



Mbition LLC DBA
Mbition Learn Real Estate

Nevada Prelicense Academic Catalog

Volume 3
June 15th, 2020 - January 31st, 2021

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Licensed to Operate by the Nevada Commission on Post-Secondary Education

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

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MBITION LEARN REAL ESTATE HISTORY

Mbition Learn Real Estate (formerly OnCourse Learning Real Estate), a division of Mbition LLC, is an established leader in computer-based education in real estate and appraisal. Mbition LLC is focused on developing and delivering the highest quality education programs available for computer instruction. Since its inception, Mbition Learn Real Estate, now a wholly owned subsidiary of Mbition LLC, has dominated the computer-based real estate education market. The educational quality of its courses has gained Mbition LLC widespread acceptance, even in a stringent regulatory arena such as real estate. The courses offer “in class” content but are not bound by location or schedule. Mbition Learn Real Estate courses are approved across multiple jurisdictions, with a growing number of courses available in each state.

Mbition Learn Real Estate is approved to offer appraisal and real estate courses by the governing boards in the following states: AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, IA, ID, KS, LA, MD, ME, MI, MN, MO, MS, NC, ND, NE, NH, NJ, NV, NY, OH, OK, OR, RI, SC, SD, TN, TX, UT, VA, WA, WI, WV, and WY.

MISSION

Mbition is an e-learning partner that empowers companies and professionals to improve, achieve, and aspire. For more than 40 years, Mbition has been delivering continuing education, prelicensing, and corporate training. Top companies and millions of professionals nationwide know us by our premier brands in regulated industries, including Stringham Schools and American Home Inspectors Training (AHIT). Consolidated as Mbition LLC, we bring together the nation’s best-in-class brands and a multidisciplinary education solution designed to enhance professions, guide employment paths, and start new careers.

OBJECTIVES

We are dedicated to taking learning to the next level by launching new products such as our Mbition LLC technology platform and by continuing to build on a curriculum. The continued development of better technology to support education will shape the future of Mbition LLC.

OWNERSHIP AND ADMINISTRATION

Mbition LLC dba Mbition Learn Real Estate is a private (not public) training institution that is formed as a LLC in the state of Delaware. Mbition Learn Real Estate is owned by Mbition LLC.

Executives

Maure Baker, Vice President

Paul Dean, CFO

Cynthia Rueli- Campus Director

John Kraxberger – Instructor

Heather Dall - Compliance Analyst (Contact Person)

HOURS OF OPERATION

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 Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. 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 realestateinstructor@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.

ADMISSION REQUIREMENTS

ADMISSION 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.

FACILITIES

Mbition Learn Real Estate delivers courses in a distance-learning format. Students can take courses at a location and setting of their choice. Mbition Learn Real Estate's corporate office is located at 20225 Water Tower Blvd., 4th Floor, Brookfield, WI 53045.

ACADEMIC POLICIES

POLICY RELATED TO GRANTING CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Mbition Learn Real Estate does not grant credit for previous education and training. Also, Mbition Learn Real Estate 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 by answering each question correctly at least twice before a prescribed time limit expires
- Return a signed and dated student affidavit to Mbition Learn Real Estate when the course is complete

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 Learn Real Estate 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.

The school shall maintain a student progress report on each student showing when each exam was taken, and the score given. The student, at any time, is able to print out a copy of his or her progress report.

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 sets the industry standard for continuing education and licensure with more than 650,000 real estate professionals beginning their careers or strengthening them using Mbition modules, all of which are online.

Mbition Learn Real Estate's learning management system (LMS), OnCourse Direct, 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
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 so the learner must satisfy preset criteria for fluency and mastery. Actual performance is frequently compared to desired performance, which is another of describing "mastery of the content." Thus, the learning objectives — the structured process guiding the learner's progress — and the preset criteria collectively constitute an integrated learning system that leads to mastery. The process becomes one of "TEACHING TO mastery" rather than simply "TESTING FOR mastery."

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

Account for Student Indemnification

In an event of school discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

Course Format & Suggested Procedure

Mbition Learn Real Estate's online programs of study include clear course instructions, meaty lesson materials, real-world examples, fill-in-the-blank brainteasers, multimedia summary reviews of each chapter, comprehensive quizzes, practice final exams, a key word glossary and an index. The materials are designed based on sound instructional concepts and extensive research.

Upon completing the reading and assignments of each chapter, students take a quiz to reinforce the information covered. Quizzes are graded within the LMS and scores are maintained within the student record.

Each course's table of contents serves as the student's roadmap as to the order in which to complete the coursework. If a student simply follows the table of contents from top to bottom and completes each of the assignments in order as presented, he or she will succeed with the course and ultimately with the license and exam processes.

Significant time was spent gathering feedback from students as to what works and doesn't work to help them succeed with their studies. In addition, instructors with decades of experience in training developed the course materials and designed an effective overall course flow.

NON-DISCRIMINATION POLICY

Mbition Learn Real Estate does not discriminate on the basis of race, color, sex, religion, national origin, disability, 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 it and pass the final exam. Under no circumstances will you receive any credit for courses in which you completed less than 100% of the lessons and/or failed the final exam. We do not have a leave of absence policy or probationary period.

Information on the final exam requirements may be found on the course instruction page under the course document tab. All prelicensing and qualifying courses require a final exam. However, for continuing education courses, final exam requirements vary by state. Information on final exam requirements may be found on the course instruction page under the course document tab.

Program Start Dates/Attendance

Mbition Learn Real Estate's enrollment policy allows students 180 days from the date of purchase to complete the course and applicable exam (and retake exam if needed). As this is a distance education course, there are no hours designated for lecture, lab, or clinics. All clock hours of this course are designated for instruction of each subject covered in the course. Additionally, students set their own schedule by working at their own pace and convenience within the 180 days allowed after purchase. The course start and end date are 180 days apart and students must complete all coursework and exam. Student's hours are automatically logged by the Online Learning Center. If a student is unable to complete the course within the 180 days they must repurchase the course for 50% of the original tuition amount and will have 6 months to complete it.

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. 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. A discounted re-enrollment fee of 50% of the original purchase price will be charged.

Student Support

Each student receives an orientation document that includes step-by-step instructions on the best way to proceed through the coursework. The orientation document includes a full section on how to take the quizzes and final exams, complete with screen shots, and a section on how to receive a certificate of completion for the course. All materials and resources are available to students online.

A myriad of resources are available for a student to get help should he or she need it. The Technical FAQs assist students with computer hardware and software related problems. The Course FAQs assist students with course content, state licensing and exam related questions.

Should a student not find the answer they need in the online FAQs, the “Help” section goes on to provide telephone and e-mail access for technical issues, instructor support for content issues, and customer service support for logistical issues. Mbition Learn Real Estate provides 9am to 6pm (PST) phone support at 800-532-7649. Mbition Learn Real Estate guarantees less than 24-hour response to all student inquiries received via e-mail Sunday through Friday. Saturday inquiries are responded to on Monday mornings (within 48 hours).

Students should check with the appropriate Nevada regulatory agencies to confirm that the program/course work will satisfy initial or renewal licensing or certification requirements of that agency.

PLACEMENT ASSISTANCE

Mbition Learn Real Estate does not aid or provide counseling for graduates in finding job leads or arranging interviews with potential employers. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Licensure

Mbition Learn Real Estate is licensed to Operate by the Nevada Commission on Post-Secondary Education. The Nevada Real Estate Prelicensing Program is approved by the Nevada Real Estate Division.

TUITION AND FEES

TUITION POLICY

All students are required to pay the full tuition before they start 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, or American Express), money order, or certified check. If a student’s credit card transaction is charged back by the bank after a certificate of completion is issued, that certificate will be invalidated.

FEE SCHEDULE

Mbition Learn Real Estate 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:

Program	Clock Hours	Cost
Nevada Real Estate Prelicense	90	\$249

NEVADA ACCOUNT FOR STUDENT INDEMNIFICATION

Mbition Learn Real Estate follows the requirements established under NRS 394.441.

Course Descriptions

PREREQUISITES: There are no prerequisites for any real estate courses

Nevada Real Estate Prelicense (90 Hours):

This course can be purchased for \$219 and covers all of the topics required by the Nevada Real Estate Division to meet the 90 hours of pre-license education. Students will learn about real estate careers, laws and regulatory agencies, property ownership, estates, tenancies, conveyances and deeds, property descriptions, encumbrances and land use restriction. Other topics covered include listings, purchase and sales agreements, leases and property management, contracts, agency, financing, real estate appraisal and investments, closing procedures, and state and federal laws and rules.

- Real Estate Basics and Beyond
- Nevada Real Estate Laws and Rules

Course Outlines

Please contact Mbition Learn Real Estate if you would like a course outline.

REFUND AND CANCELLATION POLICIES

Nevada Student Refund Policy

All course cancellation and refund requests must be submitted in WRITING to Mbition Learn Real Estate's Refund Specialist.

NRS 394.449 Requirements of policy for refunds by institutions.

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - (a) Date of cancellation by a student of his or her enrollment;
 - (b) Date of termination by the institution of the enrollment of a student;
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - (b) The period of time for a training program is the period set forth in the enrollment agreement.
 - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

(Added to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635)

DISCIPLINARY POLICIES

STUDENT BEHAVIOR/DISCIPLINARY POLICIES

When taking our educational courses, you are expected to comply with all policies as stated within this school policy manual. If you fail to adhere to these policies, you may invalidate your eligibility for course credit. (These situations will be handled on a case-by-case basis.)

STUDENT CONDUCT AND DISMISSAL POLICY

All students are expected to respect the rights, privileges, and property of others, to not interfere with the school operations, and to not endanger the health, safety, and/or welfare of others.

Students may have their enrollment terminated by the school for the following reasons:

1. Nonpayment of tuition
2. Failing to respect other's rights, privileges, and property of others as state above.
3. The student is not using the course material in the way it was designed. If the School uses this option, the total fee shall be refunded.

RECORD RETENTION

Student records will be kept for five (5) years (unless a regulatory board requires a longer time period). While our school administration department will try to accommodate any records request, it cannot guarantee it will have your records available after the five-year period.

TECHNICAL SUPPORT

You can contact Tech Support by calling [800-532-7649](tel:800-532-7649) or emailing support@mbitiontolearn.com. The hours of operation are 7:30 AM to 6 PM (CT) Monday through Friday. Email support is available during normal business hours. Email received after normal business hours will be answered the next business day. Before you call, please be prepared to explain your problem in detail and have access to your computer. To effectively troubleshoot your issue, our technicians will begin by asking you a series of questions regarding your operating environment. They will need to know what type of computer you are using, the operating system, and the version number of any associated software. Your calls may be documented or monitored to help us maintain quality of service standards.

SYSTEMS REQUIREMENTS

Minimum system requirements:

- Internet connection (minimum 56Kbps required, although we highly recommend a high-speed connection such as DSL, cable, or T1)

- Printer (for course documentation and student affidavit)
 - A. For Windows PC:
 - a. Intel® Pentium® III 1GHz or faster processor, Intel® Pentium® 4 2GHz or faster
 - b. Microsoft® Windows® XP, Windows® Vista®, or Windows® 7
 - c. 512MB of RAM (1GB recommended)
 - B. For Mac OS:
 - a. Intel Core™ Duo 1.83GHz or faster processor
 - b. Mac OS X v10.5 or v10.6
 - c. 512MB of RAM (1GB recommended)
 - C. Downloads:
 - a. The following are free downloads required in order to use the Showcase player.
 - i. Adobe Acrobat Reader 5.0 or greater
 - ii. Flash Player plug-in
 - iii. Adobe AIR
 - iv. Microsoft Internet Explorer 7 or greater (Mbition does not support any beta versions of Internet Explorer)
 - D. For iPads or Tablets:
 - a. An app that allows flash to play: recommendations [Puffin Web Browser](#) or [Photon Flash](#)

OnCourse Direct System Requirements

- Web Browser
 - Microsoft Internet Explorer 8 or greater
 - Chrome Version 15 or later
 - Firefox Version 3.6 or later
 - Safari 6.2 or later
- Minimum Screen Resolution
 - 1024px X 768px
- Additional Notes
 - Mbition recommends at least 512MB of available memory at each workstation.
 - A minimum screen resolution of 1280px X1024px is required to utilize the Artisan Authoring Tool.
 - For multi-media courses, sound is required for optimal viewing.
 - Content providers may require additional browser plug-ins and may have different workstation requirements that would be above and beyond the minimum workstation requirements necessary to run the learning management system.
 - All of our outbound emails come from the dedicated IP of 198.2.179.70. If our system emails are flagged as spam, please add an exception to your filter.
- Network Security
 - IP Address List
 - 66.150.9.234
 - 66.151.15.205
 - 69.20.10.123
 - 192.222.0.131
 - 198.2.179.70
 - Domain Name List
 - *.betraining.com
 - Port 80 for HTTP
 - Port 443 for HTTPS
 - Network Overview
 - OCD can be accessed through either HTTP or HTTPS protocols based on customer needs.

Disclosures

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

Mbition LLC 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 and will be attached to this catalog. Not all courses listed in this catalog are approved or offered in every state. The information contained in this catalog is true and correct to the best of Mbition LLC's knowledge.