:** Your instructor will be Kent Keahey

**Exams/Quizzes:**

Throughout the course, there are mini quizzes that you must complete before moving on to the next section. There is no additional homework or assignments but you must complete the

entire course to receive continuing education credits. Arkansas does require a final exam at the end of the course and you must pass the exam with a 75% to receive the credit (You can only retake the exam once).

**Library/Resource Information:**

Your instructor is your resource for questions regarding course content. For additional information, you can purchase self-study books/software.

**Continuing Education Certificates:**

Upon completion of your course, you should contact BSRE at 501.623.3029 to receive your continuing education certificate. You will be mailed an original continuing education certificate within 48 hours of notification of completion at no cost.

**Course Completion:**

Students will have 12 months from registration to complete the course. During the course, you should feel free to contact our office at 501.623.3029 with any questions or comments. Upon completion of the course, you will need to print the ARELLO Course Evaluation and Student Affidavit form (see link below) and fax or email the completed form along with your full name and address to the 501.623.8632 or [kent@keahey.com](mailto:kent@keahey.com) Upon receipt of the completed evaluation form and student affidavit, an original certificate will be mailed to the address you indicated. The date of completion is the date the exam is passed.

**Course Evaluation:**

We hope you enjoy your on-line learning experience. We encourage you to provide feedback on your learning experience to ARELLO by visiting [www.arello.net](http://www.arello.net) and clicking on FEEDBACK. At the completion of this course, you will receive an evaluation form for your completion. The evaluation form must be completed prior to receiving your continuing education certificate. ARELLO Course Evaluation – <http://www.keahey.com/ARELLOevaluation.pdf>  
Student Affidavit – <http://www.keahey.com/StudentAffidavit.pdf>

**IF THIS IS YOUR FIRST EXPERIENCE WITH ON-LINE EDUCATION, IT IS RECOMMENDED THAT YOU REVIEW THE BROWSER TEST, DEMO & FAQ'S PRIOR TO REGISTERING FOR AN ONLINE COURSE!**