

**ALL CLASSES HAVE A MINIMUM AND  
MAXIMUM REQUIRED NUMBER OF  
STUDENTS.**

**Registration Form**

You can fax, e-mail, or mail registration:

Fax 606-789-5414,

E-mail [pdbrown@RBandW.com](mailto:pdbrown@RBandW.com)

P.O. Box 1720, Paintsville, KY 41240

Name: \_\_\_\_\_

Last 4 digits S.S.#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_

Real Estate License # \_\_\_\_\_

State(s) Licensed : \_\_\_\_\_

Appraisal License #: \_\_\_\_\_

State(s) Licensed: \_\_\_\_\_

Other License #'s: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Place of Work: \_\_\_\_\_

**Limited Class Size- IF YOU WANT TO ATTEND,  
PLEASE PRE-REGISTER AS CLASS IS LIMITED  
IN SIZE!!**

Class(es) You Are Enrolling For:

***MAKE SURE YOU KNOW LOCATION & TIME OF CLASS***

Class	DATE
_____	_____
_____	_____
_____	_____

Total Due \$ \_\_\_\_\_

*Master card and Visa accepted.  
Personal checks accepted  
Call Barb 606-789-8119 with questions*

*By signing this registration form you are confirming, " I am aware each state has various class requirements and I have checked with my state to confirm these requirements. I have read and understand RBW class registration, cancellation and other policies: (It is student's responsibility to know, understand and confirm their state's education, order of education, licensing, continuing education and other requirements. Some states have requirements about taking the same course in multiple years, it is student's responsibility to know their educational needs and state requirements.)*

*Student Signature: \_\_\_\_\_*

*Date: \_\_\_\_\_*

**Regulations require all classes begin promptly  
so please be on time! CHECK TIME OF EACH  
CLASS !!!**

***School Policies and Requirements***

- All classes are open to all students. NOTE: Continuing education classes COUNT as continuing education only and not toward initial licensing.*
- Students must complete registration form and make payment prior to beginning of classes.*
- Some classes may have prerequisite requirements- See each class as offered for any prerequisites IF NOT LISTED THERE ARE NONE.*
- All students must be present for all class time in order to receive credit for class. Students who miss class time must re-take course.*
- Students will be given a certificate at completion of each class for their records. Students are required to maintain certificates and forward to applicable regulatory body. RBW will also maintain class rosters and will forward to applicable regulatory bodies.*
- Students who are absent, tardy, and or drop out of any class, are required to start at beginning of next class- partial credit is not allowed.*
- Continuing education classes do not allow for carry over or granting of prior credit.*
- It is the student's responsibility to forward all certificates to necessary / required state agencies.*
- Refund Policy: If student cancels attendance to class less than 7 days prior to class, sorry no refund will be made.*

- Continuing education courses must be taken on an annual basis based upon regulatory body requirements.
- Student records are maintained by RBW Educational Services. All requests for transcripts must be in writing. All requests will be processed within 48 working hours of receipt (M-F).
- Class fees and book fees are listed with each class.
- Redd, Brown & Williams is NOT responsible for confirming student's current standing with the State Real Estate Commission, or State Appraisal Board, or State Insurance Commission. The student is responsible to contact the appropriate board to check what courses they need, the status of their license, etc...
- All provided Redd, Brown & Williams Educational Services classes are approved by the appropriate regulatory bodies in the State of KY. Student is responsible to inquire to other states if credit is needed.
- Classes are offered and scheduled based upon demand and need of local real estate, appraisal, and insurance professionals. If you do not see a class on schedule or need education not provided, please contact Redd, Brown & Williams and we will do all we can to assist you.

### Student Protection Fund

KRS 165A.450 requires each school licensed by the KY Commission on Proprietary to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims against the Student Protection Fund". This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov). Other states have similar regulatory authorities and Funds. Contact your state for applicable regulations. \*\*It is student's responsibility to know, understand and confirm their state's education, order of education, licensing, continuing education and other requirements

### KY Commission on Proprietary Education

Any student who wants to file a complaint with the KY Commission on Proprietary Education can go to their web site and complete applicable form. [www.kcpe.ky.gov](http://www.kcpe.ky.gov)

*Questions:  
Call Redd, Brown & Williams*

606-789-8119

E-mail: [pdbrown@RBandW.com](mailto:pdbrown@RBandW.com),

Sampling of Other Courses Potentially Offered - IF YOU HAVE A SUBJECT YOU WOULD LIKE TO SEE ON SCHEDULE, RBW WILL ADD CLASS – JUST ASK !!

### Real Estate

- Real Estate Continuing Education Courses Offered throughout year
- Real Estate Pre-License Courses offered as demand indicates
- Broker's courses offered based upon demand
  - \*Other courses added as needed

### Appraisal

- Appraisal Pre-License Courses offered as demand indicates
  - Income Approach (CE Course- 7 hours)
  - Cost Approach (CE Course 7 hours)
- AMC and Appraisal Regulatory Requirements (CE Course 7 hours)
- Ordering and Reviewing Appraisals (CE Course 7 hours)
  - USPAP- Current Year
  - \*Other CE courses added as needed

### Insurance

- CE courses added as needed

### Bank/ Lender

- Handling OREO Property
- Residential Appraisal Review
- Commercial Appraisal Review
- Ordering Appraisals and Flood Determination
- Uniform Standards of Professional Appraisal Practice
  - Appraisal Management
- Talking the Language- Understanding Appraisal and Real Estate Language and Terms
  - Dealing with potential "Bias" issues
- Dealing with Appraisal Management Companies
- Preparing real estate and appraisal departments for annual regulatory audits
- Board of Director Responsibilities regarding Appraisal and Real Estate Issues

**\*\* THESE ARE ONLY A SAMPLING OF EDUCATION OFFERED. If additional information is needed please contact Redd, Brown & Williams Real Estate Services**

It is student's responsibility to know, understand and confirm their state's education, order of education, licensing, continuing education and other requirements

*Questions:*

*Call Redd, Brown & Williams  
606-789-8119*

E-mail: [pdbrown@RBandW.com](mailto:pdbrown@RBandW.com),

Listing of Additional Classes Offered During Annual Calendar Year- NOTE: EACH CLASS IS OFFERED AND SCHEDULED BASED UPON DEMAND.

### REMINDERS !!

Real Estate Commissions, State Appraisal Boards, Insurance Commissions, State Commissions on Proprietary Education and other regulatory authorities have strict class requirements. RBW is required to adhere to regulatory requirements of all applicable regulatory bodies. A few reminders of class requirements are:

- Cell phones must be to be turned off
  - No Texting during class
- Restrooms are located in each facility and students should return to class ASAP.
- Refreshments are served and are available anytime during class
- Please direct all communication to instructor
- No other reading materials are allowed but course outline/materials.
  - No lap top computers during class.
- Per KREC requirements: Students returning 10 minutes late from lunch or breaks will not be allowed to return to the classroom.
  - Class monitor, if applicable
    - Break every hour
- Lunch schedule is typically for an hour

- Evaluations will be completed at end of each class

***THANK YOU FOR YOUR PARTICIPATION.  
If Redd, Brown & Williams Real Estate Services can be of assistance at anytime, please feel free to contact RBW.***

**[www.RBandW.com](http://www.RBandW.com)**

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It is student's responsibility to know, understand and confirm their state's education, order of education, licensing, continuing education and other requirements. Call your state regulatory authority if you have questions regarding state requirements.

**You must PRE-REGISTER FOR ALL CLASSES TO GUARANTEE YOU HAVE A SPOT IN CLASS.**

**ALL CLASSES HAVE A MINIMUM AND MAXIMUM REQUIRED NUMBER OF STUDENTS.**