

Time

Check-in begins half- hour prior to class & Class starts promptly at 9:00 a.m. or 1:00 p. m. respectively.

***Please Be On Time. Late Arrivals WILL NOT Be Admitted to Class**

Registration

Fax:	703-207-3270
Mail:	NVAR 8407 Pennell Street Fairfax, VA 22031
In Person :	NVAR Education Dept., Monday - Friday, 8:30 a.m. - 4:30 p.m.
Visit Our Web Site	www.nvar.com
Call for Information	703-207-3244

Registration & Fees

All fees must be prepaid. Make checks payable to NVAR, or various credit cards are accepted. If you do not submit the correct payment amount, your registration will not be processed. Time constraints do not allow us to send written confirmations.

Transfers/Refunds/Cancellation

One transfer free of charge allowed if notification given before class has met. Each additional transfer is subject to a \$5 processing fee. No refund after class has met or, if registered but individual does not attend. No refund if free transfer has been used. School reserves the right to cancel in which case full refund will be made. Students who cancel original registration subject to \$10 cancellation fee. Late arrivals will not be admitted to class.

ADA

In compliance with Americans with Disabilities Act, notify NVAR 5 business days in advance for special assistance.

Inclement Weather

NVAR School of Real Estate follows the closings or delays for the NVAR Headquarters Building. Information regarding course closings or delays may be obtained by calling the NVAR Education Department at 703-207-3244 at 7:00 a.m. the morning of the schedules class time.

Certificate of Completion

Each participant will be issued a certificate of completion at end of course indicating the number of Continuing Education hours, and date completed. It is the sole responsibility of the licensee to retain this certificate as proof of completion. A fee of \$5 is charged for replacement certificates.

DC Real Estate Board Requirements

An applicant for renewal of any real estate license must submit proof of completing 15 hours of approved continuing education credit in the following subjects:

DC Fair Housing and Predatory Lending	3 hours
DC Legislative and Landlord-Tenant Rights	3 hours
DC Financing Issues	3 hours
General Electives	6 hours