



The Guam Real Estate Academy and Training (G.R.E.A.T.) is a Government of Guam Licensed Real Estate School. Our function is to provide and professionally equip the necessary educational requirements for interested individuals to not only obtain but also maintain a Guam real estate license by offering the following:

1. **A Pre-licensing Course.** This 30 Hour Pre-Licensing Course is designed for those individuals who are actively pursuing a career in real estate by offering comprehensive courses/classes that are taught in a convenient, thorough, and professional manner and offered in compliance with all local real estate law applications to Guam and Uniform-General Real Estate Terminology and Concepts. This course may be taught in two platforms. both a live virtual or in a face to face environment.
2. **A Brokers' Licensing Course** The 45 Hour Broker Pre-License course is designed for Real Estate Sales Agents, who have at least 2-years of experience in the industry and wish to manage an office, open a property management office or become a sole proprietor. The Broker's Licensing course is offered with flexible course scheduling to help you achieve your goals. This course may be taught in two platforms also, a live virtual or face to face class.
3. **Continuing Education** programs may be offered throughout the year in person, live virtual or on-line to further the real estate agent's knowledge, skills, and professional attitude. They may also be used or required for renewal of their real estate license and/or their designations.
4. **Live Virtual/Online Courses** – Offering easy access to nationwide, convenient, and flexible educational tools, classes and designations that will contribute to the real estate agent's overall professionalism and success.

G.R.E.A.T. Policies

The following policies will be applicable for G.R.E.A.T.

I. INSTRUCTORS:

Our Instructors are professional individuals practicing in their field of expertise in Guam. Students will benefit from their professionalism and years of experience in their field.

- A. **Fees:** Instructor Compensation fee at \$75 per hour
 1. 2-hour course is \$150
 2. 3-hour course is \$225
 3. 4-hour course is \$300
 4. 5-hour course is \$375
 5. 6-hour course is \$450
 6. 7-hour course is \$525
 7. 8-hour course is \$600
- B. Class Criteria for C.E. Classes to be taught at G.R.E.A.T.

1. Course Title
2. Meeting Location(s), Day(s), and Time(s) of Course
3. Instructor Name and Contact Information
4. Course Description
5. Course Content or Outline (5-10 minutes break time should be included)
6. Student Learning Outcomes (List the learning outcomes using the following: “*Upon completion of this course students will be able to . . .*”)
7. Course Requirements, Skills, and Background Needed or Expected
8. Teaching Methodologies and Evaluation Criteria
9. Required Text(s), Study Guide(s), and/or Supplies
10. Emergency Policy: (Sample) “In the event classes are canceled as a result of a power outage, water outage, bomb scare, typhoon, or other natural disaster, all classes missed will be made up by: (1) extending the class meeting time an additional 15-20 minutes until the contact hours missed are met, or (2) scheduling the class on another day such as a Friday or Saturday until the contact hours missed are met.”
11. Services for Students with Special Needs: “In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), a student who wishes to receive instructional accommodations, because of a documented sensory and/or learning disability, should meet with the instructor to discuss these accommodations.
12. Technology Requirements: Hardware, Software, Internet, Browser and Email.
13. Disclaimer: Any of the above is subject to change upon the discretion of the instructor.

C. **Agreement** – All instructors shall sign an agreement with GREAT and adhere to instructor’s professional code of ethics.

II. FEES & REQUIREMENTS

A. Pre-Licensing Class:

1. Agent Fee - \$550
2. Broker Fee - \$750

B. Students are required to be 18 years of age or older, US citizens or permanent US residents in possession of a permanent immigration visa, or in the process of obtaining one. All candidates should complete the registration/enrollment form in full, date and sign it and forward full payment to: G.A.R. Non-English, speaking students are responsible for their own interpretation of material and instruction. All instruction and materials will be provided in English.

C. Continuing Education Classes:

1. 2-hour course is \$45
2. 3-hour course is \$55
3. 4-hour course is \$65
4. 5-hour course is \$75
5. 6-hour course is \$105
6. 7-hour course is \$145
7. 8-hour course is \$150

These fees are inclusive of the CE credit certificate.

III. CLASS SIZES

The maximum number of students for the real estate pre-licensing or broker's licensing course either in person or live virtual, is at the sole discretion of the admissions offices which is done on a first come, first serve basis.

- A. Ideally, For Pre-Licensing – In person classes or live virtual online classes:
 1. Minimum Class Size shall be no less than 10 students.
 2. Maximum Class Size shall be no more than 25 students

- B. For Broker's Licensing Classes:
 1. Minimum Class Size shall be no less than 2 students in a class of no less than 10 Pre-Licensing students
 2. Maximum Class Size shall be no more than 25 students

- C. Continuing Education Classes – in person or live/virtual.
 1. Minimum Class Size shall be: 10
 2. Maximum Class Size: 25

IV. ATTENDANCE

- A. **In Person:** Classroom Attendance is mandatory since it is regulated to comply with The Guam Real Estate Commission's Regulations. All classes begin promptly when scheduled. Admission to class will cease after the class begins. Students leaving the classroom except during designated breaks or for emergencies are subject to loss of educational credit. Excessive abuse of this policy may result in dismissal from class without any financial or educational credit. Partial credits are not possible and full credits are earned for attendance of the entire class regardless of credit hours granted.

Emergency Policy: (Sample) "In the event classes are canceled because of a power outage, water outage, bomb scare, typhoon, or other natural disaster, all classes missed will be made up by:

1. Extending the class meeting time at the discretion of the instructor until the missed hours are completed or
2. Scheduling the class on another day at the discretion of the instructor.

- B. **Live Virtual Attendance:**

Success in this class is dependent on your active participation and engagement. As such, students are required to complete all assignments, if any by the due date, and to actively participate in class discussions.

Additionally, students are expected to:

- Log on promptly – to complete assignments, assessments, discussions, and/or other deliverables as directed by the instructor and outlined in the syllabus.
- Activate the Video camera feature of your computer and remain visible at all times due to attendance requirement.
- Participate in the threaded discussions, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comment on questions from the instructor and/or other students.

If you find that you cannot meet the class' minimum discussion requirements due to any circumstance, please contact your instructor as soon as possible.

Students will be marked present for the class if they have posted on a discussion forum and/or submit assignment/essay as required.

V. COURSE POLICIES:

A. Classroom Etiquette: It is the policy of the School that all students, shall have the opportunity to learn and work in an atmosphere and environment free from any form of harassment or retaliation based on race, color, religion, gender, sex, national origin, age, or disability. Such forms of harassment or retaliation constitute discrimination under various state and federal laws and will not be tolerated by the School.

Classroom instructors may implement classroom conduct policies through verbal explanation or through written policy that is not noted in these policies and procedures. These additional guidelines may include but are not limited to:

- 1) No Cell phone use or use of electronic devices. Students who need to use a cell phone (phone call, texting, email, etc.) must do so during breaks outside of the classroom. All cell phones must be silenced during class time.
- 2) Visiting social networking sites, checking email, or otherwise performing non class related activities during class is considered a disruption to the classroom and is not acceptable student conduct.
- 3) The use of laptops and wireless electronic devices is strictly prohibited during exams or quizzes.
- 4) Students are **not** allowed to record classes with audio or video recording devices, including smartphones and tablets.
- 5) Excessive talking, disruptions, and any behavior that disrupts the instructor as well as other students will not be allowed.
- 6) Adherence to class schedule, dress, and decorum.
- 7) No tardiness is allowed.
- 8) No food or drink allowed in class (at instructor's discretion)
- 9) Raise your hand to ask a question.
- 10) Only class participants are allowed in the classroom/or on camera.
- 11) Come to class prepared with paper, pen, pencil, and/or laptop.

B. Live Virtual Etiquette:

- 1) Review and read materials that you receive electronically to ensure that you fully understand the message.
- 2) Be sure to carefully re-read and understand what you will be sending to ensure that you are not misunderstood by anyone.
- 3) Avoid cluttering your messages with excessive emphasis (stars, arrows, exclamations). If you are responding to a message, either include the relevant part of the original or make sure refer to the original's contents so as to avoid confusion.
- 4) Be specific and clear, especially when asking questions.
- 5) If your messages can be typed in UPPER and lower case, please use the two appropriately instead of all UPPERCASE characters. This gives the appearance of shouting and makes the message less readable.

- 6) Remember that not all readers have English as their native language, so make allowance for possible misunderstandings and unintended discourtesies.
- 7) Do not abuse new users of computer networks for their lack of knowledge.
- 8) Follow the same standards of politeness as you do in any other aspect of your life.

C. Certification:

- 1) Pre-license - Upon successful completion of the Pre-licensing Course, students will receive a Certificate of Completion which is required to apply for the Guam Real Estate Exam.
- 2) Continued Education Courses – students will receive a Continued Education Credit Certificate with the number of Credit Hours earned which is a requirement to renew a real estate license.

D. Licensing and Exams: The Real Estate Commission requires the student to take their sanctioned exam with a testing facility that has no business or financial relationship with G.R.E.A.T.

VI. REFUND POLICIES:

- A. **Refunds** are available up to the second session and minus a \$150 cancellation fee.
- B. **Credits** may be given towards future classes if the course is not completed due to family or medical emergencies at the discretion of the instructor. Arrangements must be made with Admin up to 10 calendar days after the date of enrollment, if the course has not been completed.
- C. \$150 cancellation processing fee will be applied.
- D. There are no refunds for textbooks purchased as part of a Package.
- E. To request a refund, for more details contact GAR at 671-477-4271 Monday through Friday 8am - 5pm - Closed Sundays and major holidays.

Terms of policies may change – G.R.E.A.T. reserves the right to change them without notice, however, the changes will be posted on our website.