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INSTITUTE CATALOG

2005

*The **ROBBINS & LLOYD CAREER TRAINING INSTITUTE** has educated real estate professionals in Wisconsin since its establishment in 1968. Licensed by the State of Wisconsin Department of Regulation and Licensing and the Office of the Commissioner of Insurance, the Institute's educational courses, where required, and instructors have also been approved by the State of Wisconsin Educational Approval Board. The Institute prepares individuals to write the examinations given to prospective real estate salespersons and brokers, licensed appraisers, and insurance agents by the testing service for the State of Wisconsin. Additional programming geared to professional growth, real estate and insurance continuing education, and courses for appraisers and mortgage loan officers are also offered by the Institute.*

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OFFICIALS AND FACULTY

Chris Ruditys - Owner/Administrator: Chris Ruditys' is a graduate of the University Wisconsin Whitewater with a degree in public relations. He started out as the lobbyist for the Milwaukee Board of REALTORS® in September of 1991 and worked with the commercial investment committee of the Milwaukee Board of REALTORS®. In the process of working with the commercial investment committee, he moved rapidly to form the Commercial Association of REALTORS® (formerly the Southeastern Wisconsin Commercial Association of REALTORS®) and soon assumed responsibility for six other real estate trade associations. Mr. Ruditys is also very active in the real estate community thru his own transactions. He is a member of American Society of Account Executives and Wisconsin Society of Account Executives.

Sherry Lin Machesky - Director of Education: Ms. Machesky is a licensed real estate broker in Wisconsin. She was a classroom teacher at the Institute for more than 6 years and remains an approved instructor.

REAL ESTATE FACULTY

Sherryl Andrus - Appraisal Instructor: Owner of her own company, Ms. Andrus has over 23 years experience in residential and commercial appraising. She earned her college degree in education and speaks and teaches throughout the country.

Eliot Bernstein - Instructor: Mr. Bernstein is a practicing attorney who earned his law degree from Marquette University. He is also a licensed real estate broker in Wisconsin.

Mary Beyers - Continuing Education and Review Teacher: Ms. Beyers was a practicing Realtor® for many years before starting her own training and consulting company. She has lectured and trained throughout the country. She was licensed in Minnesota and Wisconsin and has a college degree in education.

Bill Fagerland - REBAC and Continuing Education Teacher: With a degree in education and a former teacher, Mr. Fagerland is a practicing real estate broker with over 25 years of experience. He is a Certified Real Estate Specialist (CRS) as well as an Approved Buyer Agent (ABR).

John German - Instructor: Mr. German is a practicing attorney who received his degree from Marquette University. He is also a licensed real estate broker in Wisconsin.

Douglas Rebholz - Instructor: Mr. Rebholz is a practicing attorney who received his degree from Marquette University.

Ellen Pokrass Wagner - Continuing Education Teacher: Ms. Wagner is a practicing attorney and the CEO of CORE Real Estate Services, a title and real estate service company. She earned her law degree from Syracuse University.

INTRODUCTION

Real estate professionals are some of the most highly-compensated members of our community. They work in a fast-paced, ever-changing environment which rewards effort and ambition. A career in real estate gives an individual the ability to manage his/her own time and earn recognition from his/her peers. Real estate is a "people" oriented profession. A person who enjoys working with people and is a good communicator will be successful. Hard work and a positive attitude will reap great rewards.

A real estate career is not limited to residential real estate. There are many active professionals involved in commercial and industrial brokerage - both sales and leasing. Real estate management is also a rapidly growing area. The Robbins & Lloyd Career Training Institute, through its employment advisory service, can help arrange interviews for its students with many high quality companies involved in both residential and non-residential real estate.

A series of courses geared to both qualify an individual for entry into the real estate appraisal profession and insurance profession and real estate appraisal and insurance continuing education courses to support the needs of those already practicing will be offered.

With more than 3 ½ decades of experience, the Robbins & Lloyd Career Training Institute has provided professional education in Wisconsin. As a group, Robbins & Lloyd students have a substantially higher "passing rate" on the licensing exams than those from other schools or the statewide average.

REAL ESTATE PRE-LICENSING ENROLLMENT POLICY

A student may enroll in the real estate courses and begin at any time. A high school diploma is not required. A student must be 17 years of age to enroll in the Robbins & Lloyd Career Training Institute and 18 years of age to apply for a license. Each student must be able to read and write the English language in order to take the required examination to attain his/her license(s). Because the individual lessons in the real estate pre-licensing courses are not interdependent, a student may start whenever he/she wishes. Sessions do not have a particular beginning or ending as the courses are taught on a continuous basis.

HOME STUDY

Robbins & Lloyd Career Training Institute offers "home study" or "distance learning" courses approved by the Department of Regulation and Licensing of the State of Wisconsin. The real estate pre-licensing courses include the Sales Course, the Broker Course, and the WI Law Course and Reciprocal Broker Course for out-of-state licensees. Real estate continuing education is also offered on a home study basis. The subject matter for all home study courses is identical to that covered in the classroom setting. All home study courses include the appropriate textbook(s) and audio tape(s) covering the required topics.

Upon completion of each course, the student must sign an affidavit which testifies to the student's completing the course requirements. Robbins & Lloyd will then send the student a certificate of completion which is required by the Wisconsin Department of Regulation & Licensing when applying for licensure. Continuing education students must pass the required examination at the end of each course for successful course completion. Robbins & Lloyd has at least one certified instructor available from 10:00 am to 5:00 pm Monday through Friday to answer student questions.

**SALES COURSE
OUTLINE FOR THE 72-HOUR
CLASSROOM SALES COURSE
(3 hours per lesson)**

1. Introduction to the Real Estate Business; Land, Real Estate, and Real Property; Concepts of Home Ownership
2. Interests in Real Estate
3. Forms of Ownership
4. Duties of Brokers and Salespersons as Agents
5. Real Estate License Laws
6. Land Descriptions
7. Contract Law
8. Land Contracts & Options, Deeds and Title Transfers, Recording and Evidence of Title
9. Appraisal
10. Math - Part 1
11. Math - Part 2
12. Finance Principles
13. Financing
14. Liens, Taxes, and Prorations
15. Listing Contract - Part I
16. Listing Contract - Part II
17. Offer to Purchase
18. Closing the Real Estate Transaction
19. Closing Statement
20. Land-Use Planning and Control
21. Leases, Landlord-Tenant Laws, and Property Management
22. Real Estate Trust Accounts - RL 18
23. Discrimination
24. Environmental Risks, Business Opportunity Brokerage Law, and Investing in Real Estate

BROKER COURSE OUTLINE FOR THE 36-HOUR BROKER COURSE

**(offered on a Home Study basis only)
(3 hours per lesson)**

1. Real Estate License Laws
2. Real Estate License Laws - Part II
3. Fair Housing Laws and ADA
4. Ownership of Real Property
5. Land Descriptions, Land-Use Controls, and Environmental Regulations
6. Taxes, Liens, Mortgage & Foreclosure Law, WI Consumer Law
7. Transferring Title
8. Leases, Landlord-Tenant Law, and Property Management
9. Real Estate Trust Funds - Rule 18
10. The Listing Contract and the Seller Disclosure Form
11. The Offer to Purchase
12. The Real Estate Closing

BOTH COURSES

Students will be given study material which must be completed for each class. The average time period to be spent preparing for each lesson is two hours per day. All questions and definitions which appear on the worksheets will be discussed in class. Each student will be able to fill out the listing and offer contracts, the closing statements and understand the rules, regulations and laws governing the real estate profession. Each student should have the basic technical tools and competency to engage in the practice of real estate.

A total of 72 hours of approved classroom education is required to comply with State of Wisconsin regulations to receive a salesperson's license. To receive a broker's license, an additional 36 classroom hours is required. Home Study courses are not subject to the "classroom hour" requirements.

Upon completion of either of the above described courses, each student will be prepared to take the required examination. Pre-licensing education must be completed prior to taking the examination. The exam is offered Tuesday-Saturday by Promissor Testing Service. Students will register with

Promissor and schedule their own test time.

Upon passing the individual examination, the student is required to present the applicable certificate (Sales or Broker) issued by the Institute to the Department of Regulation & Licensing in Madison in order to receive the appropriate license.

PROGRESS REPORTS

The Institute maintains student attendance records for each of its educational programs. Records are kept for a period of 5 years. For pre-licensing programs done in a classroom setting, quiz and test results are a part of the student record and are available to the student upon request. Only completion records are kept for students doing home study courses. The Institute does not grade students. Any student may obtain a copy of his/her record at any time upon request. The Institute does not suspend or dismiss students for lack of regular attendance. All student records kept by the Institute are open for inspection by the Veteran's Administration, Wisconsin Educational Approval Board, and the Dept. of Regulation and Licensing.

ATTENDANCE POLICY

In the event that a student must leave the course for any reason for a period of time, he/she must request a leave of absence from the Institute and may continue to take the course at a later date, as long as it is within the one year contract period. If a student has not obtained a leave of absence, he/she must submit a request for re-admittance into the classes. If a student wishes to resume classes after one year from date of the enrollment contract, re-admittance would be at the discretion of the Institute. The Institute does not differentiate between an excused/unexcused absence. If a student is twenty minutes tardy or leaves class twenty minutes early, he/she will receive credit for the amount of time attended only. If tardiness is more than twenty minutes, he/she will not receive credit for that hour. The Institute does not dismiss students who do not attend classes regularly; therefore, there is no probationary period when attendance is resumed. A student must make up all missed sessions. No students will receive a certificate from the Robbins & Lloyd Career Training Institute for submission to the Department of Regulation & Licensing before completion of the entire course. Classroom work that is missed may be made up at any time within the contract period without charge.

FEES

Tuition for the classroom Sales Course is \$359.00. Tuition for the Home Study Sales Course is \$399.00. The Home Study Broker Course tuition is \$299.00. Textbooks for the classroom course and textbooks and audiotapes for home study courses are included in the tuition. There is an additional \$15 postage & handling charge for each course if the course materials must be sent to the student. Full payment is required at the time of enrollment. MASTER CARD and VISA are accepted. When payment is by check drawn on a local bank, the certificate of completion (or the shipment of course materials for home study courses) will be given not sooner than 10 business days after payment is made. If the check is drawn on a non-local bank, certificates will be issued not sooner than 15 business days after payment.

REFUND POLICY

The following guidelines for refunds reproduced here are exactly as they appear on the back of the real estate enrollment contract and will apply in the case of a student withdrawing from the course covered by the Enrollment Contract. ("Veterans" refers only to individuals receiving tuition benefits or reimbursement from the U.S. Department of Veteran's Affairs to attend a program at this Institute. Refer to #8 below.)

1. If the Institute charges an enrollment or registration fee (see #3 and #4 below), that fee shall be considered an integral part of the total cost of the course and, for the purpose of these guidelines, is assumed to be tuition.
2. This agreement is a legally binding contract. A student shall have the right to cancel this Enrollment Contract until midnight of the third day (excluding Saturday, Sunday and legal holidays) after the signing of this contract. After receipt of said cancellation and the return of the unused textbook(s) (in an envelope provided by the Institute if the student desires), the Institute shall give the student a full refund of all money paid to the Institute. The Institute acknowledges its obligation, with the cooperation of the student, to secure the return of the textbook. A book charge will be made if the book has been used.
3. If a student withdraws or is dismissed after expiration of the three business day cancellation privilege, but before he/she attends any class, the charge shall be fifteen percent (15%) of the tuition.

4. If a student withdraws after attending at least one class, but before attending 75% of the total number of classes for a particular course (18 classes in the Sales Course or 9 classes in the Broker Course), the charge will be fifteen percent (15%) of the tuition plus a pro-rata charge for attending each class. The pro-rata charge is calculated by dividing the tuition by the total number of classes in the course.
5. After a student has attended 75% or more of the total number of classes for a particular course (18 classes in the Sales Course or 9 classes in the Broker Course), he/she is obligated for the entire cost of the course.
6. The Institute will honor any valid notice of withdrawal and within 10 business days after receipt of such notice, refund to the student any amount due him/her and arrange for a termination of the student's obligation to pay any sum in excess of that permitted under these guidelines.
7. Any student who fails to attend class or utilize the instructional facilities for 60 consecutive days, and who does not give the Institute, before or during the absence, an explanation about the absences, is considered to have withdrawn from the Institute.
8. If a veteran is enrolled, the refund policy is as follows:
VETERANS MUST BE CHARGED ONLY FOR THE CLASSES ATTENDED BY THEM. THE CHARGE PER CLASS FOR THE SALES COURSE WILL BE 1/24 OF THE COST OF THE COURSE, AND THE CHARGE PER CLASS FOR THE BROKER COURSE WILL BE 1/18 OF THE COST OF THE COURSE.
9. This is the Enrollment Contract and is non-negotiable. Every holder takes it subject to all other claims and defenses of the maker or obligor.

HOME STUDY REFUND POLICY

The Institute and the Student acknowledge that, due to the distance learning nature of the course, receipt of the course material by the Student negates any refund obligation on the part of the Institute. No Veteran's benefits are permitted for home study courses.

PREVIOUS EDUCATION

If a student claims prior real estate training or education, his/her requirements will be evaluated by the State of Wisconsin Department of Regulation and Licensing. The student must present documentation from the Department and appropriate credit toward course completion will be given by the Institute. Fees will be reduced for a partial course. Contact the Department of Regulation & Licensing in Madison at 608-266-5511 regarding hours needed.

OUT-OF-STATE LICENSEES

If an out-of-state licensee wishes to obtain a Wisconsin real estate salesperson's license, it is very likely that the WI Law Sales Course will be required prior to taking the state portion of the Wisconsin salesperson's exam. The fee for this home study course is \$250.00 plus a \$15.00 postage & handling charge. If the licensee holds an out-of-state broker license and wishes to obtain a Wisconsin broker's license, after doing the preceding and passing the salesperson's exam, an additional 3 hours of pre-licensing education is required prior to the broker exam. This material is covered in the home study Reciprocal Broker Course. The fee for this course is \$100.00 plus a \$5.00 postage & handling charge. Both course fees include tuition, text materials, and audio tapes. Out-of-state licensees should contact the Department of Regulation & Licensing in Madison at 608-266-5511 regarding hours needed.

VOCATIONAL OBJECTIVES

The main objective of these courses is for the student to become a real estate salesperson or a real estate broker so that he/she can actively participate in the community as a licensed and knowledgeable real estate professional.

REAL ESTATE CONTINUING EDUCATION PROGRAMS

State law requires that every licensed real estate salesperson and broker attend 12 hours of continuing education programming in at least four specified areas every two years. Continuing education is also offered on a home study basis. These courses must be completed and a short exam on each course must be passed in order to comply with license renewal requirements before the end of each biennium - December 31st of each even-numbered year. All exams will be graded by the Institute. The Institute offers these programs on a regular basis. Interested parties may call the Institute for program dates and times. A licensee is not required to take continuing education in the biennium during which he/she received his/her original sales or broker license. Passing the state "test out" exam also satisfies the renewal requirements. AVAILABLE FOR HOME STUDY WITH AUDIO-TAPES AND SOON TO BE ON THE INTERNET.

EMPLOYMENT ADVISORY SERVICES

Any student may avail himself/herself of the Institute's real estate employment advisory service if desired. Although not all interviews or referrals are the result of active existing relationships, the Institute does maintain contact with many brokers who notify the Institute of job opportunities or openings. Interviews can be arranged; however, employment is not guaranteed.

INSTITUTE HOLIDAYS

General Institute office hours are from 8:30 am to 5:00 pm Tuesday, Thursday, and Friday and 8:30 am to 6:30 pm Monday and Wednesday. The Institute holds classes Monday through Friday according to the schedule in this catalog. The Institute will be closed on Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, December 26th, and January 2, 2006. Classes will not be held after Friday, December 16, 2005 until January 3, 2006.

CLASSROOM REAL ESTATE INFORMATION SUMMARY

1. Courses are open to men and women who are at least 17 years of age.
2. Courses begin with enrollment and end with passing the licensing exam.
3. Student may enroll anytime.
4. Student may attend one or more classes each week and proceed at his/her own pace.
5. Home study courses are available in many areas.
6. Classes held all year; both day and evening classes.
7. Pre-licensing classes must be completed prior to taking the exam.
8. Certificate of completion given.
9. Real estate pre-licensing classroom courses and appraisal classroom courses are approved for federal V.A. educational benefits.
10. Institute is approved by the State of Wisconsin Educational Approval Board and licensed by the Department of Regulation and Licensing.
11. Free employment advisory services. Many brokers are in contact with the Institute and need qualified salespersons.
12. Classes are taught by competent teachers. The material is discussed and explained in class and all questions are welcome and answered.
13. Students are expected to be regular in attendance, to be on time for all class sessions, and to prepare class assignments. Tape recording of classroom instruction is strictly prohibited.
14. Institute policy allows a prospective student to attend the first class free of charge as a guest of the Institute.

- 15. Cellular telephones may not be used (receiving calls or speaking) while class is in session.
- 16. Any tuition deposit for which a course is not held will be refunded in full. (applies to any and all Robbins & Lloyd courses)
- 17. An academic hour consists of 50 minutes of teaching and one 10 minute break. (applies to any and all Robbins & Lloyd courses)

CLASS SCHEDULE & LOCATION

Robbins & Lloyd Career Training Institute
 11801 W. Silver Spring Drive, Suite 200
 Milwaukee, WI 53225
 414.464.0800
 outside Milwaukee: 800.567.4494

Monday	Tuesday	Wednesday	Thursday	Friday
	9:30 AM - 12:30 PM			9:30 AM - 12:30 PM
7:00 PM - 10:00 PM		7:00 PM - 10:00 PM		

REAL ESTATE EXAM REVIEW COURSE

As an addition to the regular courses offered by the Institute, there is a 13 ½ hour exam review course held at the Institute. Mock examinations are given to be done at home. The schedule is Saturday 9:00 am - 12:30 pm and 1:30 pm - 5:00 pm and Sunday 9:00 am - 12:30 pm and 1:00 pm - 3:30 pm. Program content includes the following and the average time for each topic is approximately ½ hour; however, it may vary depending on student needs:

Introduction to Real Estate
Duties as an Agent
Appraisal
Forms for Listing, Offer to
Purchase, and Closing
Land Contracts
Deeds
Financing
Mortgages
Real Estate Economics
Land Uses
Statutes

Ownership and Transfer
at Death
Landlord and Tenant
Laws
Sale of a Business
Cemetery Sales
Trust Account
Discrimination
Syndication
WI Consumer Laws
Real Estate Description
Real Estate Mathematics

Exam Review Fee \$85

INSTITUTE TEXTBOOK REQUIRED - \$75

(Fees do not include the required textbook. Textbooks may be purchased from the Institute if the student does not have the Institute textbook. There is no tuition refund if the student withdraws or is dismissed.)

EXAM REVIEW SCHEDULE 2005

September 17 & 18, 2005

November 19 & 20, 2005

APPRAISAL

The following is a brief summary of the appraisal requirements and program. All courses and instructors have been approved by the Department of Regulation and Licensing. The appraisal courses will fall under the general Institute guidelines contained in this Institute catalog. Appraisal courses are approved for federal VA educational benefits. Required textbooks will be selected by the instructor for each course.

**APPRAISAL
LICENSURE
&
CERTIFICATION
(Effective January 1, 2005)**

There are three types of certificates issued by the Department of Regulation and Licensing of the State of Wisconsin. A "Licensed Appraiser" must complete 90 hours of education, including not less than 15 hours in professional standards and ethics and not less than 20 hours in the commercial income approach. At least 2000 hours of appraisal experience, including no more than 25% commercial appraisal experience is required. A "Certified Residential Appraiser" must complete at least 120 hours of education, including not less than 15 hours in professional standards and ethics and not less than 20 hours in the commercial income approach. At least 2,500 hours of appraisal experience in not less than 24 months, including no more than 25% commercial appraisal experience is required.

A "Certified General Appraiser" must complete not less than 180 hours of education, including not less than 15 hours in professional standards and ethics and not less than 40 hours of commercial income approach. At least 3,000 hours of appraisal experience in not less than 30 months, including not more than 50% residential appraisal experience is required.

Robbins & Lloyd provides the education but is not responsible for providing or overseeing the required work experience.

Upon completion of each course at Robbins & Lloyd, students must pass an examination given by the Institute. Prior to the issuance of an appraiser's license, an applicant must pass the national examination required for certification and an examination on Wisconsin statutes and rules governing appraisers. The examination on Wisconsin statutes is administered by the Department of Regulation and Licensing and the national examination is administered by a provider approved by the Department of Regulation and Licensing.

The Department of Regulation and Licensing determines whether all requirements have been met for the appraiser certification.

SPACE, FACILITIES, AND EQUIPMENT

The Institute is located at 11801 W. Silver Spring Drive, Suite 200, Milwaukee, WI. It has approximately 7,500 square feet. Rooms included are a reception area, general office, administrator's office, classroom, an audiotape room & conference room, and supply room. All floors are carpeted and students use formica tables and soft cushion chairs. Overhead projectors and blackboards are used for certain lessons.

STUDENT CONDUCT

The Institute expects mature, business-place conduct on the part of each student. Violations of acceptable conduct are grounds for dismissal and there will not be readmittance. Examples of inappropriate behavior include stealing, use of alcohol or drugs, disruptive behavior in class, and endangering or threatening to endanger a staff member or another student. Failure to make good on checks which the bank will not honor are grounds for suspension. A student will be readmitted after making full payment plus a \$25 service fee for the NSF check. This charge will be in force for any NSF check. Tape recording during class is strictly prohibited. Cellular phones may not be used (receiving calls or speaking) while class is in session.

FOR FURTHER INFORMATION CALL:

414.464.0800

FAX: 414.464.0850

Wisconsin toll-free number:

800.567.4494

EAB (Educational Approval Board) published statistics show that Robbins & Lloyd has the highest pass rate in the state of schools which send at least 50 students to be tested in a year.

From evaluations returned to us by our students:

"I would like to thank everyone at Robbins & Lloyd for going above and beyond their duties to make sure I understood the material, answering all of my questions, and making someone always available to answer any questions by phone." "My experience at Robbins & Lloyd was nothing but enjoyable." NEK

"Thank you for the excellent home study course in Real Estate. I will certify to anyone that the Robbins & Lloyd course prepares you for the salesperson test because I passed both the national and state on my first try." RH

"The staff is great!! All questions were answered thoroughly. I'll recommend this school for anyone. Everyone is friendly and enthusiastic which I feel helps people learn." RR

"Having completed both the salesperson and broker courses and successfully passing both exams required of the state, I have found all of the material in both courses to be up to date so that there were very few surprises on the exams. I would like to thank everyone at Robbins & Lloyd and plan to refer your outstanding services to anyone who inquires of me about real estate schooling and information." NK

"Just a thank you note for the quality training that you provide for people entering the Real Estate and/or Appraisal field. I have had several of your students over the years, mostly part-time and have found them to be easily adapted to my system." BC

