



Course Catalog

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Career Academy of Real Estate – PenFed Realty

The mission of the Career Academy of Real Estate – PenFed Realty is to deliver exceptional education for all persons interested in a successful career in real estate. We believe that the investment we make in our associates' education will positively affect their professional growth, which will allow us to grow as a company and fulfill our overall company mission.

The Career Academy of Real Estate –PenFed Realty (CARE) encompasses several different aspects of learning for Real Estate Licensees.

- CARE offers courses approved by the Kansas Real Estate Commission for obtaining a Kansas Real Estate License. Contact the Kansas Board of Regents at Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612-1368; 785-430-4240, OR the Kansas Real Estate Commission at 700 SW Jackson St #404, Topeka, KS 66603; 785-296-3411, with questions.
- The calendar of available licensing sessions is published on a quarterly basis and is available in the branch offices or online at <https://www.ksrealestatecareer.com/get-your-license>. Fees for courses are stated on the calendar. Hours are non-transferable to any other institution.
- Student progress is measured by utilizing chapter quizzes, practice test questions, group activities, and observation by the instructor.

All classes are conducted at 1617 N Waterfront Parkway, Wichita, KS 67206. The facility has ample space with kitchen facilities and is ADA accessible.

CARE offers career counseling at no charge for anyone interested in a career in real estate. Career counseling does not guarantee Berkshire Hathaway HomeServices PenFed Realty will offer affiliation.

CARE is an affiliate of PenFed Realty, LLC and holds membership to the National Association of Realtors, Kansas Association of Realtors, Realtors of South Central Kansas, and is an approved school by the Kansas Board of Regents. PenFed Realty LLC, d/b/a Berkshire Hathaway HomeServices PenFed Realty, is a credit union service organization of Pentagon Federal Credit Union.

Instructors

Patty L. Sanders

- Has been a licensed real estate broker in Kansas since 1996. Holds the Certified Career Development Specialist designation with Berkshire Hathaway HomeServices and holds the Certified Residential Broker designation. She is the Regional President of Kansas for Berkshire Hathaway HomeServices PenFed Realty and an instructor for the NAR Code of Ethics, Short Sale and the Consumer, Lawsuits and the Real Estate Transaction, and Required Broker Core: Common Violations Continuing Education classes.

Joseph B. Scapa

- Joseph graduated from Wichita State University in 1996 and Tabor College in 2007. He's been a licensed real estate agent with Berkshire Hathaway HomeServices PenFed Realty since 2000. He currently teaches Principles of Real Estate and the Kansas Law Course.

Larry Snodgrass

- Larry has been licensed in real estate since 2014. He holds the E-Pro designation as well as the Certified Residential Specialist. Larry currently teaches the Kansas Practice Course.

Suzie Warrington

- Suzie graduated from William Jewell College in 1995. She has been a licensed real estate agent with Berkshire Hathaway HomeServices PenFed Realty since 2018. She holds the Graduate REALTOR® Institute (GRI) designation as well as certifications in e-Pro, PSR, SFR and RENE. She currently teaches the Principles of Real Estate course.

Licensing Courses

Available to any individual wishing to obtain their Kansas Real Estate Salesperson License

Principles of Real Estate (Pre-Exam)– 30 Hour (clock hours) \$200

This pre-license course is required prior to taking the exam for a Kansas Real Estate Salesperson License. This comprehensive course covers all of the basic principles of real estate as well as the Law's governing real property, brokerage relationships and representation.

To complete the course, students must attend the full 30 hours of instruction.

Once the student has successfully completed the course they will be given a Real Estate Candidate Handbook that contains instructions to register for the State examination. The examination is two parts: one part is practical and the other is Kansas Law. Cost for the examination is currently \$82 (subject to change), instructions for registration and payment will be provided to students.

Completion of the Principles of Real Estate Course is not a guarantee that the student will pass the State examination.

Kansas Law Course - 4 Hour (clock hours) \$60

This pre-license course is required for candidates with a current license in a reciprocating state prior to taking the exam for a Kansas Real Estate Salesperson License. This course covers the Laws governing real property, brokerage relationships, and representation.

To complete the course, students must attend the full 4 hours of instruction.

Once the student has successfully completed the course, they will be given a Real Estate Candidate Handbook that contains instructions to register for the State examination. The examination covers Kansas Law. Cost for the examination is currently \$82 (subject to change), instructions for registration and payment will be provided to students.

Kansas Practice Course - 30 Hour (clock hours) \$200

This course is a requirement prior to receiving your Kansas Real Estate Salesperson License. You must have previously completed the 30hr. Principles of Real Estate pre-license course, and it is recommended that you have taken your exam with the State of Kansas.

In the Kansas Practice Course you will apply ethical and professional standards of practice in the use of real estate purchase contracts, agency contracts and learn techniques for assisting customers with transaction related topics such as home inspections, financing & competitive market analysis.

To complete the course, students must attend the full 30 hours of instruction.

Completion of the Kansas Practice Course does not guarantee that Student will pass the exam required for licensure by the Kansas Real Estate Commission, and does not guarantee that Berkshire Hathaway HomeServices, PenFed Realty will offer affiliation to student once licensing requirements are met. All students

are encouraged to schedule a private interview if desiring to affiliate with Berkshire Hathaway HomeServices, PenFed Realty.

The CARE will issue a certificate upon completion of each 30 hr. course or the 4 hr. law course, as appropriate. The CARE will also report the completion of the course to the Kansas Real Estate Commission. The course fees are \$200 for Principles of Real Estate, \$60 for Kansas Law, and \$200 for the Kansas Practice Course. Course fees include all books & materials. Students will need to provide their own calculator. The registration fee is due prior to the start of the first day of class. Should the student start the course and not complete the course, the registration fee is non-refundable. The Career Academy of Real Estate reserves the right to adjust fees to any future courses.

The course will begin on dates published on the monthly calendar. Class begins promptly at 9:00 am and ends promptly at 6:00 pm for day classes and begins promptly at 6:00 pm and ends promptly at 10:00 pm for evening classes. Lunch break will be given from approximately 11:00-12:00 each day and a 10 minute break given each hour. Students are required to be in the classroom during class sessions or will risk losing credit for the completion of the 30 hour course. The instructor will not issue a certificate of completion for students that do not meet the required attendance; however, the instructor will discuss the situation with the student and offer another course date at no extra charge. Students may notify the instructor at any time should they wish to discontinue attendance of the course; however, all course registration fees in such situations are non-refundable. In the event a scheduled course must be rescheduled due to weather or any other reason, students will be notified of the new course dates. If a student is unable to attend the rescheduled course, or a future CARE course, CARE will give a full refund of any registration fees paid by the student. Student complaints may be heard by contacting the CARE at 316-440-2244. Should the grievance not be resolved the student may contact the Kansas Board of Regents, 785-430-4240 or to the complaint form at https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process.

Enrollment agreement does not guarantee that Student will pass the exam required for licensure by the Kansas Real Estate Commission, and does not guarantee that Berkshire Hathaway HomeServices PenFed Realty will offer affiliation to student once licensing requirements are met. All students are encouraged to schedule a private interview if desiring to affiliate with Berkshire Hathaway HomeServices PenFed Realty.

The content of the Principles of Real Estate and Kansas Practice Courses has been approved by the Kansas Real Estate Commission. Course content will be changed as necessary to adhere to Kansas Law and the Rules and Regulations of the Kansas Real Estate Commission. Any changes to the course materials will be at the expense of the Career Academy of Real Estate and provided to the student as necessary during the course.