

The Real Estate Board of New York

IMPORTANT - Please Read

Refund/Cancellation Policy

REBNY reserves the right to cancel a course if a minimum enrollment of ten (10) is not met, in which case a full refund would be given. REBNY rarely cancels a class due to bad weather. Call 212-532-3100 to find out if a class has been cancelled or check our website for updates at www.rebny.com. Email all cancellation requests to ijaipal@rebny.com

- [Continuing Education/Qualifying](#)- A cancellation must be received in writing five days prior to the start of any class. A \$20 service charge will be assessed on any refunded monies. No REFUNDS or CREDIT given for NO-SHOWS.
- [NY Residential Specialist](#)- Requests for a refund will be considered upon receipt of a written cancellation request at least 10 days before the start of a program. A \$50 service fee will apply, and the cost of any distributed books will be deducted. No refund will be given once a program begins; however, a candidate may re-register in a subsequent semester within one year.
- [Certified Negotiation Expert/Certified Buyer Representative](#)- A cancellation must be received in writing at least five days before the start of the course. A \$100 service fee will apply, and the cost of any distributed books will be deducted. NO REFUND will be given once the course starts; however, a student may transfer to a subsequent class within one year.
- [Florida Licensing Course](#)- A cancellation must be received in writing at least five days before the start of the course. A \$100.00 service fee will be charged for any cancellation. No REFUNDS or CREDIT given for NO-SHOWS.

School Name

The Real Estate Board of New York (REBNY) is approved by the New York State Division of Licensing to offer a variety of education programs. REBNY is located at 570 Lexington Avenue, New York, NY 10022.

Our Website - <http://www.rebny.com>

Course Requirements/Completion

Onsite Courses: CE & Designations

- No licensed person shall receive credit for any course presented in a classroom setting if he/she is absent from the classroom during any instructional period. Attendance shall be computed on the basis of an hour equaling 60 minutes. Once the course attendance requirement has been met, the certificate(s) will be sent via E-mail within 5-10 business days. *The student is responsible for the renewal of their license through the Department of State eAccess system;* the school also informs the Department of State upon completion of a course.

Note: In order to renew a NYS Real Estate License, a licensed agent must first complete 22.5 hours of continuing education (3 hours of the total 22.5 hours must include Fair Housing) and then, renew their license through the Department of State eAccess system.

Onsite Qualifying Courses (45 hour Broker, 75 hour Salesperson and 30 hour Remedial)

- No licensed person shall receive credit for any course or course lesson presented in a classroom setting if he/she is absent from the classroom during any instructional period, for period(s) totaling more than 10 percent of the time prescribed for the course. Once the course is complete and all requirements are met, certificates will be sent via mail within 5-10 business days. A qualifying course is not complete until a proctored exam has been administered by REBNY and a minimum grade of 70% has been achieved by the student. The Real Estate Board of New York is required to report successful course completions to the state of NY.

School Exam – Onsite

The 45 hour Broker Qualifying Course and the 75 hour Salesperson Qualifying Course is completed by passing a 3-hour proctored exam at REBNY. The 30 hour Remedial Qualifying Course is completed by passing a 2 hour proctored exam at REBNY. Passing grade for each is 70%. Students have a total of two (2) separate attempts to

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pass the school's final exam; students who fail both the school exam and the make-up exam will be required to pay for and complete the entire course again should they wish to continue.

New York State Department of State Exam

In addition to passing the school exam, a student must take and pass the NYS DOS exam in order to obtain a Real Estate Salesperson or Broker's license (NYS exam is not required for the remedial course – only the course exam is required). Registration for the NYS DOS exam must be done online through the Department of State eAccess system at www.dos.ny.gov.

School Records

As required by NYS, REBNY will maintain for a period of 3 years a student completion record.

School Requirements

REBNY will not base course fees, entrance standards, or standards for successful completion of a course upon a student's race, age, color, sex, religion, national origin, sexual orientation, source of income, handicap, citizenship, occupation, marital status, partnership status, or familial status.

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Mission Statement:

To develop and schedule an educational program that equips the student with the necessary knowledge and skills needed to professionally serve his/her client and/or customer as they together navigate the real estate transaction. The program strives to present timely and practical curriculums that fulfill and enhance what is required of the real estate professional by NYS License Law.

The student is responsible for completing his/her course and final exam.

By registering for this course, you are acknowledging that you have read and understand all course policies.

Thank you for your business. If there is anything we can do to make your course experience more enjoyable, please let us know.