

Congratulations on purchasing your pre exam course. The first thing you need to do is fill out the student contract. Make sure to include your full name as you want it on your real estate license, home address including city, state and zip code and social security number. This information will be reported to the MREC (Missouri Real Estate commission) upon successful completion of the course. Next print the time sheet as you are required to keep track of the amount of time you spend studying. Remember you are getting credit for 48 hours but many people spend far more time on it. You will be prompted for this information at the end of the course. You will not be able to get a completion certificate until you do:

1. Student contract
2. Time sheet
3. Proctor form
4. Successfully pass our test (\$75% or better)

To get started here are some pointers. Remember the state exam you take is going to be 2 parts. You have to pass both parts with a score of 75%. One part of the test is on general real estate information. This information is covered in the text book, *"Real Estate Fundamentals"*. The book is being sent to you via priority mail. While you're waiting on it to arrive you can begin studying the Missouri License law. If you want to read the entire license law click on this link: **[MREC Statutes and Rules](#)**

After you finish reading it or if you opt not to read it the license law summary covers the information you need to learn to pass the state part of the test. It is in the study material below. There are also some practice tests on both the license law and general real estate information to help prepare you for the test.

When your package arrives and you're ready to start on the book - one of the first things you need to do is review the glossary in the back of the book (page 350). You need to know the language to be successful.

As soon as you're familiar with the glossary start reading.
At the end of each chapter is a test. On a separate piece of paper do the test. This will let you go back and take it over if you want to. Once you have completed it go to the back of the book and grade yourself. Each question will have the correct answer and the page number to find the information is beside it. If you miss the question go back to the page and read it again.

The first chapter covers an introduction to the real estate business. Review it but you won't need to spend a lot of time on it.

Starting on chapter 2 you need to get serious. Read each chapter. Make notes, highlight or write in the margins anything you want or need to do to remember. When you take the test and you miss a question, make a note of it or highlight it. Whatever way will help you to remember the material.

When you get to the math section you'll find the t-chart will be helpful. It is just like it says on it. The part number goes on the top, the whole number goes on the lower left and the % goes on the bottom right. If you need help you can email me. If someone says you are selling a house for \$125,000 and the commission rate is 6% how much is the total commission you would put 125000 on the lower left and take it times 6% on the lower right to get 7500 on the top. If you knew the commission was paid and the total price was 125000 you'd put 7500 on the top and divide it by 125,000 to get 6%.

Right after math you will find a practice exam. It is over the entire book – remember the answer key is at the very back of the book (page 395) with the correct answers and where to find the information.

The rest of the links are for practice tests other than the last link. It is to the MREC web site. Once you cover all of the study material and take the practice tests you should be ready for our final exam. It can be done online. You can also do a paper copy (included in the package in a separate envelope). If you do the paper copy I do not want the entire test. Only the 1 page answer sheet please. Either way your proctor (any disinterested third party) must be present when you take the test and attest either on the web page or on the form in your envelope stating you did the book closed book and they witnessed it. Once you pass it your certificate of completion will be available to you on the web page or if you send paper copies it will be issued within 24 business hours of receipt. You have 6 months to take the state test and pass both parts, complete the practice course; get your fingerprinting done and make application for your license. The 6 months start on the date you pass the exam. If you pass one part and have to retake the second part the date starts on the date you pass the first part. If you have any other questions please let us know.