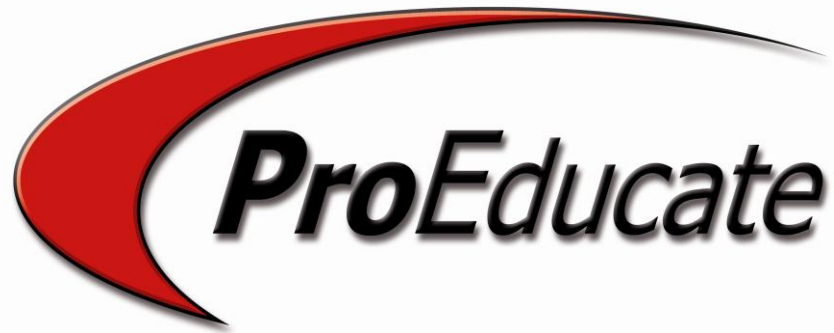


EXECUTIVE TRAINING CENTERS



SCHOOL CATALOG

2009

Revised May, 2009



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Introduction

Physical Plant

ProEducate is a totally online distance education service. All programs of study are offered as distance education via the Internet. We do not offer classroom based study. The administrative offices of Executive Training Centers, LLC are located in Metairie, Louisiana, USA.

Administrative Offices

Executive Training Centers, LLC
d/b/a ProEducate
4200 S. I-10 Service Rd. West,
Suite 134
Metairie, LA 70001, USA

Contact Information

Main telephone number:
800-966-9866

Facsimile telephone number:
504-888-0346

General e-mail address:
Administration@ProEducate.com

Hours of Operation

Office hours:
Weekdays, 8 am – 5 pm, CT

Closed for most major local,
state, and national holidays

Company C.E.O.

Roy Ponthier, Ph.D, Ed.D, CDEI, DREI
800-966-9866
Administration@ProEducate.com

Dr. Ponthier is a licensed Louisiana real estate broker, certified real estate and appraisal instructor, and Director of Executive Training Centers, LLC, a Louisiana based educational services company which offers in-class training in real estate, mortgage finance and appraisal, as well as online training through ProEducate, the company's web-based education division which offers real estate and mortgage finance related courses in five states. Dr. Ponthier holds a B.S. degree from Southeastern Louisiana College. His graduate training was taken at Tulane University and the University of New Orleans. He holds the Certified Distance Education Instructor (CDEI) certification awarded by the International Distance Education Certification Center (IDECC), as well as the Distinguished Real Estate Instructor (DREI) designation awarded by the Real Estate Educators Association. Dr. Ponthier has served on the faculty of three Universities, currently teaches classes for the Loyola University Real Estate Law Society, and has chaired college divisions of Computer Science, as well as Education. He is a member of five academic honor societies, as well as MENSA, and author of more than two dozen nationally and internationally published scientific papers. He was director of The Center for Computer Education, Inc., which trained teachers in computer science, and was president of Worldwide Information Network, Inc., a

provider of Internet and television marketing in real estate. He has owned two mortgage companies, as well as a business brokerage company and a residential and commercial real estate company. He is a member of the Real Estate Educator's Association, The South Central Educators Group, and the Louisiana Mortgage Bankers Association, for which he is Chair of the education committee. Dr. Ponthier's achievements have been documented in *Who's Who (Oxford Edition)*, *American Men and Women of Science*, and the *International Who's Who in Education*.

School History

Executive Training Centers, or its predecessor, First Professional Real Estate School, has been in the professional education business since 1988. We have been offering online training since 2001. During that time, we have trained more than 40,000 students in the fields of Real Estate, Mortgage Finance, and Appraisal.

Mission Statement

ProEducate will set the standard for distance education delivered online by providing our students with courses developed, utilizing the most rigorous of educational standards. We are dedicated to providing the highest quality education at the lowest price of any online course provider. By holding prices in check, it is our mission to make professional education available to anyone with an interest in the fields we represent.



Accreditations and Certifications

Course Accreditations

Our courses have been approved or certified by, or applications are pending with, one or more of the following organizations:

Appraiser Qualifications Board of the Appraisal Foundation

The Appraisal Foundation
1155 15th Street, NW
Suite 1111
Washington, DC 20005
Website: www.appraisalfoundation.org

Association of Real Estate License Law Officials

ARELLO Education and Technology Division
4121 Carmichael Court
Montgomery, AL 36106
Website: www.arello.net

International Distance Education Certification Center

IDECC
4121 Carmichael Court
Montgomery, AL 36106
Website: www.idecc.org

State Agency Certifications

Our school is certified to operate by authority of one or more of the following state regulatory agencies:

Georgia Department of Banking and Finance

2990 Brandywine Road
Suite 200
Atlanta, Georgia 30341-5565
(770) 986-1633
Toll Free: (888) 986-1633

Iowa Real Estate Commission

1920 S.E. Hulsizer Road
Ankeny, Iowa 50021-3941
(515) 281-7393

Louisiana Office of Financial Institutions

8660 United Plaza Blvd.
Second Floor
Baton Rouge, LA 70809-7024
(225) 925-4660
Toll Free: (888) 525-9414

Louisiana Real Estate Appraisers Board

5222 Summa Court
Baton Rouge, Louisiana 70809
(225) 765-0191
Toll Free: (800) 821-4529
(in-state only)

Louisiana Real Estate Commission

5222 Summa Court
Baton Rouge, Louisiana 70809
(225) 765-0191
Toll Free: (800) 821-4529
(in-state only)

Mississippi Real Estate Commission

2506 Lakeland Dr.
Suite 300
Flowood, Mississippi 39232
(601) 932-9191

Montana Board of Realty Regulation

301 South Park
Helena, Montana 59630-0513
(406) 444-2961

Washington State Department of Licensing

Salesperson and Broker
Licensing Unit
2000 Fourth Avenue West
Olympia, Washington 98502
(360) 664-6488
(360) 664-6500



Admission's Policy

Students are enrolled without regard to race, religion, national origin, or ethnic background.

While we have no requirements for prior education, students are advised that many states have minimum education requirements for licensing or certification.

Students taking pre-licensing courses should check with the appropriate state regulatory agency for state mandated requirements for licensing before beginning a course of study.

Students with any form of criminal history should review the state guidelines regarding licensing.

Tuition and Fees

The tuition for each course is specified in the course description and varies according to the level of course instruction and length of the program. Please refer to the course description for the tuition of any particular course. There are no additional fees, other than tuition, for each course. The only other cost which a student may incur is for the purchase of optional study aids and materials available through the online store.

Refund Policy

Students who have registered for a course, but have not begun the course, may request a full refund, if requested as explained below, within 24 hours of registration.

It is our policy to provide students with a partial refund for the course if a written request is e-mailed to the school, and the student has not completed more than 25% of the course. The written request must be received by our office within 48 hours after registering. The refund is specifically defined as 75% of the course tuition. Books, materials, and shipping costs are not refundable.

To request a refund, please send an e-mail request, including student's name as registered, address, contact telephone number, date of registration, and the course for which refund is requested, to:

Administration@ProEducate.com

Confidential Information

All information provided to ProEducate by students is maintained in the strictest confidence. Information is provided only to state regulatory agencies and other Commissions to whom this information is reported to confirm completion or registration for programs, as required by state regulations.

We do not sell or share student information with any other organization. However, students who register using discount offers, scholarships, or other funding that is provided by various companies, should be aware that we will report student progress in courses to those funding the program for the student.

All information provided online is supplied via secure connection. To view our SSL certificate, click below:

[VIEW SSL CERTIFICATE](#)



Questions for Instructors

While enrolled in a course, students with questions may e-mail the instructor with questions about course content. All questions to instructors must be by e-mail. Telephone consults are not permitted. Please note that instructors are prohibited from answering questions about student's personal matters, legal issues, professional matters, or anything not specifically related to the course content.

Students should include the course in which enrolled, the relevant lesson, and page number of the content in question. Typically, instructors will respond to questions received by noon on any business day, no later than close of business the next business day.

Instructor's responses are not to be considered legal or professional advice, and students should consult with their own trusted legal or professional counsel before acting on information provided by the instructor.

Questions for instructors should be e-mailed to:

Instructor@ProEducate.com

Technology Support

ProEducate operates from a secure server located in Norcross, Georgia, USA. Our server is managed by Advanced Automation. To date, we have experienced less than one tenth of 1% down time.

In addition to in-house staffing, we utilize supplemental external software and technology support available from two organizations: Argent Business Services and Accurate Computer Solutions.

Job Placement Services

ProEducate does not offer job placement services. In some states and fields of study that we represent, this practice is prohibited by law. As stated elsewhere herein, our graduates are in high demand, and it is felt that the training institution should remain neutral in recommending employers.

Employment of Students by Faculty

ProEducate maintains a strict policy of not employing our students. Likewise, instructors who operate businesses outside of their employment with ProEducate have a contractual obligation not to employ students they instruct. The reason for this policy is that our graduates are in high demand, and we wish to give each potential employer an equal opportunity to hire our students. Consequently, our policy is to not refer students to any particular employer, nor to permit our instructors to offer recommendations regarding employment.



Real Estate State Requirements

Please select a state listed below to view a summary of licensing requirements for the Real Estate profession.

<u>Alabama</u>	<u>Hawaii</u>	<u>Massachusetts</u>	<u>New Mexico</u>	<u>South Dakota</u>
<u>Alaska</u>	<u>Idaho</u>	<u>Michigan</u>	<u>New York</u>	<u>Tennessee</u>
<u>Arizona</u>	<u>Illinois</u>	<u>Minnesota</u>	<u>North Carolina</u>	<u>Texas</u>
<u>Arkansas</u>	<u>Indiana</u>	<u>Mississippi</u>	<u>North Dakota</u>	<u>Utah</u>
<u>California</u>	<u>Iowa</u>	<u>Missouri</u>	<u>Ohio</u>	<u>Vermont</u>
<u>Colorado</u>	<u>Kansas</u>	<u>Montana</u>	<u>Oklahoma</u>	<u>Virginia</u>
<u>Connecticut</u>	<u>Kentucky</u>	<u>Nebraska</u>	<u>Oregon</u>	<u>Washington</u>
<u>Delaware</u>	<u>Louisiana</u>	<u>Nevada</u>	<u>Pennsylvania</u>	<u>West Virginia</u>
<u>Florida</u>	<u>Maine</u>	<u>New Hampshire</u>	<u>Rhode Island</u>	<u>Wisconsin</u>
<u>Georgia</u>	<u>Maryland</u>	<u>New Jersey</u>	<u>South Carolina</u>	<u>Wyoming</u>

The information provided on this page was obtained from each state's regulatory agency's website and is designed to provide a summary of the minimum education, experience, and/or examination requirements established by these agencies.

Although we believe this information to be accurate, we recommend that you contact the regulatory agency for more detailed information and for any changes which may have occurred.

Please [click here](#) for links to visit each state's regulatory agency's website.



Mortgage Lending State Requirements

Please select a state from the list below to view the basic licensing requirements for the Mortgage Lending profession.

<u>Alabama</u>	<u>Hawaii</u>	<u>Massachusetts</u>	<u>New Mexico</u>	<u>South Dakota</u>
<u>Alaska</u>	<u>Idaho</u>	<u>Michigan</u>	<u>New York</u>	<u>Tennessee</u>
<u>Arizona</u>	<u>Illinois</u>	<u>Minnesota</u>	<u>North Carolina</u>	<u>Texas</u>
<u>Arkansas</u>	<u>Indiana</u>	<u>Mississippi</u>	<u>North Dakota</u>	<u>Utah</u>
<u>California</u>	<u>Iowa</u>	<u>Missouri</u>	<u>Ohio</u>	<u>Vermont</u>
<u>Colorado</u>	<u>Kansas</u>	<u>Montana</u>	<u>Oklahoma</u>	<u>Virginia</u>
<u>Connecticut</u>	<u>Kentucky</u>	<u>Nebraska</u>	<u>Oregon</u>	<u>Washington</u>
<u>Delaware</u>	<u>Louisiana</u>	<u>Nevada</u>	<u>Pennsylvania</u>	<u>West Virginia</u>
<u>Florida</u>	<u>Maine</u>	<u>New Hampshire</u>	<u>Rhode Island</u>	<u>Wisconsin</u>
<u>Georgia</u>	<u>Maryland</u>	<u>New Jersey</u>	<u>South Carolina</u>	<u>Wyoming</u>

The information provided on this page was obtained from each state's regulatory agency's website and is designed to provide a summary of the minimum education, experience, and/or examination requirements established by these agencies.

Although we believe this information to be accurate, we recommend that you contact the regulatory agency for more detailed information and for any changes which may have occurred.

Please [click here](#) for links to visit each state's regulatory agency's website.



Academic Calendar

ProEducate is a totally online service and, as such, does not publish an academic calendar. Our courses are available for purchase and utilization every day at any time. Upon purchase, a student will have immediate access to the course and may begin immediately utilizing the course content, which is available via any Internet connection.

Hardware and Software Needed To Access Courses

All course content is available online. To access, a student will need access to the Internet via a dial-up service, cable modem, ISDN, DSL, or T-1 connection. The only software needed is access to the Internet browser Internet Explorer 6.0 or higher. For most courses, students should utilize a connection that is faster than dial-up to fully appreciate the visual aesthetics of the material. Any additional software, such as Adobe Reader, needed to access PDF files, is available in the course for immediate and free download.

Transfer of Credit Hours

Certificates issued by ProEducate are recognized by the relevant state regulatory agencies by which the course of study has been approved. The extent to which these certificates will be recognized by other regulatory agencies is at the discretion of that agency. Students desiring to utilize courses of study for credit in states where the certificate of completion is not

recognized should contact the relevant regulatory agency to determine if credit will be granted. For contact information for all state regulatory agencies in the fields of real estate, appraisal, and mortgage finance, [click here](#).

Credit Hours for Courses of Instruction

The credit hours of instruction awarded for each course are those allocated by the respective regulatory agency or state Commission. Typically, the amount of credit is based on the amount of time an average student would take to complete the program. In general, a credit hour is based on a 50 minute clock hour. It should be recognized that some students will complete a course in less than the amount of time indicated but, similarly, some may require additional time. Unlike classroom instruction, where a student is mandated to a certain amount of "seat time", an online program is based on mastery of the material. Students, therefore, can proceed at a speed that is appropriate for them, rather than all students in the class having to move ahead at the same pace. The number of hours of credit is indicated in the course description for each course.

Student Progress

To receive credit and a certificate of completion, a student must complete the entire course of study, including a final exit examination and a course evaluation, if required. Partial

credit cannot be given for any course. As a student progresses through a course, periodic brief quizzes will be administered. To advance beyond the quiz, a student must score 100% on the quiz. If a score of less than 100% is attained, the student should review the relevant material and must score 100% on a subsequent quiz. In each course, a final examination will be administered requiring a score of 70% in most courses. The student is not considered to have completed the course until a score of 70% is achieved.

Certificates of Completion

Upon completion of a course of study and submission of a course evaluation, if required, most students may download and print a certificate of completion. Some programs, approved by certain state agencies, may require the student to contact the school for issuance of the certificate.

Course Evaluations

Prior to issuance of the certificate of completion, a student evaluation of the course may be requested. These evaluations are required by most regulatory agencies and are provided to them on request. Students may be contacted by such agencies to verify authenticity of the evaluation.



Courses Offered and Course Descriptions

Training Offered By ProEducate

ProEducate offers training primarily in the real estate related fields. In addition to pre-licensing and post licensing training, we offer a wide variety of continuing education and practical applications courses, including courses related to professional development.



Course Descriptions

(course list is currently being updated, please refer to the descriptions found under "course information" for current course list)

Real Estate Prelicensing

IA11SA01 60 Hours Credit

IOWA REAL ESTATE FUNDAMENTALS

This course will provide comprehension of the laws that relate to Iowa real estate licensing; practical applications that will assist in daily operations in the real estate industry; an overview of the real estate industry, as well as knowledge of the quantitative concepts associated with the real estate industry and surrounding industries. *Iowa real estate law requires this course to be completed within 6 months of registration.*

LA11SA01 90 Hours Credit

LOUISIANA REAL ESTATE SALES PRELICENSING (RE 101)

This course will provide comprehension of the laws that relate to Louisiana real estate licensing; practical applications that will assist in daily operations in the real estate industry; an overview of the real estate industry, as well as knowledge of the quantitative concepts associated with the real estate industry and surrounding industries.

LA11B401 150 Hours Credit

LOUISIANA REAL ESTATE BROKER PRELICENSING (RE 201, RE 202, RE 203)

This is the entire 150 hour broker real estate prelicensing course package (RE 201, RE 202, and RE 203) that will allow you to sit for your broker license in the state of Louisiana.

LA11BR01 90 Hours Credit

LOUISIANA REAL ESTATE BROKER PRELICENSING (RE 201)

This course can be taken by broker candidates in fulfillment of their prelicensing hours. Course content includes real estate practices and principles, as well as the Louisiana real estate license law, LREC rules and regulations and the Louisiana civil code. Although this course can be taken as a stand alone course (with LREC approval) for broker candidates who only need part of the 150 broker prelicensing hours, it is typically taken in unison with the RE 202 and RE 203 courses.

LA11L201 30 Hours Credit

LOUISIANA LAW (RE 202)

This course includes Louisiana License Law, Louisiana Real Estate Rules and Regulations, and the Louisiana Civil Code as it pertains to real estate. *With approval from the Louisiana Real Estate Commission*, this course may also be used to satisfy the state portion of the prelicensing curriculum.

LA11B301 30 Hours Credit

LOUISIANA REAL ESTATE BROKER RESPONSIBILITIES (RE 203)

This course is mandated by the Louisiana Real Estate Commission for all broker candidates in their prelicensing curriculum. Course content includes organizing a real estate office, managing a real estate office, as well as management aspects of marketing, human resource issues and daily operations.

LA11F101 45 Hours Credit

LOUISIANA REAL ESTATE FUNDAMENTALS

This course may be used for real estate sales or broker prelicensing credit only *upon approval granted by the Louisiana Real Estate Commission*. Course content includes basic real estate principles and practices and Louisiana Law.

LA11F201 60 Hours Credit

LOUISIANA REAL ESTATE FUNDAMENTALS

This course may be used for real estate sales or broker prelicensing credit only *upon approval granted by the Louisiana Real Estate Commission*. Course content includes basic real estate principles and practices but **does not address Louisiana Law**.

MS11SA01 60 Hours Credit

MISSISSIPPI REAL ESTATE SALES PRELICENSING

This course will provide comprehension of the laws that relate to Mississippi real estate licensing; practical applications that will assist in daily operations in the real estate industry; an overview of the real estate industry, as well as knowledge of the quantitative concepts associated with the real estate industry and surrounding industries.

MS11S201 30 Hours Credit

MISSISSIPPI REAL ESTATE PRELICENSING

Only students who have acquired prelicensing credit from other educational services may enroll in this course **AFTER APPROVAL FROM THE MISSISSIPPI REAL ESTATE COMMISSION.**



MS11BR01 60 Hours Credit

**MISSISSIPPI REAL ESTATE
BROKER PRELICENSING**

This course can be taken by broker candidates in fulfillment of their prelicensing hours. Course content includes real estate practices and principles, as well as the Mississippi real estate license law, rules and regulations and broker responsibilities.

MT11SA01 60 Hours Credit

**MONTANA REAL ESTATE
FUNDAMENTALS**

This course will provide comprehension of the laws that relate to Montana real estate licensing; practical applications that will assist in daily operations in the real estate industry; an overview of the real estate industry, as well as knowledge of the quantitative concepts associated with the real estate industry and surrounding industries.

WA11SA01 60 Hours Credit

**WASHINGTON REAL ESTATE
FUNDAMENTALS**

This course will provide comprehension of the laws that relate to Washington real estate licensing; practical applications that will assist in daily operations in the real estate industry; an overview of the real estate industry, as well as knowledge of the quantitative concepts associated with the real estate industry and surrounding industries.

Real Estate Post Licensing

LA12SA21 45 Hours Credit

**LOUISIANA REAL ESTATE
SALES POST LICENSING**

This course encompasses all of the modules necessary to meet the Louisiana sales post licensing requirements. All new sales licensees must complete this within 180 days of initial licensure.

LA12BR21 45 Hours Credit

**LOUISIANA REAL ESTATE
BROKER POST LICENSING**

This course encompasses all of the modules necessary to meet the Louisiana broker post licensing requirements. All new broker licensees must complete this course within 180 days of initial licensure.

MS12SA01 30 Hours Credit

**MISSISSIPPI REAL ESTATE
SALES POST LICENSING**

This course encompasses all of the categories necessary to meet the Mississippi sales post licensing requirements. All new sales licensees must complete this course within 12 months of issuance of the temporary license.

MS12BR01 30 Hours Credit

**MISSISSIPPI REAL ESTATE
BROKER POST LICENSING**

This course encompasses all of the categories necessary to meet the Mississippi broker post licensing requirements. All new broker licensees must complete this course within 12 months of issuance of the temporary license.

**Real Estate
Continuing Education**

LA13PA11 4 Hours Credit

**RESIDENTIAL AGREEMENT
TO BUY AND SELL – 2009
MANDATORY**

This course is a comprehensive, line-by-line review of the new Louisiana Real Estate Commission mandated purchase agreement. All licensees will be required to use this contract. This course is approved for credit in Louisiana only (2009 Mandatory Course).

LA13AG01 4 Hours Credit

**AGENCY RELATIONS IN
REAL ESTATE
TRANSACTIONS – 2008
MANDATORY**

This course includes steps in complying with agency law common to all agency distinctions; dual agency requirements and obligations to customers; the disadvantages of subagency and vicarious liability. This course is approved for credit in Louisiana only (2008 Mandatory Course).

**LA13BE01 and MT13BE01
4 Hours Credit**

**BUSINESS ETHICS AND
LEGAL LIABILITIES**

This course will provide an understanding of the term "ethics"; what is considered ethical and unethical; the concept of dual agency and how an agent can actually have two clients and legitimately protect each; how to avoid many of the issues of conscience; and the importance of using accurate information when representing a property. This course is approved for credit in Louisiana (2006 Mandatory Course) and Montana (Mandatory Course).

**LA13FH01, MS13FH01 and
MT13FH01 - 4 Hours Credit**

**FAIR HOUSING AND
CULTURAL DIVERSITY**

This course will review fair housing law basics; real-life situations involving the practice of fair housing law basics; the fair housing complaint process; drafting advertising which is in compliance with fair housing laws; principles of valuing cultural diversity and applying it into daily real estate practice; handling cultural diversity difficulties that may arise; and project lessons learned in class into real-life situations. This course is approved for credit in Louisiana, Mississippi, and Montana (Mandatory Course).



**LA13CN01, MS13CN01 and
MT13CN01 - 4 Hours Credit**

REAL ESTATE CONTRACTS

This course will provide an understanding of: the different forms of contracts and their elements; how certain contract provisions are interpreted; what makes contracts valid; what constitutes offer and acceptance; how contracts are terminated; more about listing agreements, purchase agreements, leases and options; how offers and counter-offers should be made; the limitations of negotiating on the phone or with faxes; the difference between earnest money, specific performance deposits and liquidated damages; and the currently required property disclosure. This course is approved for credit in Louisiana (LA 2005 Mandatory Course) Mississippi, and Montana (Mandatory Course).

LA13LL01 4 Hours Credit

LOUISIANA LICENSE LAW

This course encompasses all aspects of the real estate license laws for the state of Louisiana.

LA13RR01 4 Hours Credit

**LOUISIANA REAL ESTATE
RULES AND REGULATIONS**

This course encompasses all aspects of the rules and regulations of the Louisiana Real Estate Commission.

MS13LL01 4 Hours Credit

MISSISSIPPI LICENSE LAW

This course encompasses all aspects of the real estate license laws for the state of Mississippi.

MS13RR01 4 Hours Credit

**MISSISSIPPI REAL ESTATE
RULES AND REGULATIONS**

This course encompasses all aspects of the rules and regulations of the Mississippi Real Estate Commission.

LA13L201 30 Hours Credit

**LOUISIANA LAW FOR
CONTINUING EDUCATION**

This course includes Louisiana License Law, Rules and Regulations, and the Louisiana Civil Code as it pertains to real estate. This course may be used when transferring a license from inactive to active status, upon approval of the Louisiana Real Estate Commission.

LA13F201 60 Hours Credit

**LOUISIANA REAL ESTATE
FUNDAMENTALS FOR
CONTINUING EDUCATION**

Upon approval by the Louisiana Real Estate Commission, this course may be used for continuing education credit. Course content includes basic real estate principles and practices, but **does not address Louisiana Law**.

LA13SA01 90 Hours Credit

**LOUISIANA REAL ESTATE
PRELICENSING FOR
CONTINUING EDUCATION**

Upon approval by the Louisiana Real Estate Commission, this course may be used for continuing education credit. Course content includes basic real estate principles and practices and Louisiana Law.

Mortgage/Finance

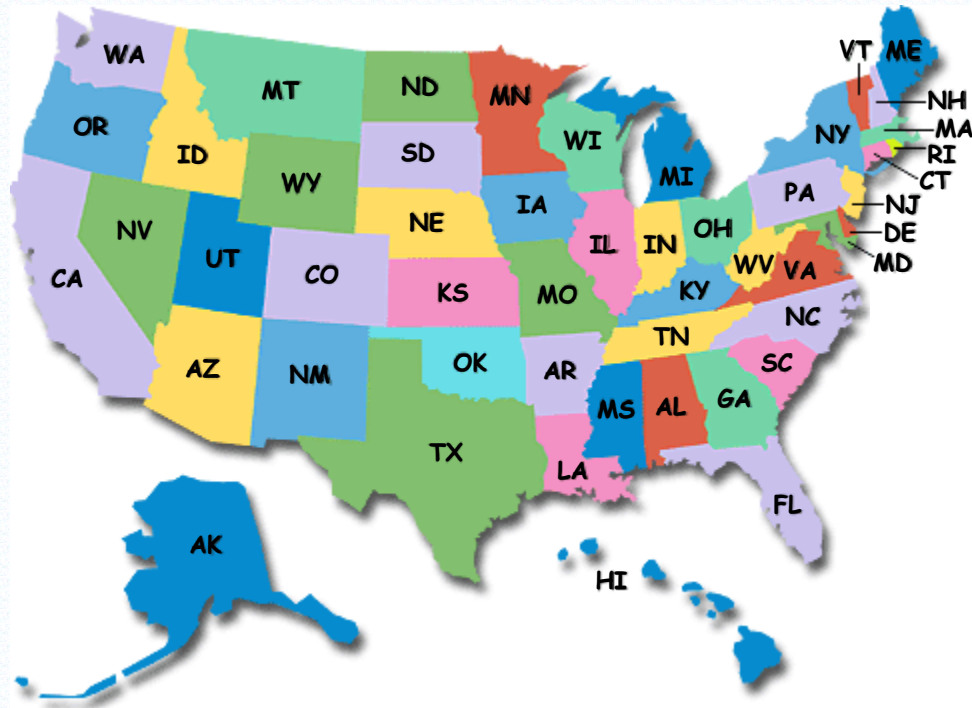
Please visit our website at www.proeducate.com for information regarding NMLS courses.



Available Courses

(course list is currently being updated, please refer to the descriptions found under "course information" for current course list)

Please select a state:



Senior Faculty

Each area of study is supervised by a senior faculty member who is eminently qualified in the subject area. Each senior faculty member has extensive teaching experience. Click on the names below to view information on each faculty member:

[Roy Ponthier](#) (Real Estate)

James Cottingham (Applied Mortgage Training)

Kathleen Crappel (Principles of Mortgage Training)

Steve Lanier (Mortgage Finance)

