

WHAT TO EXPECT DURING THIS CLASS

Attendance Requirements:

Since this class is for credit and in compliance with Montana Code Annotated (M.C.A.) the following is required of **all** students:

- The amount of time each student is present during class will be recorded and is subject to audit.
- You must take this class from one location and participate fully in order to receive credit for the course. It is your responsibility to ensure you are taking the class at a location or on a device with reliable internet connection.
- Driving your vehicle while taking the class is not permitted. Your camera should remain stationary in one room with minimal interruptions.
- You must have your camera on and be visible to the instructor for the entirety of this class.
- Attendance will be verified in a variety of ways. For example, polls and screenshots will be taken at random intervals.
- Please keep in mind that in order to receive credit for this class you must be present 100% of each hour of the class except the first hour in which you must be present 90%; 24-210-809 (12).
- If your behavior is deemed distracting, unprofessional, or inappropriate, the course administrators reserve the right to remove you from the class, resulting in a loss of credit. If you are removed from class, no refunds will be given for the course.

Class Rules:

- Please sign in at 7:45 am for the morning session and 12:45 pm for the afternoon session. Class will begin PROMPTLY each morning and afternoon. Note: the instructor may make minor changes to the class times, within reason, at his discretion. These changes will be discussed and agreed to during class time.
- Please keep in mind that his course is designed to provide you with the basic knowledge needed to pass the state licensing exam and operate as qualified Property Managers. It does not provide you with ALL the knowledge you will need as working Property Managers.
- The instructor will provide you with opportunities to ask relevant questions that pertain to each topic at hand. We ask that all students use the ZOOM meeting Reaction controls to "Raise a Hand" if you have a question that pertains to the

current topic. At that point, the instructor will ask you to unmute yourself and ask your question.

- All questions not immediately pertaining to the topic at hand should be submitted in the chat box. The Course Administrators will facilitate a discussion using these questions during Question & Answer periods.
- All messages written in the chat box during class are saved automatically and retained in a digital file for the course. Be mindful of what you write and share.
- If you have a more specific question pertaining to your own Property Management business or your employer's business practices, please submit those questions to the instructor via email at: bruno@montana.com.
- Your microphone should be muted at all times during the class unless you are asked to read, are asking a question, or are participating in a class discussion. If you unmute yourself, please make sure your volume is turned up.
- Each student is responsible for the performance of their own technology, including audio, volume, video clarity, and reliable internet connection. We use the ZOOM platform. For more information about ZOOM, please visit their website. Video, audio, and internet access are all required to successfully "attend" class.
- Note: If you lose your internet connection and have to rejoin the meeting, all previous discussion in the chat box will be cleared on your end. This feature is enabled via ZOOM and is something your Course Administrators' cannot change.
- You will be emailed digital Course Evaluations during the class. These evaluations are required by the State and must be completed by all students prior to the end of class.

After The Class:

- Your name and email address will be emailed to all students as part of a "Class Contact Sheet" for those who would like to network or stay in touch after class. If you do not want to be included on this list, let the Course Administrator know via chat or email prior to the last day of class.
- A digital copy of your Certificate of Completion will be emailed to you at the email address you provided with your registration.
- You must retain your certificate of completion and submit it to the State Board of Realty Regulation along with your application for licensure. Note: We do not keep copies of student certificates. Replacement certificates, as well as physical copies, will be made available to you at the rate of \$25.
- You will receive Answer Keys to the practice quizzes after the class. Use these practice tests and answer keys to study for your licensing exam. Please direct all follow-up questions about the test questions to the Instructor at: bruno@montana.com.

- If you have not done so already, you will need to sign up for the Property Management licensing exam administered through the state sponsored agency - PSI Exams. We are not affiliated with the testing company. All testing arrangements will need to be made through PSI Exams directly.

Our goal in this Pre-Licensing class is to cover all the relevant course material and statutes in an efficient manner so that our students are well-equipped, not only to pass the licensing exam, but also to excel in their careers as Property Managers. Due to the limited time available, the class may move through some subjects faster than others. If you have any questions about the material, please do not hesitate to contact the Instructor during or after the class at: bruno@montana.com.

Thank you!