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**Continuing Education Courses are Approved and Regulated by the Real Estate Commission, Division of Regulatory Agencies or the State Department of Education in various states.**

## **Distance Learning for Continuing Education Credit**

# **CATALOG #5-CE-19**

**Volume 5  
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**[www.vaned.com](http://www.vaned.com)**



**The mission of Van Education Center (VanEd) is to create quality, distance learning education courses for real estate and appraisal, mortgage and finance industries that meet the needs of students and the requirements of the real estate and appraisal industries. Our goal is to help protect the public interests by creating quality education programs that help real estate and appraisal licensees continually increase their professional competency while improving the quality of services delivered to the public.**

**We are an approved provider of continuing education courses in many states. For a complete list of these states and to determine what courses are approved, visit us online at [www.vaned.com](http://www.vaned.com).**

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## I. School Ownership and Faculty

Van Education LLC ("the School") is operated by Burton Lee and Jay Hilty, managing members. Real estate and appraisal instructors are available for questions Monday through Friday from 8:30 a.m. to 5:00 p.m. MST except for those days that land on a federal, state, or religious holiday. Real estate brokerage course enrollment and course registration are accomplished via the Internet at <http://www.vaned.com>. Questions should be sent to [cecredit@vaned.com](mailto:cecredit@vaned.com) and shall be answered as promptly as possible but, no later than the next business day. VanEd offers real estate and appraisal courses that meet the requirements of the Colorado Division of Real Estate and/or The Appraisal Foundation, the International Distance Education Certification Center and the various state boards of real estate and real estate appraisers. At present, the School offers Real Estate Appraisal, Real Estate Salesperson, Broker Associate (CO, TX, NE, OK), Employing Broker and Continuing Education courses.

In addition, Van Education Center provides the delivery of the GRI, Graduate REALTOR® Institute courses for REALTOR® Associations.

All GRI courses are delivered online through VanEd and are administered by approved association faculty.

Many GRI courses are also acceptable for equivalent or partial continuing education credit. The instructors oversee these courses. Students will receive a certificate listing both GRI and continuing education completion credit as appropriate.

## II. Fees and Enrollment

Students need internet access to take online courses. A student may select a course or courses and enroll online anytime from [www.vaned.com](http://www.vaned.com). Available courses are listed along with the corresponding credit hours associated with the course and the applicable tuition. Once a student has enrolled his or her student account will remain active and accessible by the login identification (username & password) established by the student. Students can pay securely online via credit card (Visa, Mastercard, Discover) or send a check through the mail to the VanEd office (5345 Arapahoe Avenue, Suite 7, Boulder, CO, 80303) to gain access to courses. *A \$30.00 service charge will be assessed upon the return of any check.*

**Courses are active for one full year after enrollment\*** (except in those cases where course content is replaced or updated entirely causing inactivation of an incomplete and/or expired course) and may be reactivated online after the first year for a small percentage of the original tuition fee.\*\*

\*Oklahoma Licensees: Per OREC regulations, courses are active for a period of 6 months, and may be reactivated online after the first 6 months for a small percentage of the original tuition fee.

\*\*Coursework which has been significantly changed by the Commission has a hard expiration date, with no option for reactivation; when applicable, students will be transferred into the updated version.

VanEd offers non-credit Adult Education courses as well as a Debtor's Education course required for citizens filing for bankruptcy on the site [www.vaned.com/bankruptcy](http://www.vaned.com/bankruptcy). For students filing for bankruptcy and needing proof of completion of the required education to present to the course, they may take this course in all jurisdictions except for the State of Oregon. For students who cannot pay the bankruptcy course fee due to financial strains, VanEd will provide a promotion code to waive the course fee.

## III. Grading Policy

Students must complete all portions of the course including any quizzes, assignments, and final exam that is administered. Students must pass quizzes and satisfactorily complete assignments (along with any applicable state timing requirements) prior to receiving access to the final exam where a passing score of 75% (**or as otherwise**

**noted in the Course Description, depending on State Regulations)** must be achieved to receive credit. Exams are taken online or live in front of an approved Proctor with results being posted immediately. In the event the student does not receive a passing final exam score on the first attempt, the exam may be taken again (**exact availability is subject to current state regulations**); however, online student will be notified that instructors are available for assistance. An instructor may attempt to contact any student who fails to pass a final exam on multiple attempts to go over any subject area the student does not fully comprehend.

Since most courses are offered through online home study (individualized instruction method), the student is able to work at his/her own time and speed (depending on state regulation). The School shall maintain a student progress report on each student showing active course, completed courses, dates when each exam was taken and scores given. Student will have access to their progress reports online at any time. Students are able to complete any course, and access said course material at any time after course completion for review and study until the course becomes inactive due to outdated material and/or has been replaced with a new version for up to a year after course registration. If VanEd provides seminar instruction for CE credit, any students enrolled in any seminar delivered live must pass any live exams given and remain in the seminar for at least 50 minutes of each hour of instruction in order to receive CE credit for the program. Students will always be able to access their completion certificate.

#### **IV. Refund Policy**

The School shall refund all tuition and fees upon the student's request to terminate in the event a student fails to enter the course within 30 days of registration and payment\*. After thirty (30) days of registration and payment for CE credit and designation program courses no refund shall be given.\*\* Textbooks and/or online ebooks are non-refundable.

There shall be a full refund of tuition and fees paid in the event that the School discontinues a course or program of education during a period of time within which a student could have reasonably completed the same, except that this provision shall not apply in the event that the School ceases operation.

*The School does not recognize any postponement of starting date relative to the students' right to receive a refund. Starting date is the earlier of the date the student first enters the course or the day the student makes payment of or toward tuition.*

**\*No refunds shall be given in the event that a course or package certificate has been issued.**

**\*\*If the school sponsors CE credit for a classroom course, refund requests must be made before the classroom date and directly through the Host. Any student unable to attend the classroom course who does not request the refund prior to the classroom date will be transferred to the online version of the course (if applicable). If no online version is available, no refund will be given.**

All refunds shall be made within 30 days following a student's withdrawal/termination.

#### **Transfers**

The School may, at their own discretion, allow students the option to transfer a course to another of equal or lesser credit value. If there is a significant price difference however, the student may be responsible for the remaining balance in order to transfer to the new course.

#### **V. Termination and Complaint Procedures**

Students may have their enrollment terminated by the School for the following reasons:

1. Non-payment of tuition.
2. Student gives notice to the School to terminate.

3. Disruptive behavior during personal instruction or abusive behavior directed at VanEd personnel.

*Students who have a complaint concerning the School must file their complaint with the Private Occupational School Board, Real Estate Commission or Appraisal Board where appropriate within two (2) years from the date the cause of action arose.*

## **VI. Course Reporting**

VanEd provides real estate continuing education throughout numerous states, including (but not limited to): Colorado, Florida, Missouri, Nebraska, Oklahoma, Oregon, South Dakota, Texas, and Washington. Every State Commission/Department of Education has different regulatory requirements surrounding Provider/Licensee reporting. It is the licensee's responsibility to complete coursework in a timely manner (with enough time for the provider to report their completions and for the respective Commission to register the completion) and to understand the regulations surrounding reporting. In order for VanEd as the Provider to report your completions in a timely manner, it is imperative that licensees provide VanEd with the correct license number when prompted. **Providing the wrong license number may result in a delay of the reporting process or even the expiration of your license if the error is not caught in time.** It is HIGHLY recommended that you complete and submit (if applicable) your classes no later than 10 days before your expiration date. VanEd is not responsible for any late or penalty fees assessed by any State Commission. For the states where VanEd is responsible for reporting, completions are typically reported within 2-3 business days, but licensees should note that Providers may take additional time (see below for reporting times):

Colorado	No reporting required
Florida	30 days during a non-renewal month; 10 days during a renewal month (March & September)
Missouri	10 days
Nebraska	10 days
Oklahoma	7 days
Oregon	No reporting required
South Dakota	10 days
Texas	10 days
Washington	No reporting required

## **VII. Course Content**

All Courses are created to help real estate and appraisal professionals keep current with the necessary knowledge needed to be effective in their respective industry. VanEd will continue to add new courses and review/update current courses. Prior to being offered for credit, all CE-credit courses are approved by appropriate state-specific real estate, mortgage, and appraisal boards and/or commissions, as well as any other regulatory agency necessary to ensure compliance.

In our ongoing commitment to the highest quality educational programs, our business plan includes resources devoted to supporting the education programs and courses offered by VanEd. These resources including providing administrative and technical staff to ensure that students are able to adequately register for and complete any VanEd program. Support staff continually monitor our programs and courses to ensure that the instructional design and information is updated and timely. Instructional support is available to students for each VanEd course offering.

Current courses can be seen online at <http://www.vaned.com>. Scroll over **Real Estate**, and click on **Continuing Education & GRI**, select your state of interest and look through the course list. This will give you a list of all the current Continuing Education offerings at VanEd.

Thank you for your interest in Van Education Center. If you have any questions, please email us at [cecredit@vaned.com](mailto:cecredit@vaned.com).