

## **INSTRUCTIONS FOR COMPLETION OF ON-LINE CE**

**The Kentucky Real Estate Education Foundation (KREEF) offers a variety of educational opportunities**

It is now possible to earn CE credit for real estate license renewal without leaving your home or office. KREEF offers KREC and ARELLO approved real estate CE credit for Internet-based courses. These courses may be entered and exited at your convenience. To earn CE credit, all course work must be completed in a 12-month period. **IMPORTANT: KREC's continuing education calendar year is January 1-December 31.**

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### **Course Fees:**

Course fees are based on the length of the course. For individual course fees, click on the Real Estate Campus logo (at the bottom of this page) and then click on courses (on the left side of the page). The course cost will be listed to the right of the course title.

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### **Customer Service:**

Content Questions: If you don't understand the material in the course, or have a question about what is covered, contact your instructor. You will be notified by e-mail within 48 hours of registration of your instructor's name and contact information. Should you wish to contact the instructor prior to receiving this information, please contact the KREEF at 800/264-2185.

Technical Questions: If you're having trouble getting your course to run, graphics don't appear, your computer crashes while running the course, or other system-type problems, call Technical Support Hotline at 1-888-213-5124.

All other questions, concerns, comments, contact your provider:

Kentucky Real Estate Education Foundation (KREEF)  
161 Prosperous Place, Lexington, KY 40509  
Telephone: 800/264-2185  
Fax: 859/263-7565  
E-Mail: [kreef@kar.com](mailto:kreef@kar.com)

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### **System Requirements:**

Courses run on Windows-based PCs. Browser requirements include Netscape Navigator 4.0 or greater, and Internet Explorer 4.0 or greater. You may still access the internet using your AOL account. But, the course works best with either Netscape or Internet Explorer as the browser. After connecting to the internet using AOL, minimize the window and launch either Netscape or Internet Explorer to continue working. To determine if your browser is compatible and set up correctly to take an online course, click on the Real Estate Campus logo (at the bottom of this page), click on courses (on the left side of the page) and click on browser test (at the top of the page).

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### **Deadlines/Registration Periods:**

Once you register for a course, you can begin immediately. The courses may be entered and exited at your convenience. To earn CE credit, you must complete the course by December 31<sup>st</sup>. **IMPORTANT: KREC's continuing education calendar year is January 1-December 31.**

**\*If you are enrolling to fulfill delinquent hours from the prior year, June 15<sup>th</sup> is the deadline date.**

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**Instructor:**

Since different courses may have different instructors, you will be notified by e-mail within 48 hours of your instructor's name and contact information. Should you wish to contact the instructor prior to receiving this information, please contact the KREEF at 800/264-2185.

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**Exams/Quizzes:**

Throughout the course, there are mini quizzes that you must complete before moving on to the next section. There is no additional homework or assignments but you must complete the entire course to receive continuing education credits. Kentucky does require a final exam at the end of the course and you must pass the exam with a 75% to receive the credit (***You can only retake the exam once***).

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**Library/Resource Information:**

Your instructor is your resource for questions regarding course content. For additional information, you can purchase self-study books/software by clicking on the Real Estate Campus logo (at the bottom of this page) and then click on bookstore (on the left side of the page).

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**Continuing Education Certificates:**

Upon completion of your course, you should contact the KREEF at 800/264-2185 to receive your continuing education certificate. You will be mailed an original continuing education certificate within 48 hours of notification of completion at no cost.

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**Course Completion:**

Students will have 12 months from registration to complete the course. During the course, you should feel free to contact our office at 800/264-2185 with any questions or comments.

Upon completion of the course, you will need to print the ARELLO Course Evaluation and Student Affidavit form (see link below) and fax or email the completed form along with your full name and address to the KREEF office at 859/263-7565 or kreef@kar.com. Upon receipt of the completed evaluation form and student affidavit, an original certificate will be mailed to the address you indicated. The date of completion is the date the exam is passed.

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**Course Evaluation:**

We hope you enjoy your on-line learning experience. We encourage you to provide feedback on your learning experience to ARELLO by visiting [www.arello.net](http://www.arello.net) and clicking on FEEDBACK. At the completion of this course, you will receive an evaluation form for your completion. The evaluation form must be completed prior to receiving your continuing education certificate.

ARELLO Course Evaluation – <http://www.kar.com/media/pdf/ARELLOEvaluation.pdf>

Student Affidavit – <http://www.kar.com/media/pdf/StudentAffidavit.pdf>

**IF THIS IS YOUR FIRST EXPERIENCE WITH ON-LINE EDUCATION, IT IS RECOMMENDED THAT YOU REVIEW THE BROWSER TEST, DEMO & FAQ'S PRIOR TO REGISTERING FOR AN ONLINE COURSE!**