



## ONLINE EDUCATION OVERVIEW/POLICIES AND PROCEDURES

Click [here](#) for an explanation of your CT continuing education requirements.

**By registering for any Online Course through CTR you are indicating that you understand/agree to the following policies and procedures:**

### **COST/EXPIRATION:**

Courses are currently priced at \$40 for any 3-hour course and \$60 for any 6-hour course. Online exam prep designed for both Salesperson and Broker candidates is also available through REcampus for \$59.95. Once you have completed the registration process, you will receive an e-mail confirmation for your records.

You will receive 12 months to complete courses through REcampus 6 months with Hondros Learning and 45 days with Keynote. Please keep license renewal deadlines (where CE is required) in mind when taking an online course:

**Brokers - March 31, EVEN YEARS only**

**Salespeople - May 31, EVEN YEARS only**

### **CERTIFICATE OF COMPLETION:**

Completion notices will state which course(s) you took, how many credits the course(s) were approved for, and the completion date. If your broker/office requires proof of your CE for license renewal, please supply them with a copy of the notice.

**RECampus:** You will receive a Completion Notice by e-mail within 3 weeks of completing a course.

**Hondros Learning:** You will be able to print your Certificate of Completion at completion of course.

**Keynote:** You will be able to print your Certificate of Completion at completion of course.

### **ONLINE COURSE - FINAL EXAM:**

While the state of CT does not require final exams, some online providers have periodic testing throughout the course to ensure you remain engaged through the entire course.

### **CANCELLATIONS/REFUNDS:**

Once you have registered/purchased a course there are **no refunds**. Please make sure you've read all of the necessary information before making your purchase final.

### **SYSTEM REQUIREMENTS:**

Please be sure to review the most current system requirements for all Online CE providers.

### **TECHNICAL SUPPORT:**

Please call the Technical Support Hotline if you are encountering difficulties such as the following: difficulty in viewing course provider's website or placing an order, problems loading or viewing your online course or software product, or other system-type problems.

<p><b><u>REcampus: 1-888-213-5124</u></b>  Monday – Friday 8:00am to 10:00pm  <a href="mailto:REtechsupport@dearborn.com">REtechsupport@dearborn.com</a> All emails will be answered within 24 hours, including weekends.</p>	<p><b><u>Hondros:1-866-455-3278</u></b>  Monday – Friday 9:00am – 7:00pm and  Saturdays 10:00am – 3:00pm.  Email support is located under Contact/Support and all emails will be answered within 24 hours on weekdays.</p>	<p><b><u>Keynote: 1-469-607-1600</u></b>  24 Hour Support</p>
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### **ADMINISTRATIVE QUESTIONS:**

Contact AbbyKrist, CTR's Manager of Political and Professional Programs at 860-566-8688 or e-mail at [Abby@CTRealtors.com](mailto:Abby@CTRealtors.com)

### **CONTACT THE CTR OFFICE WITH ANY QUESTIONS**

PHONE 860-566-8655 ♦ FAX (860) 290-6615

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