



**75 Hour New York Salesperson Qualifying Course**  
**At The Greater Capital Association of REALTORS® (GCAR).**  
**451 New Karner Road, Albany, NY 12205**

**Course Dates:**

**May 2nd through June 10, 2017**

**Tuesdays & Thursdays 6pm -9:30pm +  
Saturdays, 9am -5pm**

**The Final Exam will be held on Saturday, March 18<sup>th</sup> at the end of class.**

**Course Fee (due at time of registration):**

- **\$400.00 which includes course text book:** *'New York Real Estate For Salespersons'* by Marcia Spada, 5<sup>th</sup> edition
- **\$428.00 which includes both the course text book and an optional study guide book:** *'Cram For The Exam'* (5<sup>th</sup> edition) your guide to passing the NY Real Estate Salesperson & Broker Exams.

A licensing candidate may take the course final examination only upon satisfactory completion of the attendance requirements: students must be in attendance for 90% of the course. Any student absent for more than 7.5 hours will not be eligible to sit for the final exam. An exam score of 70% must be achieved in order to successfully complete the course. A make up exam is available in the event the course exam is not passed. Successful completion of both attendance and exam requirements entitles the licensing candidate to sit for the New York State licensing examination.

**Registration Information- Complete a registration form below and/or:**

- **Call** Debbie at 518-464-0191 x15 to pay by credit card
- **Fax** form to: 518-464-0196 Attn: Debbie/Education
- **Mail** the registration form and payment to GCAR: 451 New Karner Road, Albany, NY 12205, Attn: Debbie/Education
- **Register in person** at the GCAR office at 451 New Karner Road, Albany, NY 12205 between 9:00am and 4:00pm.
- Credit cards accepted: American Express, Discover, Master Card, Visa

## **NYS Requirements for Licensing as a SALESPERSON are:**

- Be at least 18 years of age
- Be a United States citizen or be a legal, permanent resident
- Have no felony convictions (contact NY Department of State for clarification)
- Complete the 75-hour licensing course
- Pass the NY Department of State Salesperson licensing exam
- Have a sponsoring New York State Broker (*you do NOT need a sponsoring broker to take the 75 Hour Course or the exams but must have one when applying for your license*).
- Apply for a Salesperson license

**Contact:** Debbie at 518-464-0191 x15 or [disom@gcar.com](mailto:disom@gcar.com) if you have any questions regarding the Salesperson's Course.

To contact the New York State Department of State with licensing questions, call 518-474-4429.

For further information on licensing, course providers and exam schedules, please contact the NYS Department of State at 518.474.4429, via e-mail at [lnetlcns@dos.state.ny.us](mailto:lnetlcns@dos.state.ny.us), or visit their [website](#).

**An Online Licensing Class** is available through GCAR's online partner: [The CE Shop](#). Go to [www.gcar.com](http://www.gcar.com) and select 'Members Only' and then 'Online Continuing Ed.' Scroll to the bottom and choose the 'CE Shop Online Continuing Education.' Or [click here](#).

## **Frequently Asked Questions**

**What happens if I take the course but am not ready to apply for my license?** Your 75-hour course completion certificate is good for eight years. If you are not ready to apply for your license at the end of the course, you must hold on to your certificates until you are ready. Remember the NYS exam results are good for two years.

**I had a license many years ago but let it lapse. Do I have to go through the licensing procedure again?** If you took the 45-hour licensing course before July 1, 2008, this certificate is still valid. If your license expired more than two years ago, you will have to take the NYS exam again before you can renew your license. If your license expired less than two years ago, you only need to complete the 22 1/2 hours of continuing education before you renew your license. In either case, your broker must sign the renewal form.

**If I miss a portion of the Qualifying Course what happens?** According to the New York Department of State, you must complete 90% of the class time in order to pass the course. In other words, if you miss more than 7.5 hours of the entire class, you will automatically fail.

**Who needs a license?** According to Article 12-A of the Real Property Law, "anyone who negotiates any form of real estate transaction for another and for compensation of any kind in the State of New York" needs a license.

**What is the difference between a broker and a salesperson?** A broker is the owner or corporate officer of the firm. The broker sponsors, trains, and supervises all the real estate activities of the agents for which he/she is responsible. A salesperson works for and under the direction of the sponsoring broker.

**Do I need a sponsoring broker to take the course?** No, many people take the course for personal reasons and have no intention of getting a license. You also do not need a sponsoring broker to take the State exam. You do need a sponsoring broker at time of license application.



# GCAR's School: Real Estate Professional Institute

## 75-Hour Real Estate Salesperson Qualifying course

May 2, 2017 through June 10, 2017

Tuesdays & Thursdays 6pm -9:30pm + Saturdays, 9am -5pm

**Location: Greater Capital Association of REALTORS® 451 New Karner Rd., Albany 12205**

**Registrations are not accepted without payment.**

Registration is limited. All tuition and fees must be paid in full with this application. If a request for a refund is received in writing **72 hours prior** to the course, a full refund will be granted. No refunds will be granted after the start of the course. NO EXCEPTIONS. **Cancellations MUST be sent to: [disom@gcar.com](mailto:disom@gcar.com)**

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you have any disabilities which require special accommodations, including auxiliary aids/services? If so, please list your needs below & let us know a week ahead of time:

List: \_\_\_\_\_

**PHOTO AND VIDEO/AUDIO RECORDING RELEASE** I am 18 years of age or older, I hereby give my permission and consent, now and for all time, to the Greater Capital Association of REALTORS® and collaborating third parties to make, reproduce, edit, broadcast or rebroadcast any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience within said activities, for publication, display, sale or exhibition thereof in promotions, advertising, education and legitimate business uses without any compensation to, and/or claim, by me. I may, or may not be, identified in such reproductions.

**Signature of Photo release acceptance:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Standard offer:** Salesperson's Course including textbook: **\$400.00**

- Text book: '**New York Real Estate For Salespersons**, 5<sup>th</sup> edition' by Marcia Spada

**Premium offer:** Salesperson's Course +Textbook + **optional** study guide: **\$428.00**

- Study Guide: '**Cram for the Exam**' by Marcia Spada- your guide to passing the NY Real Estate Salesperson & Broker Exams.

Amount enclosed or authorized: \$\_\_\_\_\_ **(Make check payable to GCAR)**

Charge my: ( ) Visa ( ) MC ( ) Discover ( ) Amex

Account #: \_\_\_\_\_ Expiration date: \_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

**Call Debbie at:** 518-464-0191 x15 with any questions or **email:** [disom@gcar.com](mailto:disom@gcar.com) or **Fax form to:** 518-464-0196