

Spring 2007

Center for Real Estate Education



Real estate education is our business, our only business.



Center for Real Estate Education

68 High Street, Portland, ME 04101

cree.usm.maine.edu

cree@usm.maine.edu

(207) 228-8400

(800) 800-4876

Fax (207) 228-8401

a part of the
School of Business

You can receive college credit for Real Estate Pre-Licensing courses at the University of Southern Maine.

The Sales Agent Course has been approved for 3 credits; the Associate Broker Course has been approved for 6 credits.

Call for details 228-8400.



UNIVERSITY OF
SOUTHERN MAINE

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Real Estate

The Sales Agent Course

(★ ●)

**NEW
Course!**

The requirement for getting a real estate license changed as of July 1, 2006. Students must pass a 55 hour course with a 75 or better and pass a state exam within one year of course completion. After passing the exam, students have one year to find a real estate company to work for and apply for a Sales Agent license with the Maine Real Estate Commission.

It is recommended that students purchase books prior to class.

Tuition: \$315 (pre-registered) plus books / \$355 (at the door) plus books
BANGOR - Feb. 1, 8, 13, 15, Mar. 1, 15, 20, 22, 29, Apr. 5, 10, 12, 26, May 3, 8, 10, 2007
Thurs. and every third Tues. / Time: 5:30 - 9:00 PM / Instructor: James Stoneton
KENNEBUNK - Mon. & Thurs. / Feb. 5 - Apr. 5, 2007 / Instructor: Carrie Tracy
PORTLAND - Mon. & Wed. / Feb. 26 - Apr. 23, 2007 / Instructor: Nikki Dresser
Above two classes: 6:00 - 9:30 PM
PORTLAND - 3 WEEKENDS - Feb. 9, 10, 11, 23, 24, Mar. 8, 9, 2007
Fri. / Sat. / Sun. / Fri. / Sat. / Thurs. / Fri. - Time: 8:00 AM - 5:00 PM
Instructor: Charles "Kim" Coit

The Associate Broker Course

(★ ●)

**NEW
Course!**

Within two years of receiving a Sales Agent license, you must complete a 60 hour course with a 75 or better and complete the Documented Field Experience Form. If you have already taken the Sales Agent state exam, then there is no state exam required.

Tuition: \$325 (pre-registered) plus books / \$365 (at the door) plus books
PORTLAND - Mon. & Thurs. / Feb. 22 - Apr. 12, 2007 / Instructor: Gordie Holmes
Time: 9:00 AM - 1:00 PM
SACO - Fri. / Mar. 2 - Apr. 20, 2007 / Instructor: Ina Toth
Time: 9:00 AM - 5:00 PM

The Designated Broker Course

No State Exam (★ ●)

Licenses who hold an active Associate Broker's License and have been working full time can take this 45-hour course. This course and the full time real estate commitment must be within the year directly preceding application for a Broker's license.

Tuition: \$225 (pre-registered) plus books / \$265 (at the door) plus books
PORTLAND - Wednesdays / May 9 - June 20, 2007
Time: 8:30 AM - 4:30 PM / Instructor: Charles "Kim" Coit, Esq.

**7 Days to
Complete!**

Course Key

- ★ Real Estate Prelicensing
- Real Estate Continuing Education
- Appraisal Qualifying Education
- ▲ ME Appraisal Continuing Education
- ◆ Assessing Continuing Education
- * NH Appraisal Continuing Education

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The Sales Agent Course has been approved for 3 credits; the Associate Broker Course has been approved for 6 credits.

Call for details 228-8400.

Real Estate

START TIMES: All classes will start on time. If you are late for any reason, you will not receive a certificate or refund. You need to check in with a staff member of the Center for Real Estate Education prior to the scheduled start time.

**New
Core
Course**

New Laws & Rules

3 Hours of Continuing Education
No Exam! (●)

This class will give a brief overview of the new changes including definitions, transaction broker, education changes, and Form #3.

Tuition: \$45 (\$65 at the door)
PORTLAND - Fri. / Mar. 23, 2007
BANGOR - Fri. / May 4, 2007
PORTLAND - Tues. / May 15, 2007
All Classes: 9:00 AM - 12:00 noon
Instructor: Gordie Holmes

Case Studies for the Skilled Broker

3 Hours of Continuing Education
No Exam! (●)

— Pending Approval —

A journey through three case studies which depict major license law problems, legal problems or ethical violations.

Tuition: \$45 (\$65 at the door)
PORTLAND - Fri. / Mar. 23, 2007
BANGOR - Fri. / May 4, 2007
PORTLAND - Tues. / May 15, 2007
All Classes: 1:00 PM - 4:00 PM
Instructor: Gordie Holmes

Understanding Older Housing in Maine

7 Hours of Continuing Education
No Exam! (●▲◆✳)

This course provides an overview of the styles and construction of older housing including two house tours.

Tuition: \$99 (\$139 at the door)
(You may also receive ME or NH Appraisal Credit for this course for an additional fee of \$40.)
PORTLAND - Thurs. / May 10, 2007
PORTLAND - Wed. / May 30, 2007
BANGOR - Wed. / June 13, 2007
All Classes: 8:00 AM - 4:00 PM
Instructors: Les Fossel and Linda Griffin
Class Size Limited

Listing and Bidding Procedures for HUD Property

3 Hours of Continuing Education
No Exam! (●)

Learn the requirements for becoming a HUD-approved broker and for selling HUD properties.

Tuition: \$45 (\$65 at the door)
PORTLAND - Tues. / Mar. 27, 2007
Time: 9:00 AM - 12:00 Noon
Instructor: William Marko

Issues Pertaining to Shoreland Properties

3 Hours of Continuing Education
No Exam! (●▲◆)

2006 amendments to shoreland zoning will complement shoreland zoning basics in this course.

Tuition: \$45 (\$65 at the door)
(You may also receive ME Appraisal Credit for this course for an additional fee of \$20.)
BANGOR - Wed. / Mar. 14, 2007
Instructor: Jennifer Cayer
LEWISTON - Fri. / Mar. 30, 2007
Instructor: Rich Baker
PORTLAND - Wed. / Apr. 25, 2007
Instructor: Michael Morse
PORTLAND - Thurs. / June 7, 2007
Instructor: Michael Morse
All Classes: 1:00 PM - 4:00 PM

Landlord Tenant Law

3 Hours of Continuing Education
No Exam! (●)

Back to basics on Landlord Tenant law, the court system and reference to a Portland-specific ordinance will be covered.

Tuition: \$45 (\$65 at the door)
LEWISTON - Fri. / Mar. 30, 2007
AUGUSTA - Fri. / Apr. 13, 2007
BANGOR - Fri. / May 11, 2007
PORTLAND - Thurs. / June 7, 2007
All Classes: 9:00 AM - 12:00 noon
Instructor: James Hopkinson

Essentials of 1031 Exchanges

3 Hours of Continuing Education
No Exam! (●)

Learn the basics of 1031 exchanges, a method to exchange like kind properties and defer Capital Gains taxes, including IRS Rules and Procedures.

Tuition: \$45 (\$65 at the door)
PORTLAND - Tues. / Mar. 27, 2007
AUGUSTA - Fri. / Apr. 13, 2007
BANGOR - Fri. / May 11, 2007
All Classes: 1:00 PM - 4:00 PM
Instructor: James Hopkinson

**NEW
Course!**

**NEW
Course!**

**Effective July 1, 2006,
real estate licensees
MUST COMPLETE
21 HOURS of
continuing education as
a prerequisite to
license renewal.**



Computer Courses

**Available ON-LINE - No Downloading Needed!
Work from any computer with Internet Access.**

Register On-Line at <http://cree.usm.maine.edu>

**Also available on CD ROM for use
on your own computer (Windows required for CD ROM.)**

- Check It Out: Home Inspection in Real Estate Practice (●)

3 Hours Continuing Education

Understand the importance of property inspections and how to advise your clients about the inspection process. Also, learn how to prepare a home for inspection and how to limit your liability during the inspection process.

Tuition: \$49

- Principles of Commercial Real Estate (●)

3 Hours Continuing Education

Understand the different types of commercial real estate including office space, retail space and storage facilities. Additional topics include industrial real estate brokerage, site selection, land development, and the effect of local and regional labor markets on commercial real estate. Tuition: \$49

- Tax Free Exchanges (●)

3 Hours Continuing Education

This course covers the basics of a tax free exchange of residential investment property. Topics covered include requirements of a tax free exchange, types of changes and the methods for transferring title when an exchange takes place.

Tuition: \$49

- Business Management in a Real Estate Office (●)

4 Hours Continuing Education

Topics covered include guidelines for office financial and human resource management as well as budgeting, business planning, and government regulations. Tuition: \$59

- Methods of Residential Financing (●)

6 Hours Continuing Education

All of the various forms of residential real estate financing including: conventional, FHA, VA Loans, loan assumptions, purchase money mortgages, alternative financing are explained in this course. Also covers legislation relating to financing. Tuition: \$80

- Pricing Property to Sell (●)

6 Hours Continuing Education

This course presents methods and principles for pricing property: pricing compared to appraisal, basic concepts, principles of value, approaches to pricing property, application of market data and replacement cost methods are covered.

Tuition: \$80

- Tax Advantages of Home Ownership (●)

6 Hours Continuing Education

This course covers types of tax benefits for homeowners and how to calculate the taxes that will impact the purchase of a home.

Tuition: \$80

System Requirements:

Please go to <http://cree.usm.maine.edu/systemrequirements.html> to make sure your computer meets the minimum requirements. You may also call our office at 228-8400.

Course Key

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Video Course - 3 Credits - Tuition: \$49 (●)

- Offers and Counter Offers

Join Kim Coit and Elaine Richer in a discussion about Offers and Counter Offers and learn why it is important to talk about the offer process with sellers and buyers. Discuss the Guiding Principles and describe the role of the listing and buyer agent.

Study at your own pace and return your answers to the Center for Real Estate Education. Your test will be corrected within 2 business days.

You must pass with an 85 or better.

Correspondence Courses • 3 CREDITS

- Architectural Styles (●)

Real estate professionals will benefit from this overview of the components and distinguishing features of various architectural styles, including Queen Anne, Tudor, Spanish Colonial and Modern. This course also discusses common details that enhance or define architectural styles such as columns, roof shapes, floor plans, and door and window types. Tuition: \$40

- Buyer Representation in Real Estate (●)

Written by the creators of the CBR Buyer Agency designation, this course discusses the changes in real estate relationships and identifies the elements of the agency relationship. This course will guide professionals on how to incorporate buyer agency in their real estate practice. Tuition: \$40

- Commercial Real Estate: Smart Marketing Practices (●)

Loaded with proven methods for developing effective marketing practices, this course is a must-have for agents who want to grow a profitable commercial real estate business. *Smart Marketing Practices* offers creative tips for prospecting, developing effective marketing tools, and using the Internet in practice. Tuition: \$40

- Electronic Transactions in Real Estate (●)

Author Ben Scheible draws on his experience as an attorney and computer applications instructor in this timely examination of electronic, or paperless, transactions in real estate. This course explores e-signatures, digital signatures and security issues. The text reviews fundamental contract law basics and how they apply to electronic transactions. Tuition: \$40

- Environmental Issues in Your Real Estate Practice (●)

To sell in today's safety-conscious market, agents must go beyond simply disclosing known hazards. This course will help agents identify potential environmental hazards and advise clients on how to handle them. The text also discusses evaluating a property, performing "due diligence" regarding environmental issues, and avoiding legal liability. Tuition: \$40

- Exterior Structures (●)

This text examines the exterior structures that contribute to the appeal of a home: porches, decks, balconies, garages, carports, and basement walkouts. Exterior Structures offers real estate professionals guidance on recognizing common problems and signs of non-performance with steps, railings, columns, beams, joists, floors, roofs, skirting, doors, drains, and walls. Tuition: \$40

- Red Flags: Property Inspection Guide (●)

Real estate agents are increasingly playing a role in inspecting properties for potential defects or safety hazards. Updated to include present-day concerns such as asbestos, hazardous vegetation, and more. Tuition: \$40

- Reverse Mortgages for Senior Homeowners (●)

This text explores the application process, fees, closing costs, tax benefits, and treatments of reverse mortgages. The course discusses the different reverse mortgage types - tenure, term, line-of-credit, and lump sum - and how they apply to senior homeowners. Tuition: \$40

- Risk Management (●)

This course explores the risk management essentials that every sales professional needs to know to avoid legal problems. This course provides an action plan for minimizing liability and helps professionals establish procedures for education, risk shifting, risk anticipation, and risk control. Tuition: \$40

Correspondence Courses • 9 CREDITS

- Home Inspections (●)

Having read *The Complete Book of Home Inspections*, students will be able to demonstrate knowledge of residential construction and the home inspection process. Tuition: \$99

- Maine Planning and Land Use Laws (●)

This course is based on the current Maine Planning and Land Use Laws booklet. Topics include: Farmland Adjacency Act, Minimum Lot Size Law, Home Rule Legislation, Conversion of Seasonal Dwellings in Shoreland Areas, Subdivision Law, Comprehensive Planning and Land Use Regulation Act, Manufactured Housing, Natural Resources Protection Act, Local Growth Management and the Site Location Development Act. Tuition: \$99

Appraisal Qualifying Education

Principles of Appraisal

35 Hours Qualifying Education
(■ ▲ ◆)

Principles of Appraisal is the first course that introduces the student to real property ownership and value, the principles of real estate economics and the valuation process. The three approaches to value: the Cost Approach, the Sales Comparison Approach and the Income Approach are discussed.

Tuition: \$285 (\$325 at the door) plus book
PORTLAND - Thursdays
Jan. 25 - Mar. 29, 2007
Time: 6:00 - 9:30 PM
Instructor: John Schwartz

Virtual Appraisal

40 Hours Qualifying Education
(■ ▲ ◆)

Includes an in-depth presentation to the 3 approaches to value, an inspection of a single family residence and a review of the Valuation Process. Topics include:

- definition of the appraisal problem
- identification of the real estate
- data selection and collection
- highest and best use analysis
- estimating site value
- applying the 3 approaches to value
- reconciling/reporting defined value

Tuition: \$305 (\$345 at the door) plus book
BANGOR - Saturdays
Feb. 10 - Mar. 10, 2007
Time: 8:00 AM - 5:00 PM
Instructor: Faye Johnson
PORTLAND - Saturdays
Apr. 21 - May 19, 2007
Time: 8:00 AM - 5:00 PM
Instructor: George Hollenback

National Uniform Standards of Professional Appraisal Practice (USPAP) 2-Days

15 Hours Qualifying Education w/exam
15 Hours Cont. Education w/exam
Pre-requisite: Principles of Appraisal
(■ ▲ ◆)

Covers the 15 hours required for licensure. It is geared toward entry level students; however, appraisal licensees can take this course. You must pass a 1-hour exam with a 76 or better for licensure.

Tuition: \$190 (\$230 at the door) plus books
PORTLAND - Sat. / Jan. 20 and 27, 2007
PORTLAND - Sat. / June 2 and 9, 2007
Time: 1st day: 8:00 AM - 4:00 PM
2nd day: 8:00 AM - 5:00 PM
Instructor: David Sawyer



Real estate
education is
our business,
our only
business.



Appraisal Continuing Education

Required for License Renewal! National Uniform Standards of Professional Appraisal Practice

7 Hours Continuing Education
No Exam! (▲◆※)

Appraisers must have 28 hours of continuing education. Seven (7) continuing education hours must be on the Uniform Standards of Professional Appraisal Practice (USPAP).

Tuition: \$129 (\$169 at the door)
(You may also receive NH Appraisal Credit for this course for an additional fee of \$40.)

PORTLAND - Wed. / Mar. 21, 2007

BANGOR - Wed. / Apr. 11, 2007

All Classes: 8:00 AM - 4:00 PM

Instructor: David Sawyer

Understanding Older Housing in Maine

7 Hours of Continuing Education
No Exam! (●▲◆※)

This course provides an overview of the styles and construction of older housing, including two house tours which provide a visual example of the characteristics described in the course.

Tuition: \$99 (\$139 at the door)
(You may also receive ME Real Estate Credit or NH Appraisal Credit for this course for an additional fee of \$40.)

PORTLAND - Thurs. / May 10, 2007

PORTLAND - Wed. / May 30, 2007

BANGOR - Wed. / June 13, 2007

All Classes: 8:00 AM - 4:00 PM

Instructors: Les Fossel and Linda Griffin

Class Size Limited

Marketing for the Appraiser

7 Hours of Continuing Education
No Exam! (▲◆)

Learn about the basics of marketing, the four P's (plus a fifth), and how to identify opportunities in both fast and slow markets.

Tuition: \$99 (\$139 at the door)

PORTLAND - Wed. / Apr. 4, 2007

BANGOR - Fri. / Jun. 1, 2007

All Classes: 8:00 AM - 4:00 PM

Instructor: Jim Wilfong

Highest and Best Use

4 Hours of Continuing Education
No Exam! (▲◆※)

This course will address the logic of highest and best use and the process for developing highest and best use. Class will also spend time with examples of residential and non-residential properties.

Tuition: \$55 (\$75 at the door)
(You may also receive NH Appraisal Credit for this course for an additional fee of \$30.)

BANGOR - Wed. / Mar. 14, 2007

PORTLAND - Wed. / Apr. 25, 2007

Time: 8:00 AM - 12:00 noon

Instructor: Elizabeth Roth

Issues Pertaining to Shoreland Properties

3 Hours of Continuing Education
No Exam! (●▲◆)

2006 amendments to shoreland zoning will complement shoreland zoning basics in this course.

Tuition: \$45 (\$65 at the door)
(You may also receive ME Real Estate Credit for this course for an additional fee of \$20.)

BANGOR - Wed. / Mar. 14, 2007

Instructor: Jennifer Cayer

LEWISTON - Fri. / Mar. 30, 2007

Instructor: Rich Baker

PORTLAND - Wed. / Apr. 25, 2007

Instructor: Michael Morse

PORTLAND - Thurs. / June 7, 2007

Instructor: Michael Morse

All Classes: 1:00 PM - 4:00 PM

Course Key

- ★ Real Estate Prelicensing
- Real Estate Continuing Education
- Appraisal Qualifying Education
- ▲ ME Appraisal Continuing Education
- ◆ Assessing Continuing Education
- ※ NH Appraisal Continuing Education

Instructors

- **RICH BAKER** has been employed with the Department of Environmental Protection for 33 years. He has been the Department's Shoreland Zoning Coordinator for 21 years.
- **JENNIFER CAYER** is the Assistant Shoreland Zoning Coordinator with the Maine Department of Environmental Protection in Bangor. She brings a background in Zoology and Wildlife Ecology to her education, natural resource policy and research responsibilities.
- **CHARLES "KIM" COIT, Esq.** has 27 years experience in real estate and is Vice President of Brokerage Operations, RE/MAX By The Bay in Portland. He is the author of *Introduction to a Successful Career in Maine Real Estate* and *Introduction to Maine Real Estate Law*.
- **NIKKI DRESSER** is a broker with Mahoosuc Realty in Bethel. She has extensive experience in residential and land sales and has taught History and Government in private high schools in Maine.
- **LES FOSSEL** is owner of Restoration Resources, Maine's largest historic restoration contracting company. The 2001 Maine Preservation Award winner, Les lectures extensively on older housing.
- **LINDA GRIFFIN** is a broker specializing in antique homes at Allied Real Estate in Windham. She is a member of Greater Portland Landmarks and many area historical societies.
- **GEORGE HOLLENBACK**, Certified General Appraiser, has 21 year of experience and is President of Hollenback Appraisals in Gray.
- **GORDON HOLMES** is President of Direct Real Estate in Portland. He has been involved in real estate for over 27 years and has taught several pre-licensing and continuing education courses.
- **JAMES HOPKINSON** is a founding partner in the law firm of Hopkinson & Abbondanza, P.A. in Portland. He has extensive teaching experience in real estate law and has taught several continuing education seminars.
- **FAYE JOHNSON**, Certified General Appraiser, is President of Appraisal Services, Inc., in Bangor and has 37 years experience in appraisal.
- **WILLIAM MARKO** works for Cityside Management Corp., in Merrimack, NH. Cityside Management Corp., was awarded the HUD Management and Marketing Contract for the six New England states and Bill is the Contract Manager.
- **MICHAEL MORSE** has been employed by the Maine Department of Environmental Protection since 1998 and is currently the Assistant Shoreland Zoning Coordinator in the Portland office.
- **ELIZABETH ROTH**, Certified Residential Appraiser, is the owner of E.G. Roth Appraisal Services in Bridgton, Maine. She specializes in appraising one to four family residential dwellings and condominiums. She has taught introductory appraisal courses and has been licensed as an appraiser since 1991.
- **DAVID SAWYER** is the assessor for the Town of Windham and has been an assessor and appraiser since 1983. He is a Certified General Appraiser and a Certified Maine Assessor and has been nationally approved by the Appraisal Foundation to teach USPAP. He has taught several courses for the State of Maine for the Property Tax School for Assessors.
- **JOHN SCHWARTZ**, EAC is an Associate Appraiser and Environmental Assessment Consultant with Maineland Consultants of Portland. He has been an appraiser since 1973 and has extensive experience in teaching pre-licensing and continuing education courses.
- **JAMES STONETON**, GRI, CRS, CREA, ABR co-owner and manager of Coldwell Banker American Heritage Real Estate in Bangor has over 36 years in the business. He is a three-time past President of the Bangor Board of REALTORS and the Bangor Multiple Listing Service.
- **INA TOTH** has 22 years experience in real estate and is the owner of the Agency of Ina Toth. She has taught prelicensing courses throughout Maine for the past 17 years.
- **CARRIE TRACY** has 20 years experience in real estate and is Broker/Owner of Equity Realty of Kennebunk. She has taught first-time home buyer courses for many years. She is also a past president of the York County Council of REALTORS.
- **JIM WILFONG** is a national and international marketing consultant based in Stowe, Maine. He is an entrepreneur who has successfully launched several businesses including Atomic Skis and TradeNex.

Books



- ❑ *Appraisal of Real Estate*, 12th ed. \$72
The Appraisal Institute
- ❑ *Appraising Residential Properties*, 3rd ed. \$50
The Appraisal Institute
- ❑ *Getting to Yes* \$15
Fisher & Ury
- ❑ *Guide to Passing the Promissor Real Estate Exam*, 7th ed. \$25
Pivar
- ❑ *Introduction to a Successful Career in Maine Real Estate*, 2nd ed \$69
Coit
- ❑ *Language of Real Estate*, 6th ed. \$27
Reilly
- ❑ *Language of Real Estate Appraisal*, 2nd ed. \$28
Fisher, Martin & Mosbaugh
- ❑ *Maine Law Exam Materials* \$35
- ❑ *Maine Planning & Land Use Laws - 2006* \$17
- ❑ *Maine Real Estate Principles & Practices*, 5th ed. \$40
Richer
- ❑ *Modern Real Estate Practice*, 16th ed. \$37
Galaty, Allaway & Kyle
- ❑ *Policy & Procedures Manual* \$60
- ❑ *Sales Agent Course Supplemental Materials* \$26
- ❑ *Using Residential Appraisal Report Forms* \$38
The Appraisal Institute

**Plus sales tax and shipping,
see page 11 for details.**

The Center has a wide variety of professional books for sale.
Please call or visit our web site for a complete listing.

For licensing information on
real estate and appraisal in Maine,
visit www.maineprofessionalreg.org

General Information

ADMINISTRATIVE POLICIES

Confirmation - Confirmation will be mailed to students upon receipt of tuition. This will include location and a list of books if applicable.

If you haven't received a confirmation letter 48 hours prior to start of class, please call our office.

Grades - Grades will be mailed to students within 10 days following the end of the course.

Refund Policy - Written or faxed, cancellations must be received no later than three business days prior to the start of class or no refund will be issued.

Please call the office to verify receipt of withdrawal letter.

1. A full refund minus a \$25 processing fee will be given for scheduled courses 5 hours or longer in length.
2. A full refund minus a \$10 processing fee will be given for scheduled courses 4 hours or less in length.

3. There are no refunds for correspondence, internet, video or computer courses.

Start Times for Continuing Education Classes - All classes will start on time. If you are late for any reason, you will not receive a certificate or refund. You must check in with a staff member of the Center for Real Estate Education.

Special Needs - Please indicate if you need special services, assistance, or accommodations to participate fully in this program by contacting the Center for Real Estate Education at 228-8400 or TT (teletex/TTY) 780-5646. Requests for reasonable accommodations must be received 2 weeks before an event in order to provide the accommodations in a timely manner.

Cancellation - The Center reserves the right to cancel any course due to lack of student enrollment and a full refund will be given. Pre-registration is strongly recommended.

Inclement Weather - Courses will be held unless the facility where the class is being held is closed.

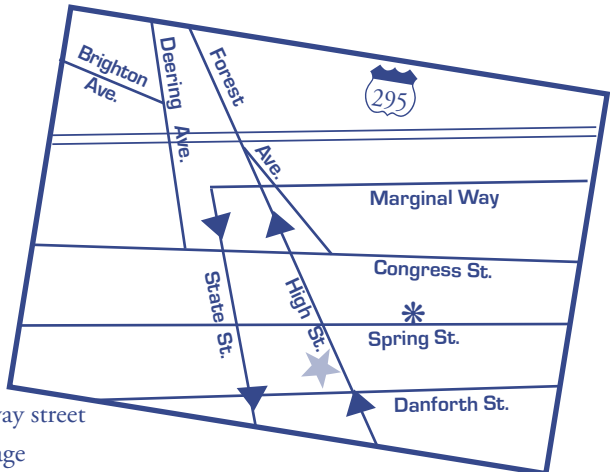
ATTENDANCE - STUDENTS MUST BE PRESENT FOR THE ENTIRE NUMBER OF COURSE HOURS TO RECEIVE CREDIT; LATE ARRIVAL OR LEAVING EARLY IS NOT ACCEPTABLE.

Office Location

Center for Real Estate Education

▲ indicates one-way street

* parking garage



From the north and south on 295: Take exit 6A (Forest Avenue South) At yield sign, bear right onto State Street (Rte. 77). Stay on State Street until it intersects with Danforth Street. Left onto Danforth. Left onto High Street; 68 High Street is on the left.

From the Maine Turnpike (north and south): Take exit 45 (formerly exit 7), Maine Mall Road exit, follow signs for 295 North Portland. From 295, take exit 6A (Forest Avenue South). At yield sign, bear right onto State Street (Rte. 77). Stay on State Street until it intersects with Danforth Street. Left onto Danforth. Left onto High Street; 68 High Street is on the left.

Parking at 68 High Street: Day courses during the week: parking is either on the street or in public lots. The Danforth Street lot is not available for day classes. Evening (after 4:30 p.m.) and weekend courses, the Danforth Street lot is available on a first-come, first-serve basis; otherwise parking is on street or in public lots.

Registration Form



1) Call (207) 228-8400 or 1-800-800-4876 with Mastercard/Visa or Discover;



2) FAX (207)228-8401 your registration form with Mastercard/Visa or Discover;



3) Mail registration form to CREE, 68 High Street, Portland, ME 04101 with a check, payable to USM; or

4) Register in person at the Center's office at 68 High Street, Portland, ME, Monday-Friday, 8:00 AM - 4:30 PM

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

DAY PHONE: _____ FAX #: _____

APPRAISAL LICENSE#: _____ R.E. LICENSE #: _____

SS# (last 4 digits): _____ Computer Courses Only: Year you were born: _____

MC/VISA/DISCOVER: _____ EXP. DATE: _____

3-DIGIT SECURITY CODE (ON BACK OF CREDIT CARD): ____ _

SIGNATURE: _____

E-MAIL ADDRESS: _____

COURSE TITLE	LOCATION	DATE	AMOUNT

Classroom Total: _____

CORRESPONDENCE/COMPUTER/VIDEO COURSE/BOOK	AMOUNT
<i>If ordering computer courses: Specify CD or Internet</i>	

Correspondence/Computer/Video/Books (C/C/V/B): _____

If ordering ONLY books, Maine residents add 5% sales tax: _____

Shipping and Handling Charges if you ordered a correspondence/computer/video course or book (C/C/V/B):

1 C/C/V/B - \$3.00 _____

2 C/C/V/B - \$5.00 _____

3 or more C/C/V/B - \$8.00 _____

Priority Mail Add - \$2.00 _____

Correspondence/Computer/Video/Books (C/C/V/B) Total: _____

Confirmation will be mailed to students upon receipt of tuition. This will include location and a list of books if applicable. **If you haven't received a confirmation letter 48 hours prior to start of class, please call our office.**

CLASSROOM TOTAL _____

C/C/V/B TOTAL _____

GRAND TOTAL



UNIVERSITY OF
SOUTHERN MAINE
Center for
Real Estate Education

School of Business
68 High Street
Portland, ME 04101
(207) 228-8400

Spring Semester / January - June 2007

Non-profit Org.
U.S. Postage
PAID
Permit No. 370
Portland, ME

University of Southern Maine Non-Discrimination Policy:

The University of Southern Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the executive director, Office of Campus Diversity and Equity, 780-5094, TTY 780-5646.

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