



Mbition LLC DBA
Mbition Learn Real Estate

Alabama Academic Catalog

Corporate Office
20225 Water Tower Blvd, 4th Floor
Brookfield, WI 53045
1-800-532-7649
www.mbitiontolearn.com

June 2020
Volume 3

Mbition LLC dba Mbition Learn Real Estate is a private (not public) training institution that is incorporated as a C-Corporation in the state of Delaware.

TABLE OF CONTENTS

Topic	Page Number
SCHOOL INFORMATION	3
OWNERSHIP AND ADMINISTRATION	3
HOURS OF OPERATION	4
ADMISSION REQUIREMENTS	4
FACILITIES	5
ACADEMIC POLICIES	5
TUITION AND FEES	7
CURRICULUM	8
REFUND AND CANCELLATION POLICIES	12
DISCIPLINARY POLICIES	13
RECORD RETENTION	14
TECHNICAL SUPPORT	14

Mbition History

Mbition Learn Real Estate's foundation is rooted in the legacy of our leading professional education brands that have supported and nurtured real estate careers for decades.

This expertise fuels our commitment to delivering an outstanding online learning experience for every customer looking to begin, advance, and succeed in their profession. As a nationally approved real estate school Mbition Learn Real Estate provides online courses for real estate agents, brokers, appraisers, and home inspectors.

Our online real estate course catalog is designed to prepare you for your exam, help you become licensed, and maintain your license through continuing education. Our real estate, appraisal, and home inspection pre-licensing courses satisfy the educational requirements for licensure by the appropriate jurisdictions and adhere to all state licensing requirements.

MISSION STATEMENT

Empower aspiring and accomplished real estate, home inspection, and appraisal professionals with the tools they need to succeed.

OWNERSHIP AND ADMINISTRATION

Mbition LLC dba Mbition Learn Real Estate is a private (not public) training institution that is incorporated as a C-Corporation in the state of Delaware.

Officers

Maure Baker, Vice President

Instructors

Molly Armstrong-Paschal, MA, CDEI

Ann Wells, MBA, CDEI

Bud Black, PhD, CDEI

School Operations

Kathy Chabez, Senior Director

Frances Cartagena, Administrator

Valerie Munkres, Administrator

Ryan Paulus, Administrator

Jamie Illingworth, Compliance Analyst

OPERATING HOURS AND SCHEDULE

SCHOOL CALENDAR

Students may access their courses online immediately upon enrollment. Courses are accessible to students any time within the enrollment period. The administrative staff hours of operation are: 7:30am to 7:30pm (CT) Monday through Friday. Email support is available during normal business hours. The Mbition staff office is closed for the following holidays:

New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Years Eve.

On occasion, the office may close early due to inclement weather or on the day before a holiday. When the school does close early, our phone system will be changed to announce the closure. All students scheduled for a proctored exam will be called and notified by the school administrators no later than 8:30 AM on a day the school closes for inclement weather.

Our instructors will be happy to assist you with any questions regarding course content. They can be reached at 800-532-7649 or by email at support@mbitiontolearn.com during normal business hours. While our instructors make every effort to answer your questions in a timely manner, they are committed to responding within a 24-hour window.

ADMISSIONS REQUIREMENTS

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment based on sex, race, ethnic origin, or religion.

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS

1. Be at least 18 years of age.
2. The submission of any required forms (Enrollment Agreements, etc.) as required by state postsecondary regulations.
3. Pay appropriate fees. See ENROLLMENT AND TUITION.

SYSTEM REQUIREMENTS

The update system requirements for Mbition Learn Real Estate's LMS can be found [here](#). Course functionality may not work on all tablets and mobile devices, and usage on these devices is not recommended.

ENROLLMENT AND TUITION

Students may enroll in courses through www.mbitiontolearn.com or 800-532-7649. Certain states require a signed Enrollment Agreement and other disclosures to complete registration.

Training must be paid in full upon enrollment.

FACILITIES

Mbition LLC delivers courses in a distance-learning format. Students can take courses at a location and setting of their choice.

ACADEMIC POLICIES

POLICY RELATED TO GRANTING CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Mbition LLC does not grant credit for previous education and training. Also, Mbition LLC does not guarantee the transferability of its credits to any other educational institution. Transferability is up to the receiving institution.

REQUIREMENTS FOR COMPLETING THE COURSE

Please refer to the directions on your course home page for specific instructions regarding completion of your course and the “Introduction” lesson located at the beginning of each course. To complete the course and receive your certificate, you must successfully:

- Complete all instructional lessons in the course within the prescribed time for credit.
- Pass the final exam if an exam is required.
- Complete the final affidavit at the end of the course.
- Complete the end-of-course survey.

The Student Affidavit is a signed document on which you certify that you have personally completed each lesson of instruction. The student affidavit must be returned to the school before you can receive credit for a distance learning course. (A “Student Affidavit” link will appear on your course home page upon completion. Click on that link to obtain a copy of the Student Affidavit.)

EXAMINATION AND GRADING POLICY

Mbition LLC offers qualifying (appraisal), prelicense (real estate), and continuing education appraisal and real estate courses. All qualifying and prelicense courses require an examination upon completion of the course lessons. You must correctly answer at least 75% of the questions to pass the course. All exams are taken online. If you fail the first exam, you may schedule a second exam no sooner than the next day. Should you fail both exams, you must re-register and repeat the course from the beginning before taking the final exam again. A discounted re-enrollment fee will be charged.

PROCESSING TIMES

After you have completed all of the lessons on the computer, you must allow the following times for processing to complete the course and receive your completion certificate:

grading exam and issuing course completion certificate	3 business days
scheduling a retake final exam (if applicable)	3 business days

receiving the course completion certificate by U.S. Mail 3 days (estimated)

Important Notes:

- A. "Issuing" a course completion certificate means that we will place it in the U.S. mail.
- B. The minimum time you should allow between taking the exam and receiving your course completion certificate is approximately nine business days (depending on mailing time).
- C. We must receive your signed Student Affidavit, which is available on your course home page, before we can issue a course completion certificate.
- D. In the event the certificate is lost, you may obtain a duplicate from the Mbition Learn Real Estate offices by written request. An administrative fee of \$10 must accompany the written request.

HOW COURSES MONITOR YOUR PROGRESS

Mbition Learn Real Estate's innovative approach is entirely user-driven with a platform that allows learners to progress at their own pace. Learners range from beginners who want to build on their training to veterans who would like a refresher course in best practices.

Mbition Learn Real Estate's learning management system (LMS) emphasizes teaching to mastery and fluency and giving the learner dynamic control of the learning process.

Each module:

- 1. begins by stating the learning objectives for that specific module;
- 2. frequently assesses with multiple choice questions the extent to which the learner has absorbed the material and met the stated learning objectives;
- 3. offers remediation for any items not yet mastered; and
- 4. continues remediation until the learner can demonstrate mastery of all items in the instructional content for that module.

No module may be completed until the stated learning objectives have been met. Students must satisfy the preset criteria for fluency and mastery.

Re-examination Policy: In the event you do not pass the online final exam, please contact Mbition LLC by calling 800-532-7649 or emailing support@mbitiontolearn.com to schedule a retake.

NON-DISCRIMINATION POLICY

Mbition Learn Real Estate does not discriminate on the basis of race, color, sex, religion, national origin, handicap, or familial status in the establishment of fees, entrance qualifications, or standards for successful completion of any course.

ATTENDANCE POLICY

To receive credit for a course, you must complete 100% of the course. Under no circumstances will credit be given for courses in which 100% of the lessons were not completed and/or the final exam was not passed. We do not have a leave of absence policy or probationary period.

Additionally, if a course requires a final exam, the student will be required to pass that final exam. Information on the final exam requirements may be found in the Course Instruction Page under the Course

Document tab. All pre-licensing and qualifying courses require a final exam. However, for continuing education courses, final exam requirements vary depending on the regulatory requirements by state. Information on the final exam requirements may be found in the Course Instruction Page under the Course Document tab in our LMS.

EXTENSION POLICY

All course lessons must be completed within 180 days from the date of enrollment. Course access will expire at midnight on the 180th day after enrollment. If you are unable to complete your course within the initial 180 days, you will be allowed three 60-day extensions thereafter.¹ The first extension is free of charge and the second and third may be purchased at \$50 each. The 60-day extension period begins from the date your course originally expires. It is your responsibility to contact your Mbition Learn Real Estate school coordinator to purchase an extension. It is recommended that you purchase the extension immediately after the course has expired in order to be able to have the full 60 days of the extension. Access to a course after the extension periods requires re-enrollment.² A discounted re-enrollment fee of 50% of the original purchase price will be charged.

GRIEVANCE POLICY

Should you have a complaint, please do not hesitate to call Mbition LLC at 800-532-7649. Additionally, you may bring a complaint to the State of Alabama Department of Postsecondary Education by emailing <https://psl.asc.edu/External/Complaints.aspx> or calling 334- 293-4500.

PLACEMENT ASSISTANCE

Mbition Learn Real Learning Real Estate does not offer placement assistance.

TUITION AND FEES

Tuition Policy

All students are required to pay the full amount of tuition before the start of the course. The school does not offer financial aid or any other type of financing. Tuition may be paid in any of the following forms: credit cards (Visa, MasterCard, and American Express), money order, or certified check. If a student's credit card transaction is charged back by the card issuing bank after the issuance of a certificate of completion to the student, that certificate will be invalidated.

Fee Schedule

¹ Dependent upon your state's requirements. Some states require that students who do not complete within the six-month timeframe restart the course from the beginning. Contact your school coordinator for details.

² In the event of an extension or re-enrollment, it is the responsibility of the student to verify with a school representative that the course approval is still active.

Mbition LLC reserves the right to change course prices when necessary. Each course has an all-inclusive price that covers the cost of the course, student handouts, tech support, service charges, and completion certificates. Our fee schedule for courses is as follows:

APPRAISAL:

<u>Course Title:</u>	<u>Course Price:</u>
2020-2021 7HR Equivalent USPAP Update Course	\$189
Appraisal Math and Statistics	\$99
Basic Appraisal Principles	\$349
Basic Appraisal Procedures	\$349
Cost Approach Overview	\$99
Income Capitalization Overview	\$99
Residential Appraiser Site Valuation and Cost Approach	\$199
Residential Appraiser Site Valuation and Cost Approach	\$189
Residential Report Writing and Case Studies	\$199
Residential Report Writing and Case Studies	\$189
Residential Market Analysis and Highest and Best Use	\$199
Residential Market Analysis and Highest and Best Use	\$189
Residential Sales Comparison and Income Approach	\$349

Extensions

Extensions may be purchased in the following increments:

Real Estate: \$25 (CE courses), \$50 (pre and post license courses)

Appraisal: \$50 each course

Retakes

Students must complete all coursework within one year of enrollment. If for any reason a student must retake the course, the re-enrollment fee is 50% off the original course cost.

EDUCATIONAL PROGRAMS

APPRAISAL: all courses are offered online

<p>2020-2021 7 HR Equivalent USPAP Update Course</p> <p>Get a full understanding of the changes made to the Uniform Standards of Professional Appraisal Practice (USPAP).</p> <p>This mandatory appraisal continuing education course will explain the rationale to the 2020-2021 USPAP revisions, address issues commonly found in the appraisal industry, and answer frequently asked questions with the use of interactive, multi-media appraisal scenarios</p> <p>Also included in this course is the USPAP Manual eBook.</p>	7
---	---

<p>Appraisal Math and Statistics</p> <p>A true understanding of appraisal math is essential for success as a real estate appraiser. This course offers students insight into key functions including the mathematics of finance and calculation of area and statistics involved in appraisal.</p>	7
<p>Basic Appraisal Principles</p> <p>Gain a foundation in appraisal principles. This course is an introduction to topics such as legal considerations, influences on the value of real estate, real property concepts and characteristics, principles of economics, types of value and real estate markets and analysis, ethical considerations, and highest and best use. This 30-hour course fulfills the real property appraiser qualification criteria for the levels of trainee up to licensed appraiser.</p>	30
<p>Basic Appraisal Procedures</p> <p>Want thorough insight into the process of valuation? Then this course is for you! During the 30-hour curriculum, students will learn the three approaches appraisers use to reach the opinion of value (income capitalization, sales comparison, and cost) and how to derive multipliers and rates. Also included is a guide through the sales comparison approach, which consists of checking the validity of information, organizing a comparative analysis, making adjustments, selecting comparison units, and conducting market research and reconciliation. Students will enjoy the hands-on completion of crucial sections of an appraisal report and gain insight into property description, design basics, and construction. This course fulfills 30 hours of real property appraisal qualification criteria for the levels of trainee up to licensed appraiser. Students are advised to complete the Basic Appraisal Principles and Procedures Courses before taking this course.</p>	30
<p>Cost Approach Overview</p> <p>This introductory course is a hands-on learning exercise explaining cost approach valuation and the methods used in calculating it. Students will learn ways to estimate depreciation and cost. The course includes various examples to ensure proper understanding and retention.</p>	7
<p>Income Capitalization Overview</p> <p>This hands-on course, complete with exercises to improve students' understanding and retention, offers an overview of how the income approach to valuation works. Lessons include estimating income and expenses as well as estimating capitalization rates. This course covers both yield capitalization and direct capitalization.</p>	7

<p>Residential Appraiser Site Valuation and Cost Approach</p> <p>Gain confidence in your appraisal valuation skills with this course, which offers a more in-depth dive into appraisal valuation concepts and cost approach applications. Develop a stronger understanding of the cost approach process as this covers the appraisal value process step by step while applying this method. Highlights include interview methods and tips, market extraction, and data sources from professional services. Please note that Basic Appraisal Principles and Basic Appraisal Procedures are prerequisites for this course.</p>	30
<p>Residential Appraiser Site Valuation and Cost Approach</p> <p>Gain confidence in your appraisal valuation skills with this course, which offers a more in-depth dive into appraisal valuation concepts and cost approach applications and meets 15 hours of appraiser qualification criteria for the levels of trainee up to licensed appraiser. Develop a stronger understanding of the cost approach process as this covers the appraisal value process step by step while applying this method. Highlights include interview methods and tips, market extraction, and data sources from professional services. Please note that Basic Appraisal Principles and Basic Appraisal Procedures are prerequisites for this course.</p>	14
<p>Residential Market Analysis and Highest and Best Use</p> <p>Make solid decisions in the valuation process. Understand the interdependence within the application of market analysis and highest and best use. This course meets 15 hours of real property appraisal qualification criteria for trainees up to licensed appraisers and highlights the association among cost, income capitalization, and sales comparison (the three valuation concepts) as well as highest- and best-use reasoning and analysis of the market. Basic Appraisal Principles and Basic Appraisal Procedures are prerequisites for this course.</p>	15
<p>Residential Market Analysis and Highest and Best Use</p> <p>Dive into residential market analysis. Want a deeper understanding of how to read, map, and analyze a market area by applying highest- and best-use practices? This course discusses in detail the three approaches to appraisal, including sales comparison, cost, and income capitalization. Students will gain insight into the connection among highest- and best-use analysis, market analysis, and the three approaches to valuation in real estate appraisal. This appraisal continuing education course has prerequisites: completion of the Basic Appraisal Principles and Basic Appraisal Procedures Courses.</p>	14

<p>Residential Report Writing and Case Studies</p> <p>Get a crash course in appraisal report writing! Students will enjoy this hands-on constructive course focused on learning how to create effective, well-formed reports for appraisals. Both the content and exercises focus on appraisal writing techniques, offering a real understanding of and ability to apply residential valuation procedures and grammar guidelines. Specific residential case studies are used as lessons to help students gain a realistic view. Examples help students grasp narrative comment writing on form appraisal reports and also how to explain the process and reasoning behind valuation conclusions to those who use the reports. Upon completion of the course, the learner receives 15 hours of real property appraiser qualification criteria for the levels of trainee through licensed appraiser. To sign up, students need to have taken Basic Appraisal Principles and Basic Appraisal Procedures.</p>	15
<p>Residential Report Writing and Case Studies</p> <p>This is an excellent crash course in the numerous writing exercises that you will need if you are to succeed as an appraiser. Want to produce professional, thorough appraisal reports? Then this course is for you! It covers residential valuation procedures, numerous writing techniques, and a review of grammar and writing assignments focused on a residential case study. Because it's a hands-on course, students will better retain information as they complete the exercises, which include compiling competent and practical narrative comments to be included in form appraisal reports as well as interpreting valuation procedures and conclusions for people who use the reports. Please be advised that this course does have prerequisites: completion of Basic Appraisal Principles and Basic Appraisal Procedures.</p>	14
<p>Residential Sales Comparison and Income Approach</p> <p>Round out your foundational understanding of appraisal valuation approaches. Focusing on two types of valuation concepts (but not cost approach), this course fulfills 30 hours of appraiser qualification criteria for the levels of trainee up to licensed appraiser. Learn the process for both as well as how to gather and analyze needed information. Highlights include: the use of appraisal comparison grids, tips on locating needed information, and a comparison with pros and cons of both the residential sales comparison and the income approach. Prerequisites: Basic Appraisal Principles and Basic Appraisal Procedures courses.</p>	30

<p>Sales Comparison Approach</p> <p>Gain insight into how the sales comparison approach to valuation works. This course takes a step-by-step look at the approach. Additionally, it covers the process for data collection as well as different ways that adjustments can be estimated. Example problems help students better retain and apply the information.</p>	7
<p>URAR Form Review</p> <p>This course is a detailed walkthrough showing how to complete the Uniform Residential Appraisal Report (URAR). Students will learn each step of the process as the course guides them through the sections and necessary fields of the form. At completion of this appraisal CE course, students should have a full understanding of how to complete the URAR reports in compliance with USPAP.</p>	7

REFUND AND CANCELLATION POLICIES

CANCELLATION POLICY

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days of enrollment are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days but before classes begin are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150. (or 25% of the contract price, whichever is less).

In the case of students who withdraw after classes begin, the school will retain a cancellation charge plus a percentage of tuition and fees paid, which is based on the percentage of contact hours attended (if training is offered as distance education, money refunded is based on the percentage of lessons completed), as described in the table below. The refund is based on the last date of recorded attendance.

REFUND TABLE

What student is entitled to upon withdrawal/termination:	Refund:
Within first 10% of program (Lessons 1 - 2)	90% less cancellation charge
After 10% but within first 25% of program (Lessons 3 – 5)	75% less cancellation charge
After 25% but within first 50% of program (Lessons 6 – 10)	50% less cancellation charge
After 50% but within first 75% of program (Lessons 11 – 15)	25% less cancellation charge
After 75% (Lesson 16) if paid in full, cancellation charge is not	NO Refund

The student may cancel this contract at any time prior to midnight of the third business day after signing it.

- All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined based on:

- a. the date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. the date on which the student violates published school policy, which provides for termination; or
 - c. the earlier of the date the school determines a student is not returning from an excused but extended leave of absence or the day after the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program or stand-alone course within a time period a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

The policy for granting credit for previous training shall not affect the refund policy.

DISCIPLINARY POLICIES

STUDENT CONDUCT POLICY

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. The school administration reserves the right to terminate a student on any of the following grounds listed below. The termination notice will be in writing citing the reasons for termination. Tuition will be refunded according to the applicable refund policy.

Reasons for Termination:

- Not complying with school rules and regulations.
- Unprofessional conduct.
- Unsatisfactory academic progress.
- Excessive absence or lateness.
- Failure to pay fees when due.
- Cheating or falsifying records.
- Breach of enrollment agreement.
- Entering school site while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

DISMISSAL/READMISSION

Students who have been dismissed or terminated may be readmitted at the school director's discretion.

SEXUAL HARASSMENT AND HAZING

The administration of Mbition Learn Real Estate takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of

age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or school director. Students or staff involved may be subject to termination.

RECORD RETENTION

Student files are retained for the minimum time required by state regulations. Online student files are maintained in our cloud-based servers, and paper files are held at our corporate office located at:

*Mbition Learn Real Estate
20225 Water Tower Blvd. 4th Floor
Brookfield, WI 53045*

Student records may be requested in writing by the student at any time. Student records are confidential. No records will be made available to employers, prospective employers, or other schools unless a written request has been made by the student.

TECHNICAL SUPPORT

For technical assistance, please call Technical Support at 800-532-7649 or email them at support@mbitiontolearn.com. Technical Support is available to provide support during the following times:

Monday – Thursday:	8:00am to 7:00pm (Central)
Friday:	8:00am to 6:00pm (Central)
Saturday:	8:00am to 4:00pm (Central)
Sunday:	Closed

Holidays are an exception to this schedule and times may vary.

When you call Technical Support, please be prepared to explain your problem in detail and have access to your computer. To effectively troubleshoot your issue, our technicians begin the call by asking you a series of questions regarding your operating environment. We will need to know what type of computer you are using, the operating system you are using, the version number of your software, etc. Your call may be documented or monitored to help us maintain quality of service standards.

SYSTEM REQUIREMENTS

The update system requirements for Mbition Learn Real Estate’s LMS can be found [here](#). Course functionality may not work on all tablets and mobile devices, and usage on these devices is not recommended

Disclosures

Mbition Learn Real Estate, an Mbition LLC school, makes no representations except as expressly set forth in this catalog, and under no circumstances does Mbition Learn Real Estate make any claim, promise, or guarantee for employment or state licensure.

Mbition Learn Real Estate reserves the right to change courses, start dates, tuition, and to cancel courses. Any changes will be made in accordance with State Board rules and regulations. The information contained in this policy is true and correct to the best of Mbition Learn Real Estate's knowledge.

Mbition Learn Real Estate is licensed as a private career school with the Alabama Community College System pursuant to Alabama Private School License Law, Code of Alabama, Title 16-46-1 through 10. Licensure is not an endorsement of the institution, course, or person. Credits earned at the institution may not transfer to all other institutions.