

Now Celebrating Our
28th Year in Business!

American School of Business
Corporate Offices
194 Route 46 East, Fairfield, NJ 07004



TRAINING CENTERS:

- * Fairfield
- * Vernon
- * Parsippany
- * High Schools
- * Bloomfield
- * and More...

*We Offer Licensing,
Continuing Education
& Exam Preparation
& Courses & Seminars
Training is Available Group
On-Line & Private
In-Class.*

REAL ESTATE

Licensing,
Continuing Education
& Exam Preparation for:

- *Salespersons*
- *Brokers*
- *Appraisers*
- *Mortgage Professionals*



American School of Business

Since 1983

Training Centers

- Fairfield
- Parsippany
- High Schools
- Bloomfield
- Vernon
- Colleges

New!

Corporate Headquarters

194 Route 46 East, Fairfield, NJ 07004

Phone 800-288-5154

Fax 973-244-0246

Visit us on the web at

www.AmericanSchoolNJ.com

INTRODUCTION & WELCOME

Thank you for choosing the American School of Business, where your success is our goal!

The American School of Business is the largest independent provider of Real Estate, Insurance, Securities, Appraisal & Mortgage training programs in New Jersey.

We currently offer licensing courses, continuing education seminars, designation programs, and exam preparation programs at several training centers. In addition we offer an array of online courses, seminars and exam preparation programs through our virtual university that are approved in all 50 states.

Our programs in the **Real Estate** field include;

- Salespersons Licensing, Continuing Education & Exam Prep Courses
- Brokers Licensing, Continuing Education & Exam Prep Courses
- Appraisal Licensing & Continuing Education Courses
- Appraisal Exam Prep Courses
- *Mortgage Licensing & Continuing Education **New!***
- *Mortgage Exam Preparation Courses **New!***
- Advanced Real Estate Training Programs **New!**

Our programs in the **Insurance** field include;

- Life Insurance Licensing Courses
- Health Insurance Licensing Courses
- Property & Casualty Licensing Courses
- Title Insurance Licensing Courses
- Classroom and Online Continuing Education Seminars
- Exam Preparation Courses
- CPCU, ARM & INS Designation Courses

Our programs in the **Securities** field include;

- NASD Series 6, 7, 24, 26, 63 & 66 Exam Preparation
- Firm Element Requirements
- Classroom and On-Line programs are available

Our programs in **Medical Certification** include; **New!**

- EGK, Phlebotomy & Health Care Technician
- Medical Assistant and Administrative Assistant
- Medical Billing and Coding Certification
- Electronic Healthcare Records Certification

This brochure contains all the information you need to make the right choice to join one of our programs today!

If you have any questions you can reach us during the following business hours: **Monday & Tuesdays between 8:30am and 6:30pm and Wednesday through Friday between 8:30am to 4:30pm**

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GENERAL INFORMATION

The economic importance of Real Estate, Appraisal of Real Estate, and Real Estate Finance demands a high professional level with an increased emphasis on educational requirements. New Jersey requires licensure for all persons engaging professionally as a Real Estate Salesperson, Real Estate Broker, Real Estate Appraiser, or Mortgage Loan Originators and other Professionals.

Our programs are designed to help you attain your goal of passing your licensing exam(s) and to provide you with the practical knowledge you need to succeed.

EXPERIENCE: Since our inception in 1983 the American School of Business has established itself as a leader in providing quality education using only the best and most up to date materials available. Each year thousands of students are successfully prepared for careers in Real Estate, Insurance, Appraisal, Mortgage and Financial Services. In addition, thousands more call on us to advance themselves through our seminars and designation programs.

ACCREDITATION: The American School of Business is licensed and/or approved by the New Jersey Real Estate Commission, The New Jersey State Board of Real Estate Appraisers, The New Jersey Department of Banking and Insurance, The National Mortgage Licensing Service and The New Jersey State Board of Accountancy. We are also approved for the training of Veterans and their eligible dependents by the State Approving Agency.

GUARANTEE OF SATISFACTION: A prompt and regular attendance is vitally important to your success in our courses. Students who miss classes are allowed to make them up in any of our day, evening or Saturday courses at any of our training centers. You are entitled to attend future classes **FREE** for a period of one year after your enrollment date. This includes taking your final exam.

INSTRUCTORS: Our Instructors are Successful, Experienced, and Motivated professionals who are licensed and/or approved to teach in the State of New Jersey.

SCHEDULING: Courses are offered Days, Evenings and on Saturdays at several convenient training centers throughout New Jersey. Most courses and seminars are also available online through our virtual university

"PERSONAL SCHEDULE" Courses Available

Our flexible schedule program is designed for students who cannot commit to a set schedule. You start and complete courses at your own pace and your own convenience.

PRIVACY POLICY "In compliance with the Privacy Act (5U.S.C. 552A), your Social Security number and other private information obtained herein will be used solely to fulfill the requirements of the state regulatory authorities. It will not otherwise be published, disseminated, bartered, or sold."

The Following is a list of Holidays that most classes are off:

- New Years Day
- Passover
- Good Friday
- Week of Memorial Day
- Week of Independence Day
- Week of Labor Day
- Rosh Hashanah
- Yom Kippur
- Halloween (evening only)
- Week of Thanksgiving
- Hanukkah
- Week of Christmas

SALESPERSON Courses

A Real Estate Career Provides:

- A Stimulating Work Environment
- Competitive Earnings
- Part or Full Time Employment
- Independence
- Continuing Education Opportunities
- Unlimited Career Potential

GENERAL REQUIREMENTS

Those who wish to engage in the Real Estate business in New Jersey are required to attend and complete a 75-hour Salespersons course and pass a state licensing exam. The purpose of the salespersons course is to prepare you for the state examination. Upon completion of our course you will receive a "Certificate of Completion" which is used to gain admission into the state exam.

The course is also suitable for persons desiring a basic knowledge of buying and selling real estate, and provides an update and review for practicing salespersons.

Subject matter includes all-important phases of real estate and follows an outline prescribed by the New Jersey Real Estate Commission.

COURSE OUTLINE:

- Real Estate Licensing
- What is Real Estate
- Types of Ownership
- Environmental Issues
- Fair Housing
- Mortgages
- Investment Brokerage
- Legal Descriptions
- Rules & Regulations
- Estates and Interests
- Land Use Regulations
- Ethical Considerations
- Listing Agreements
- Financing
- Subdivisions
- Transfer of Title
- Taxes
- Agency
- Contracts
- Brokerage
- Leases
- Appraisal
- Deeds
- Closings

PREREQUISITES

Salespersons must be 18 years of age and have completed High School or a G.E.D. program. No residency required.

TUITION

The tuition for the Salespersons course is **\$395**, which includes a nationally published & professionally written text "Essentials of New Jersey Real Estate", practice quizzes & exams, and our one-year "Guarantee of Satisfaction".



2011 / 2012 Real Estate Salesperson Course Schedules for NJ

New!

BLOOMFIELD

**Day Courses - Monday to Friday
9:00am to 4:30pm - 2 Weeks**

December 5 to December 16
February 20 March 2, 2012
April 16 to April 27, 2012
June 18 to June 29, 2012

**Evening Courses - Monday & Wednesdays
6:00pm to 9:30pm - 11 Weeks**

January 9 March 26, 2012
April 9 to June 27, 2012

FAIRFIELD

New!

**Two Week Day Courses
Monday to Friday - 9:00am to 4:30pm**

January 9 to January 20, 2012
February 6 to February 17, 2012
March 5 to March 16, 2012
April 9 to April 20, 2012
May 7 to May 18, 2012
June 4 to June 15, 2012

**Evening Courses - Monday & Wednesdays
6:30pm to 10:00pm - 11 Weeks**

December 5 to February 22, 2012
January 9 to March 26, 2012
February 6 to April 18, 2012
March 5 to May 16, 2012
April 2 to June 20, 2012
May 7 to August 1, 2012
June 4 to August 22, 2012

**Saturday Courses
9:00am to 4:30pm - 10 Weeks**

December 3 to March 24, 2012
January 14 to April 21, 2012
May 5 to August 18, 2012

New!

VERNON

**Day Courses - Monday to Friday
9:00am to 4:30pm - Two Weeks**

December 5 to December 16, 2011
March 19 to March 30, 2012
June 18 to June 29, 2012

**Evening Courses - Tuesday & Thursday
6:00pm to 9:30pm - 12 Weeks**

January 10 to March 27, 2012

New! Exam Prep Courses For Salespersons and Brokers

Welcome to New Jersey Exam Prep! This course is designed to help you prepare for your school final exam and the new PSI state exams. Attending this class shows that you are serious about passing your exam on the first attempt and getting your new real estate career moving forward. The process is simple: We will work with you as you make your way through hundreds of practice questions, provide you with the answers and the rationale as to why that answer is correct.

During the math review, we will teach you the best techniques that ensure you have a solid foundation of the mathematical formulas necessary to pass your exam. We will take you step by step through several practice questions and scenarios.

The cost for this power packed full day exam prep course is only **\$79** which includes the PSI Exam Prep Textbook and other valuable materials.

Exam Prep Course Schedules FAIRFIELD Training Center

**General, State & Math Review
Saturdays - 9:00am to 4:00pm**

January 21	May 19	September 22
February 18	June 16	October 13
March 17	July 21	November 17
April 21	August 18	December 15

NEW! Continuing Education For Real Estate Licensees

The Senate Commerce Committee approved bill A-3099/S-2068, which provides for mandatory continuing education (CE) for real estate brokers, broker-salespersons and salespersons. This new law took effect on July 1, 2011.

The legislation states that no more than 16 continuing education hours will be required as a condition for license renewal. The measure provides that, upon the approval of an appointed advisory panel, continuing education courses may be delivered in a classroom setting or via the Internet, distance learning, correspondence and video. With proof of completion and prior outline approval by the advisory committee, the bill also allows continuing education credits received in other states for "elective" courses to be counted towards a licensee's continuing education requirements. Additionally, the bill establishes referral agents as a new type of real estate licensee who is not subject to the continuing education requirements as long as the licensee stays within the limited service category.

The American School of Business has an array of continuing education classes and seminars that will be offered at several training centers and on-line to provide you with the highest quality education available.

Please call us at 800-288-5154 or visit us on the web at www.AmericanSchoolNJ.com for up to date information.

The following pages further describe the new requirements and the topics that are acceptable.

Beginning in January 2012 the American School of Business will begin to post several continuing education seminars scheduled for day, evening and Saturdays at training centers located throughout New Jersey. In addition you can visit our virtual university for a complete list of online seminars.

N.J. REAL ESTATE CONTINUING EDUCATION REQUIREMENTS

Continuing Education (CE) is now in effect in New Jersey. To help you understand some of the requirements of the law, we encourage you to read the below overview of the law and visit www.njar.com/government_affairs/issues/state/pdj/CEREQUIREMENTS.pdf for a complete list of the New Jersey Real Estate Commission (REC) requirements for real estate agents and providers in New Jersey.

CE Requirements

Real Estate salespersons, broker-salespersons and brokers are required to complete 12 hours of CE per licensing cycle in order to renew their license for the next licensing cycle. See N.J.A.C. 11:5-12.3(a)

At least six of the 12 hours must be in the following core topics, of which each topic except ethics must have an ethics component relating to the topic. The core topics are as follows. See N.J.A.C. 11:5-12.4(a)1-8 and 11:5-12.4(c):

1. Agency
2. Disclosure
3. Legal Issues (i.e. listing agreements, contracts, leases, attorney review)
4. Ethics
5. Fair Housing and New Jersey Law Against Discrimination
6. New Jersey Real Estate Broker and Salesperson Statutes and Regulations
7. State and Federal Environmental Laws/Regulations Pertaining to Real Estate
8. Legal Requirements on Escrow Monies and Financial Recordkeeping

The following topics are deemed as approved for elective courses. See N.J.A.C. 11:5-12.13(a)1-9

1. Commercial Real Estate
2. Property Management
3. Seasonal Rentals
4. Real Estate Sales Full Disclosure Act and Real Estate Timeshare Act Requirements
5. Financing
6. Land Use
7. Real Estate Valuation
8. Foreclosure and short-Sale Transactions
9. Specific Aspects of Residential Real Estate Transactions

Completion of the broker pre-licensure course by real estate licensees will be equivalent to completing the 12 hours of CE for the licensing cycle in which the broker pre-licensure course is taken. Licensees completing this course will not be required to take any CE courses to fulfill the requirement. See N.J.A.C. 11:5-12.3(a)2

Licensees initially licensed in the second year of a real estate licensing cycle will not be required to complete any CE requirements in order to relicense for the next cycle (i.e. a licensee who obtains their license after July 1, 2012 will not be required to complete CE requirements to relicense for the cycle beginning July 1, 2013). See N.J.A.C. 11:5-12(a)3

Licensees initially licensed in the first year of a real estate licensing cycle will be required to complete CE requirements in order to relicense for the next cycle (i.e. a licensee who obtains their license before July 1, 2012 will be required to complete CE requirements to relicense for the cycle beginning July 1, 2013) See N.J.A.C. 11:5-12-3(b)

CE courses will only count for credit on time during a licensing cycle. See N.J.A.C. 11:5-12.3(d)

BROKER Courses

The American School of Business is licensed by the N.J. Real Estate Commission to conduct courses of education in Real Estate subjects to qualify applicants for the Real Estate Brokers Examination.

MINIMUM EDUCATION REQUIREMENTS:

- 90 Hour Brokers General Course
- 30 Hour Ethics and Agency Course
- 30 Hour Office Management & Related Topics

MINIMUM EXPERIENCE REQUIREMENTS:

All Broker applicants must have been licensed and working as a salesperson on a full time basis for a minimum of 3 years for the time period immediately proceeding the date of application. Once you have completed the Experience & Education requirements you can apply to the N.J.R.E.C. for approval to take the State Licensing Exam.

COURSE TUITION & DISCOUNT PACKAGE

- Brokers General Course..... \$495.00
- Ethics and Agency Course..... \$250.00
- Office Management Course..... \$250.00

Note: These courses must be completed in the above order as per regulation of the NJREC.

Save \$100: Pay in full for all 3 courses when registering & pay only \$895. Tuition for each course includes a Textbook, Practice Questions, Additional Handouts & our GUARANTEE OF SATISFACTION.

COURSE OUTLINES

BROKERS General Course • Real Estate Licensing • Rules & Regulations • Estates & Interests • Types of Ownership • Taxes • Land Use Regulations • Environmental Issues • Agency • Ethical Considerations • Brokerage • Contracts • Fair Housing • Listing Agreements • Leases • Mortgages • Financing • Appraisal • Investment Brokerage • Subdivisions • Deeds • Legal Descriptions • Transfer of Title • Closings

ETHICS & AGENCY Course: • Ethics Defined • Formation • Fiduciary Duties • Agency Relationships • Agency Transitions • In-House Sales • Conflicts of Interest • Obligations to Qualify • Disclosure • Legal Actions • Agency Defined • Ethical Obligations • Disclosure of Agency

OFFICE MANAGEMENT Course: • Requirements for Opening an Office • Closings • Obtaining Legal & Accounting Advice • Fair Housing Laws • Financial Record Systems • Establishing an Escrow Account • Truth in Renting Laws • Office Management Responsibilities • Environmental Concerns • Supervision and Training • Licensing Requirements • Qualification Techniques • Ethical Matters • Attorney Review • Office Closing Procedures

2012 Brokers Course Schedules

Fairfield Training Center

Day Courses

Tuesday & Thursdays - 9:00am to 4:30pm

Brokers	January 17 to Feb. 23, 2012
Ethics & Agency	March 6 to March 15, 2012
Office Management	March 20 to March 29, 2012

Brokers	April 17 to May 24, 2012
Ethics & Agency	June 5 to June 14, 2012
Office Management	June 19 to June 28, 2012

Evening Courses - **New Hours!**

Monday & Wednesdays - 5:00pm to 9:30pm

Brokers	May 7 to July 25*
Ethics & Agency	August 6 to August 27*
Office Management	September 10 to October 8*

*Off 5/28, 5/30, 7/2, 7/4, 9/3, 9/17, 9/26

IMPORTANT NOTICE: The NJREC requires that all broker candidates complete the above courses in order. Students are not permitted to attend the Ethics & Agency or Office Management classes until you have completed the 90-hour Brokers program and taken our school exam.

New! Exam Prep Courses For Brokers

Welcome to New Jersey Exam Prep! This course is designed to help you prepare for your school final exam and the new PSI state exams. Attending this class shows that you are serious about passing your exam on the first attempt. The process is simple: We work with you as you make your way through hundreds of practice questions, provide you with the answers and the rationale as to why that answer is correct.

During the math review, we teach you the best techniques that ensure you have a solid foundation of the mathematical formulas necessary to pass your exam. We take you step by step through several practice questions and scenarios.

The cost for this power packed full day exam prep course is only **\$79** which includes the PSI Exam Prep Textbook and other valuable materials.

Exam Prep Course Schedules

FAIRFIELD Training Center

General, State & Math Review

Saturdays - 9:00am to 4:00pm

January 21	May 19	September 22
February 18	June 16	October 13
March 17	July 21	November 17
April 21	August 18	December 15

New! Mortgage Licensing & Exam Preparation

Mortgage Lending is a profession that requires knowledge of many disciplines, including real estate, finance & appraising to be effective. Our courses are designed to give you the information you need to pass your licensing exam(s) and successfully enter the mortgage profession whether it be in sales, processing or underwriting.



Laws affecting mortgage industry were placed into effect in July 2009. The new laws require that mortgage professional be licensed as **Loan Originators** in the State of New Jersey as well as many other states. The American School of Business is approved by the NMLS – National

Mortgage Licensing System to provide the required instruction to qualify to take your national exam and state specific exams. NMLS Approved Provider #1400050, 20 Hour SAFE Course # 1094, NJ Course #1178, NY Course #1327, PA Course #2027.

The American School of Business is dedicated to providing programs that are designed to fulfill the current as well as any future educational requirements. We offer programs to fulfill all of your educational needs including classroom, onsite, and online training. For online training visit us on the web at www.americanschoolnj.com and check out our programs that are approved in several states.

We also suggest looking into our Real Estate Salespersons course as it will help establish a solid foundation for your new career.

Courses Offered

20 Hour National Loan Originator SAFE Course	\$295*
4 Hour New Jersey State Specific Course	\$150
3 Hour New York State Specific Course	\$150
3 Hour Pennsylvania State Specific Course	\$150
7 Hour Exam Prep Course	\$199

Package Deals

- I. **\$595.00*** - National Comprehensive Course, PLUS NJ and NY State Course and Exam Prep
- II. **\$495.00*** - National Comprehensive Course, NJ or NY State Course and Exam Prep
- III. **\$395.00*** - National Comprehensive Course, and Exam Prep
- IV. **\$695.00*** - National Comprehensive Course, PLUS NJ, NY & PA State Courses & Exam Prep

Package prices apply ONLY when registering and paying in full on or before the first day of class and can not be combined with any other discounts or offers.

*An additional fee of \$30 will be added to your tuition for the NMLS credit processing fee.

Each course includes a textbook and additional course materials.

Course Outlines

20 Hour Mortgage Loan Originator SAFE Course

- Review the MLO Testing Handbook
- Mortgage Industry Overview & The Business of Real Estate
- The Mortgage Lending Process & The Value of Real Estate
- Legal Concepts and Interests in Real Estate
- Finance Instruments & Federal Mortgage Legislation
- Conventional Financing & Government-backed Loans
- Nontraditional Mortgage Products
- Legal Concepts & Interests in Real Property
- The Value of Real Estate & The Mortgage Lending Process
- Understanding Appraisals & Ethics in the Mortgage Lending

4 Hour New Jersey State Specific Course

- NJ Department of Banking and Insurance
- State Law and Regulation Definitions
- NJ Residential Mortgage Lending Act and Regulations
- Compliance
- Disciplinary Action
- Unique State Test Areas

3 Hour New York & PA State Specific Courses

- The Banking Department / Law and Regulation
- Mortgage Licensing and Registration
- Compliance
- Disciplinary Action
- Other Relevant Law and Regulations

2011-2012 Mortgage Licensing Course Schedules

ONE Week Day Courses

Monday to Thursday – 9:00am to 4:30pm
 Fridays – (NJ) 9:00am - 1:00pm & (NY) 2:00pm - 5:00pm
 Saturdays – (PA) 9:00am to 12:00 noon

Course	Dates	Location
Mortgage SAFE	December 19, 20 & 21	Fairfield (2011)
Exam Prep	December 22	Fairfield
NJ State Specific	December 23	Fairfield
NY State Specific	December 23	Fairfield
Mortgage SAFE	January 23, 24 & 25	Fairfield (2012)
Exam Prep	January 26	Fairfield
NJ State Specific	January 27	Fairfield
NY State Specific	January 27	Fairfield
PA State Specific	January 28	Fairfield
Mortgage SAFE	February 20, 21 & 22	Fairfield
Exam Prep	February 23	Fairfield
NJ State Specific	February 24	Fairfield
Mortgage SAFE	March 26, 27 & 28	Fairfield
Exam Prep	March 29	Fairfield
NJ State Specific	March 30	Fairfield
Mortgage SAFE	April 23, 24 & 25	Fairfield
Exam Prep	April 26	Fairfield
NJ State Specific	April 27	Fairfield
Mortgage SAFE	May 21, 22 & 23	Fairfield
Exam Prep	May 24	Fairfield
NJ State Specific	May 25	Fairfield
Mortgage SAFE	June 25, 26 & 27	Fairfield
Exam Prep	June 28	Fairfield
NJ State Specific	June 29	Fairfield

Additional Class Schedules are continued on the next page...

Mortgage Continuing Education Seminars

PURPOSE OF CONTINUING EDUCATION

The Purpose of Continuing Education activities is to ensure that each mortgage professional participates in a program that maintains and increases his or her skill, knowledge and competency.

REQUIREMENTS

Licensed Mortgage Loan Originators are required to complete twelve (12) hours of continuing education to renew their license every year. Some States require State Specific education to be part of the continuing education. New Jersey requires that two (2) hours of the above twelve (12) be State Specific. Please visit the NMLS web site for a complete state by state listing.

Annual CE education must include 3 hours of Federal law, 2 hours of ethics (which shall include fraud, consumer protection, and fair lending issues), and 2 hours of non-traditional mortgage lending, 3 hours of electives, **plus 2 hours of NJ-specific education**. Number of hours is 3/2/2/3 + 2 hrs of NJ law = 12 Hours of Continuing Education.

Please visit our website at www.AmericanSchoolNJ.com and see our complete list of approved online licensing and continuing education programs.

Seminars Offered

8 Hour SAFE CE Seminar: Approval #2465 \$129*
 2 Hour SAFE Credit Primer: Approval #2567 \$39
 2 Hour NJ SAFE Law Update: Approval #2593 \$39

Package Price

12 SAFE Comprehensive CE Package..... \$189*

*Includes Textbook and Handouts, a \$50 Value

2011-2012 Mortgage Continuing Education Seminar Schedules Fairfield Training Center

Course	Dates	Time
8 Hour SAFE CE	December 13	9am to 5pm (2011)
2 Hour Primer	December 14	9am to 11am
2 Hour NJ Update	December 14	11am to 1pm
8 Hour SAFE CE	February 2	9am to 5pm (2012)
2 Hour Primer	February 3	9am to 11am
2 Hour NJ Update	February 3	11am to 1pm
8 Hour SAFE CE	April 5	9am to 5pm (2012)
2 Hour Primer	April 6	9am to 11am
2 Hour NJ Update	April 6	11am to 1pm
8 Hour SAFE CE	May 31	9am to 5pm (2012)
2 Hour Primer	June 1	9am to 11am
2 Hour NJ Update	June 1	11am to 1pm
8 Hour SAFE CE	July 5	9am to 5pm (2012)
2 Hour Primer	July 6	9am to 11am
2 Hour NJ Update	July 6	11am to 1pm

APPRAISAL Courses & Seminars Including USPAP

We offer courses are approved for Licensing,
License Upgrade & Continuing Education

Laws affecting Real Estate Appraisers were placed into effect in 1991; these laws and subsequent adoptions set requirements for those seeking to be Trainees, Licensed or Certified Real Estate Appraisers. The American School of Business programs are designed to fulfill the current as well as any future educational requirements. In addition to the schedules found on the attached pages, you can visit us on the web at www.AmericanSchoolNJ.com to enroll in any of our online licensing and continuing education programs.

Contained in this brochure are courses and seminars that allow you to complete all of your educational requirements. In addition to being approved by the State Board of Appraisers, we are an approved Secondary provider by Hondros Learning and Dearborn Education under the Appraisal Qualifications Board Course Approval Program. Online courses and seminars also have IDEEC approval.

Once licensed as an appraiser you must complete continuing education requirements. We offer courses and seminars both in-class and on-line to help you meet your continuing education needs. Many of the courses we offer are approved for licensing, license upgrade and continuing education.

No other school in New Jersey offers 300 hours of approved appraisal education.

TYPES OF LICENSES

TRAINEE - REAL ESTATE APPRAISER: If you are just entering the field of appraisal or have less than 12 months of Appraisal experience, then you are considered a trainee. As a trainee you must work under the direct supervision of licensed or certified appraisers when performing appraisals.

LICENSED REAL ESTATE APPRAISER: This license qualifies an appraiser to perform appraisals of residential properties (one to four family) with transaction amounts up to \$1,000,000 and of a non-complex nature.

CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER: This license qualifies an appraiser to perform appraisals of any residential property (one to four families) regardless of transaction amount or complexity.

CERTIFIED GENERAL REAL ESTATE APPRAISER: This license qualifies an appraiser to appraise properties of any type, residential or non-residential.

EDUCATION REQUIREMENTS

Applicants must attend and successfully complete courses of instruction at a New Jersey approved school, such as the American School of Business.

Type of License	Education Requirement
Trainee	75 Hours
Licensed Residential	150 Hours
Certified Residential	200 Hours*
Certified General	300 Hours**

* New requirements for Certified Residential Appraisers include a minimum of 21 college level course credits.

** New requirements for Certified General Appraisers include a minimum of 30 college level course credits.

EXPERIENCE REQUIREMENTS

The experience requirement is a minimum number of work hours combined with a minimum time frame.

Type of License	Current Experience Requirement
Trainee	None
Licensed Residential	2,000 Hours in no less than 12 months
Certified Residential	2,500 Hours in no less than 24 months
Certified General	3,000 Hours in no less than 30 months

COURSES OFFERED, Approved Hours & Tuition

Course ID	Course Name	Hours	Tuition
APP60:	Appraisal Principles & Procedure	60	\$575
USPAP:	National Uniform Standards of Professional Appraisal Practices	15	\$275

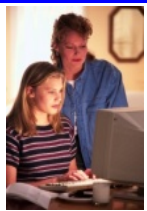
PACKAGE PRICES:	Hours	Price	Savings
Trainee Package:	75	\$795	<\$55>

Tuition includes a textbook for each course. The package discount prices apply ONLY when registering and paying in full on or before the first day of class.

WHAT COURSES TO TAKE

If you currently do not have any appraisal education and are registering for courses you must complete **APP60 & USPAP** in order to fulfill the Trainee Requirements (75 Hours).

New! On Line Licensing Courses & Continuing Education Seminars



In addition to the courses found in this brochure we offer a variety of on line licensing courses and continuing education seminars. Please visit our website at www.AmericanSchoolNJ.com for complete details. Online Courses and Seminars Topics include;

- Appraisal Principles & Procedures
- 7 Hour National USPAP Update
- Sales Comparison Approach
- Preparing HUD & FHA Appraisals
- Foreclosures and Short Sales
- National USPAP – 15 hours
- Residential Cost Approach
- Income Approach to Value
- Mortgage Fraud
- And Many More....

Appraisal Course Outlines

APP60: Appraisal Principles and Procedures

• The Appraisal Profession • Real Estate Marketplace • The Appraisal Process • Building Construction • Data Collection • Site Valuation • The Cost Approach • Sales Comparison Approach • Reconciliation • Appraising Partial Interest

USPAP15: National Uniform Standards of Professional Appraisal Practices

• Professional Conduct • Ethics Rule • Management • Confidentiality • Record Keeping • Competency & Departure • Jurisdictional Exceptions • Supplemental Standards • Statements & Advisory Opinions • Definitions & Standards

2011-2012 Residential Appraisal Course Schedules

Fairfield Training Center

Day Courses - Monday to Friday - 8:30am to 4:00pm

APP60	December 12 to December 21, 2011
USPAP	December 22 & 23 (2011)
APP60	March 19 to March 28, 2012
USPAP	March 29 & 30 (2012)
APP60	June 18 to June 27, 2012
USPAP	June 28 & 29 (2012)
APP60	October 15 to October 24, 2012
USPAP	October 25 & 26 (2012)

APPRAISAL

Continuing Education Seminars

PURPOSE OF CONTINUING EDUCATION

The Purpose of Continuing Education activities is to ensure that the appraiser participates in a program that maintains and increases his or her skill, knowledge and competency in real estate appraising.

REQUIREMENTS

Appraiser **Trainees** are required to complete fourteen (14) hours of continuing education to renew their permit every year. **Licensed and Certified** Appraisers need to complete twenty-eight (28) hours of continuing education to renew their license every two years. Current licenses expire on December 31, 2011.

As part of your continuing education requirements appraisers must complete the seven-hour National USPAP Update Course once every two-years. All 7 hours counts toward the required 28 hours.

Please visit our website at www.AmericanSchoolNJ.com and see our complete list of approved online licensing and continuing education programs.

Note: Continuing Education Seminars must be at least 2 hours in length and have **no** final exam. Courses approved for Licensing and Certification may also be used for continuing education credit without the completion of the final exam. Hours are adjusted according to the information listed on the previous pages of this brochure.

Seminars Available:

Name	Credits	Approval #	Cost
USPAP 7 Hour Update	7	2010-1013	\$129*
FHA & VA Appraisal	7	2008-1008	\$109
Appraising 2-4 Families	7	2011-1015	\$109
Foreclosures & Short Sales	7	2011-1014	\$109

Package Price: Sign up for all four at a package price of only \$399 including materials*

2011-2012 Appraisal Continuing Education Seminar Schedules

Day Courses - 9:00am to 4:00pm

Fairfield Training Center

USPAP 7 Hour Update	December 12 (2011)
FHA & VA Appraisal	December 13
Appraising 2-4 Families	December 14
Foreclosure & Short Sales	December 15
USPAP 7 Hour Update	February 27 (2012)
FHA & VA Appraisal	February 28
Appraising 2-4 Families	February 29
Foreclosure & Short Sales	March 1
USPAP 7 Hour Update	April 30
FHA & VA Appraisal	May 1
Appraising 2-4 Families	May 2
Foreclosure & Short Sales	May 3
USPAP 7 Hour Update	July 30
FHA & VA Appraisal	July 31
Appraising 2-4 Families	August 1
Foreclosure & Short Sales	August 2

Additional Courses Available!

Insurance

Licensing Courses:

- Life, Accident & Health
 - Property & Casualty
 - Personal Lines
 - Title

Continuing Education:

- Classroom Seminars
- On-line Seminars *New!*

Designation Programs:

- CPCU • ARM • INS
- CLU, ChFC, CFP®, RHU & REBC

Securities Programs:

- NASD Series 6, 7, 24, 26, 63 & 66
- In-class, At-Home or On-line

Medical Certification:

- EKG & Phlebotomy
- Medical Administrative Assistants
 - Billing & Coding
- Electronic Healthcare Records
- Healthcare Instructor Certifications & More

Call 1-800-288-5154

For a Free Brochure
Or Visit Us On The Web at
www.AmericanSchoolNJ.com

HOW TO REGISTER (6 WAYS)

Please include a minimum deposit of \$100.00 for each licensing course. Full payment is required for all Continuing Education Seminars with your completed registration.

- 1) **MAIL:**
Complete the Registration Form and mail it to:
American School of Business
194 Route 46 East, Second Floor
Fairfield, New Jersey 07004. 
- 2) **FAX:**
Fax your completed registration form to **973-244-0246**.
Credit Card information must be provided and a signature is required. 
- 3) **PHONE:**
Call **973-244-0333** to register.
A Credit Card deposit is required for all phone in registrations 
- 4) **ON-LINE:**
Registration forms are available on-line by visiting our web site www.americanschoolnj.com 
- 5) **IN PERSON PRE-REGISTRATION:**
In person registration is available at our Fairfield training center during the following business hours:
Monday & Tuesdays from 8:30am to 6:30pm, and
Wednesday, Thursday & Fridays from 8:30am to 4:30pm. 
- 6) **SAME DAY REGISTRATION:**
Registrations will be accepted on the first session of class, provided there are openings for additional students. Pre-Registration is preferred. Call 973-244-0333 to check the status of the course you are interested in.

**CASH, CHECKS, and CREDIT CARDS
Are Accepted at All Locations !**

REFUND POLICY: Tuition will be refunded if a class is canceled or filled. **NO** tuition will be refunded for any reason on or after the first meeting of the class. If a pre-registered student wishes to drop out of a class, a written notice must be submitted 5 business days in advance of your original starting date, in order to receive a tuition refund minus a \$50 per course cancellation fee.

Note: There are no refunds or exchanges on Study Materials

TRAINING CENTERS

BLOOMFIELD: United Association of Realtors *New!*
375 Broad Street, Bloomfield, NJ 07003

FAIRFIELD: American School of Business
194 Route 46 East, Second Floor, Fairfield NJ

- 2 Miles West of Willowbrook Mall (Rte.23 & 80)
- 3 Miles East the intersection of Rtes.46, 280, & 80

VERNON: *New!*
325 Route 94, Vernon, NJ 07462

- Just Minutes from Mountain Creek
- Close to Route 23, Route 15 and Route 515

Directions to most of our training centers are available by visiting www.americanschoolnj.com

In addition to the courses and seminars listed in this brochure there are many programs now available online!

Mortgage Training Supplemental Study Materials!

National Mortgage Lending Exam Prep **Software: \$69**

A self-paced mortgage exam question and answer software application for aiding students as they study for their mortgage lending exam. Designed specifically for the national portion of the exams, this product was written by a team of experts all of whom are working professionals with up-to-date knowledge and experience in the industry. Key Features: 500 mortgage exam questions written in the style of the mortgage exam, Hundreds of highlighted glossary terms are available for quick reference within the questions and answers, Study tips to help your students prepare for their mortgage lending exam, All questions have rationales to help explain the concept behind the answer, Timed exams help simulate the real exam by developing time management skills between questions, All final exams are graded and categorized to help identify problem areas.

Mortgage Loan Originator Review Crammer **Workbook: \$45**

Review Crammer is designed to prepare you with the knowledge you need to pass the National Loan Originator Test, which is mandated by the Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (SAFE Act). Highlights include a thorough review of federal mortgage lending-related laws, including the Truth in Lending Act, the Real Estate Settlement Procedures Act, the Equal Credit Opportunity Act, the Fair Credit Reporting Act, and others; a summary of key concepts related to mortgage lending, for example, conforming vs. nonconforming loans, adjustable rate mortgages and nontraditional mortgage loan products, and general real estate terms; an overview of the mortgage loan origination process, including qualifying standards, loan programs, settlement procedures, and lending calculations; and a review of ethical issues, including a summary of laws related to fair lending and discussions on mortgage fraud and predatory lending.

New! Mortgage **Success Kit: \$80** Including the **Qualifier Plus IIIx Calculator**

- This all inclusive Success Kit contains the Qualifier Plus IIIx Calculator, a Comprehensive Student Workbook and Quick Start Tutorial CD.
- Mortgage Loan Qualifying Calculator for Real Estate Pro's
- Pre-qualify your clients so you can find them the most affordable mortgage or property. It is the easiest and most complete real estate finance calculator on the market.
- Features include easy qualification and instant mortgage finance solutions, complete taxes and insurance for true PITI payments, automatic sales price, down payment & amortization.

Real Estate **Math Master: \$35**

- Conquer your fear of math and prepare for your real estate exam
- Specifically designed to enhance your real estate math skills and build confidence for your Real Estate Sales Exam
- Contains more than 200 math problems covering key concepts
- Simulates the test-taking environment and prepares you to solve math problems in a time-intensive situation
- Built-in glossary in "review" mode

How to Order

1. Call 1-800-288-5154 to have your order shipped directly to your home or work address.
2. Check off the appropriate boxes on your registration form and mail or fax with payment.
3. There are no Refunds of Exchanges on Study Materials
4. Please add \$7 for Shipping and Handling

Mortgage Licensing & Continuing Education REGISTRATION FORM (Please Print)

To enroll, fill out completely and send with a minimum deposit of \$100. The balance is due on the first session of class. Continuing Education requires full payment.

Licensing Courses	Start Date	Location	Cost
<input type="checkbox"/> 20 Hour Safe Course*	__ / __ / __	_____	_____
<input type="checkbox"/> 7 Hour Exam Prep	__ / __ / __	_____	_____
<input type="checkbox"/> 4 Hour NJ Specific	__ / __ / __	_____	_____
<input type="checkbox"/> 3 Hour NY Specific	__ / __ / __	_____	_____
<input type="checkbox"/> 3 Hour PA Specific	__ / __ / __	_____	_____
<input type="checkbox"/> _____ Hour Package \$ _____			
Continuing Education	Date	Location	Cost
<input type="checkbox"/> 8 Hour SAFE CE	__ / __ / __	_____	_____
<input type="checkbox"/> 2 Hour NJ Primer	__ / __ / __	_____	_____
<input type="checkbox"/> 2 Hour NJ Law	__ / __ / __	_____	_____
<input type="checkbox"/> 12 Hour Package \$ _____			
TRAINING CENTERS: (Please check one)			
<input type="checkbox"/> Fairfield	<input type="checkbox"/> Other _____		

To order supplemental study materials, check the appropriate box(s) and send with full payment.

- | | |
|--|------|
| <input type="checkbox"/> National Exam Prep Software: | \$69 |
| <input type="checkbox"/> Review Crammer Workbook: | \$45 |
| <input type="checkbox"/> Real Estate Mortgage Success Kit | \$80 |
| <input type="checkbox"/> Real Estate Math Master | \$35 |

**Please
Add \$7
for S&H**

Name _____

Home Address _____

City _____

State _____ Zip _____

Day Phone _____

Evening Phone _____

NMLS # _____

Email _____

Make checks payable to:

American School of Business and mail to
194 Rte 46 East, 2nd Floor, Fairfield, NJ 07004

OR Apply \$ _____ to my Credit Card
(Visa, MasterCard, American Express or Discover Card)

Card Number _____	Expiration Date _____
Signature (Required) _____	Date _____

Note: Registrations are not confirmed. You will be notified if a class is canceled. We reserve the right to cancel a course due to insufficient enrollment. By signing above you have read and understand our school refund policy. *MTGREG2012*

*An additional fee of \$30 will be added to your tuition for the NMLS credit processing fee

