



Course Catalog

2023

**BATON ROUGE
CAMPUS**

**METAIRIE
CAMPUS**

**VIRTUAL
LIVE STREAM**



Real Estate Courses

2023

**BATON ROUGE
CAMPUS**

**METAIRIE
CAMPUS**

**VIRTUAL
LIVE STREAM**



VIRTUAL Campus



Real Estate 101 & 201 Class Schedule

(Tuition INCLUDES PDF Book, Materials, & Complete Online Access)

EVENING COURSES

Monday & Thursday Evenings

6 Weeks*

6:00pm–9:00pm

*Ask us about our exam retake program where
Donaldson pays your re-take fee IF you fail the license exam!!****

REGISTER ONLINE:

DonaldsonEducation.com

Or Contact us for More Information

**Call or Email One of Our Friendly and Knowledgeable
Customer Service Representatives**

PHONE:
504-456-1785

EMAIL:
info@donaldsoneducation.com

Campus Address:

Donaldson Virtual Campus

LIVE Instructors to You – All Online!

Offers not valid for students who have already paid or are currently enrolled in classes. Tuition may differ by campus location. Must pre-register and pay tuition in full by end of month printed to guarantee tuition as printed and/or advertised. Certified LREC School #0024 *Class may not meet every day. Due to COVID-19 restrictions some class meetings may take place virtually. Weeks listed are approximated based on typical calendar. Classes classified as combination courses with LREC and will require additional online homework. Updated 03/23 ***Must meet program requirements.



BATON ROUGE Campus



Real Estate 101 & 201 Class Schedule

(Tuition INCLUDES Books, Materials, & Complete Online Access)

DAY COURSES

Monday - Friday Daytime

2 Weeks*

9:00am–4:00pm

EVENING COURSES

Monday & Thursday Evenings

6 Weeks*

6:00pm–9:00pm

*Ask us about our exam retake program where
Donaldson pays your re-take fee IF you fail the license exam!!****

REGISTER ONLINE:

[DonaldsonEducation.com](https://www.DonaldsonEducation.com)

Campus Address:

7732 Goodwood Ave., Suite 202 (Upstairs)

Baton Rouge, LA 70806

PHONE: 225-746-8035

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METAIRIE Campus



Real Estate 101 & 201 Class Schedule

(Tuition INCLUDES Books, Materials, & Complete Online Access)

DAY COURSES

Monday - Friday Daytime

2 Weeks*

9:00am-4:00pm

EVENING COURSES

Tuesday & Thursday Evenings

6 Weeks*

6:00pm-9:00pm

*Ask us about our exam retake program where
Donaldson pays your re-take fee IF you fail the license exam!!****

REGISTER ONLINE:

DonaldsonEducation.com

Questions?

Call or Email One of Our Friendly and Knowledgeable
Customer Service Representatives:

Greater New Orleans
504-456-1785

Toll Free Statewide
1-800-257-2741

Email:
info@donaldsoneducation.com

Campus Address:

2601 N. Hullen St., Metairie, LA 70002

Offers not valid for students who have already paid or are currently enrolled in classes. Tuition may differ by campus location. Must pre-register and pay tuition in full by end of month printed to guarantee tuition as printed and/or advertised. Certified LREC School #0024 *Class may not meet every day. Due to COVID-19 restrictions some class meetings may take place virtually. Weeks listed are approximated based on typical calendar. Classes classified as combination courses with LREC and will require additional online homework. Updated 03/23 ***Must meet program requirements.

Real Estate License Exam Preparation Course

***This Course is Specifically Designed to Help You
Pass the Real Estate Licensing Test***

***We have the Information You Need to Pass the
Real Estate Licensing Test the First Time!***

***Tuition includes License Prep Book, Practice
Test and our Exclusive Written Guarantee
that if you Fail the License Exam, we
will Pay Your Retake Fee!!!****

(See Page 3 of Brochure for Details)



Real Estate License Exam Preparation Course Outline

DAY ONE: State Test

- I. Diagnostic Pre-Test Analysis
- II. Examination Strategies
 - A. Mental and Physical Preparation
 - B. Following Directions
 - C. Pacing
 - D. Analyzing Test Questions Correctly
 - E. Overall Exam Strategy
- III. Review of State Test
 - A. Duties and Powers of the LREC
 - B. Licensing Requirements
 - C. Statutory Requirements Governing the Activities of Licensees
 - D. Louisiana Civil Law System
 - 1. Property
 - 2. Rights in Immovables
 - 3. Ownership
 - 4. Transfer of Ownership without a Broker
 - 5. Obligations and Contracts
 - 6. Sales
 - 7. Privileges and Mortgages
 - 8. Leases
 - E. Louisiana Law of Agency
- IV. Over 200 Practice Questions

DAY TWO: National Test

- I. Diagnostic Pre-Test Analysis
- II. Examination Strategies
 - 1. Mental and Physical Preparation
 - 2. Following Directions
 - 3. Pacing
 - 4. Analyzing Test Questions Correctly
 - 5. Overall Exam Strategy
- III. Review of National Test
 - 1. Property Ownership
 - 2. Land Use Controls and Regulations
 - 3. Valuation and Market Analysis
 - 4. Financing
 - 5. Principles of Agency
 - 6. Property Disclosures
 - 7. Contracts
 - 8. Leasing and Property Management
 - 9. Transfer of Title
 - 10. Practice of Real Estate
 - 11. Real Estate Math Review
- IV. Diagnostic Post Test Analysis
- V. Over 200 Practice Questions

INFORMATION / REGISTRATION

Greater New Orleans Area
(504) 456-1785

Greater Baton Rouge Area
(225) 746-8035

Nationwide Toll Free
1-800-257-2741

Online
DonaldsonEducation.com

Test Study Materials Included in Course**

The Following Test Study Materials are included in the Course Tuition:

1. Study Guide to Passing the National Real Estate Exam
2. Study Guide to Passing the State Real Estate Exam
3. Hundreds of Practice Questions to help you prepare!
4. Bonus access to online content including audio, video, and MORE!

HOW TO PASS THE LICENSE EXAM THE FIRST TIME

We feel your best chance of passing the Real Estate License Exam the first time is to attend Donaldson's pre-license course and our License Prep Program. In fact, we have created an entire "Donaldson System" to ensure that students have the BEST chance to pass the exam the very first time. We are truly invested in YOUR success!

Most students fail for one of the following reasons:

1. Attendance at a school that does not prepare you properly
2. Use of improper or outdated materials
3. Failure to follow the "Donaldson System" which includes the License Prep Course
4. Taking too long to take the course or waiting too long after taking the course to take the test

**We are so confident that if you take our License Prep Course and
Take the Test on a Timely Basis that you will pass:
*We will pay your retake fee if you fail!!!****

THE "License Prep Guarantee"

Any student that takes the complete "License Prep Course" and fails both sections of the license exam will have the \$80 fee to retake the test paid by Donaldson for up to 2 retakes. If a student passes one part and fails, the other part Donaldson will pay only ½ the retake fee of \$40.

To be eligible for the first refund the student must do the following:

1. Complete the entire course within the course schedule: two (2) weeks if a full day class, four (4) weeks if a half-day class, or eight (8) weeks if a night class. The Donaldson final exam must be passed within one (1) week of the scheduled course end date on the student's attendance record. Online students must complete within their original contract with no extensions.
2. Final exam **MUST** be completed and passed with a score of 75% before license prep course.
3. Attend the License Prep Course within 4 weeks of completing the pre-license course.
4. Take the PearsonVue licensing exam within 15 days of taking the License Prep Course.
5. Sign a sworn statement that you read all course materials a minimum of 3 times.
(This is done on the Honor System.)
6. Sign a sworn statement they studied in a library for a minimum of 5 hours the day before the exam.
(This is done on the Honor System.)
7. Bring or fax notice of failure from PearsonVue to Donaldson office within 3 business days of failure.
8. Upon doing the above, the retake refund request will be submitted to the accounting office for processing and student will be issued a check within two weeks.

To be eligible for the second refund the student must do the following:

1. Retake the test within 14 days of first failure
2. Bring or fax notice of failure from PearsonVue to Donaldson office within 3 business days of failure.
3. Upon doing the above, a student will be issued a refund.

Failure to follow any one of the above disqualifies the student from receiving the refund. No exceptions for any reason.

Three Convenient Ways to Register:

<u>By Phone</u> (504) 456-1785 (225) 746-8035 1-800-257-2741	<u>In Person</u> Donaldson School 2601 N. Hullen Street Metairie, LA 70002	<u>Online</u> DonaldsonEducation.com
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**Take this Course
and fail the
License Exam
WE
Pay Your Retake Fee*
(\$80 value!!)**

(Up to 2 Retakes)

**Exam Prep Course Tuition:
\$125**

(\$135 at door)

Includes all Test Study Materials
**PLUS our Written Guarantee to Pay Your
Retake Fee if You Fail The Exam***

Campus Locations:

Metairie • Baton Rouge • Virtual

**To see current schedules or
to sign-up for the course
please visit:**

DonaldsonEducation.com/license/

Questions? Call Us!

Customer Service:

(504) 456-1785 or (225) 746-8035

Donaldson Real Estate School
Metairie Campus
MATH LAB – PRORATIONS AND RATIOS
All day math-specific instruction!

*This is THE one-day workshop you will need to survive
the math section of the state exam.*

Math Lab

Math Lab Part 1 Covers:

- *Strategies for Solving Word Problems*
- *Decimals and Fractions*
- *Percentages*
- *Commissions*
- *Calculating Interest*
- *Discount Points*
- *Calculating Profit*
- *NOI and Depreciation*

Math Lab Part 2 Covers:

- *Loan Payments and Factors*
- *Prorations*
- *Property Tax*
- *Transfer Tax*
- *Property Measurement*

Math Lab is held on
MONDAYS
1 DAY CLASS
9:00am – 4:00pm

For Registration / Information

Call or Email One of Our Friendly and Knowledgeable Customer Service Representatives

Phone:
Greater New Orleans
504-456-1785

Email:
info@donaldsoneducation.com

or register online:
[DonaldsonEducation.com/license/](https://donaldsoneducation.com/license/)

*Offer not valid for students who have already paid or are currently enrolled in classes. Math Lab dates scheduled to change always check with DES staff to confirm. Tuition may differ by campus location. Must pre-register and pay tuition in full to guarantee special rate. Certified LREC School #0024. "Math Lab" classes attended may count towards credit as combination courses with LREC, all requirements will need to be met to receive any course certificate. "Math Lab" is intended as an optional supplemental course and may incur additional cost. 03/2023.



Mortgage Courses

2023

**BATON ROUGE
CAMPUS**

**METAIRIE
CAMPUS**

**VIRTUAL
LIVE STREAM**



20-Hour Mortgage Loan Originator SAFE Comprehensive Course

NMLS Approved – New and Updated for 2023!

THE Essential Course For Every Mortgage License Applicant

*This easy to understand, hands-on course
will provide you with the keys you'll need to
successfully pass the state mortgage exam.*

❖REGISTER NOW

❖SEATING IS LIMITED

❖CLASSES SELL OUT QUICKLY

Live Courses and Virtual!
Metairie - Baton Rouge - Virtual

20-Hour Mortgage Loan Originator SAFE Comprehensive Course

"It was lively with great instruction. I learned more about the business than I expected... having an experienced person who has a great teaching style. The instructor was very articulate... he knew his business!" – G. K.

"Well planned. Informative. I left with confidence, ready to enter the mortgage world." – N. R.

Learn from an Experienced Loan Originator.

Each and every instructor on staff here at Donaldson is a Licensed Loan Originator, and has a wealth of experience to assist you in preparation both for the exam and your career. Every Donaldson instructor is evaluated by every student in every class session. Either they are GOOD or they are GONE - PERIOD. Come see for yourself, register for your mortgage pre-license course Today!

On July 30, 2008, the Housing and Economic Recovery Act (HERA) of 2008 was signed into law by President George W. Bush, marking a significant component of mortgage reform. Title V of HERA is better known as the **Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (SAFE Act)**. It establishes national minimum standards for mortgage training, including prelicensing and annual continuing education.

This **20-Hour Mortgage Loan Originator SAFE Comprehensive Course** uses the *Mortgage Lending Principles and Practices, 12th edition* textbook, which was designed to meet the core criteria established by the SAFE Act for national mortgage loan originators, including three hours on federal lending legislation—including recent changes to the Truth in Lending Act and the Real Estate Settlement Procedures Act as a result of the Mortgage Disclosure Improvement Act—three hours on the critical topic of fair lending and ethics, and two hours on nontraditional lending products. In addition, the text presents elective topics selected to give students the information they need to successfully enter the mortgage lending field. This course provides a primer on the primary and secondary mortgage markets, as well as a review of the economic, legal, and valuation aspects of the real estate market. This course also details types of loan products and finance instruments—including conventional, government, and nontraditional financing tools—available today. Students will also learn the fundamentals of the residential mortgage lending process - from pre-qualifying potential borrowers, to understanding appraisals, to closing a loan.

Upon completion of this course, students will be able to:

- Discuss disclosure provisions of federal laws related to mortgage lending.
- Identify procedures to protect the privacy of consumers as required by federal law.
- Define education requirements for mortgage lending professionals.
- Define ethics and discuss the purpose of codes of ethics.
- Discuss various anti-discrimination laws.
- Identify protected classes and practices in relation to fair housing and lending.
- Recognize indicators of mortgage fraud.
- Identify predatory lending practices.
- Identify the characteristics of a conventional loan.
- Contrast conforming and nonconforming loans.
- Identify qualifying standards for FHA-insured loans.
- Identify qualifying standards for VA-guaranteed loans.
- Identify guaranteed and direct loan options available through Rural Development.
- Describe the advantages and disadvantages of buydown plans.
- Identify the elements that make up an adjustable rate mortgage.
- Discuss agency guidelines on lending and subprime loans.
- Identify historical events affecting today's mortgage industry.
- Contrast the primary mortgage market and secondary mortgage market.
- Define the various roles that mortgage professionals play.
- Identify the steps in the loan process.
- Discuss the information necessary to complete a standard loan application.
- Identify criteria for evaluating borrowers.
- Calculate income and total debt ratios.
- Define the purpose of different types of mortgages.
- Identify typical mortgage clauses.
- Discuss the use of private mortgage insurance.
- Identify the essential elements of a valid contract.
- Distinguish among the different forms of deeds.
- Discuss various types of liens and easements and their impact on property.
- Describe how several broad factors and specific principles impact the value of property.
- Identify the steps necessary to complete a real estate appraisal.
- Contrast the three appraisal approaches used to arrive at an opinion of value.



20 Hour Mortgage Loan Originator SAFE Comprehensive Course

NMLS Approved* – Meets All Licensing Requirements!

Tuition:

LIVE: \$395 /VIRTUAL: \$375****

You May Change Classes without Penalty / Full Refund if You Cannot Attend^

TUITION INCLUDES:

Class and full instruction

Textbook and course materials

PLUS all course reporting fees due to NMLS

(That's over \$125.00 in costs INCLUDED in tuition!!)

Campus Locations:

Metairie • Baton Rouge • Virtual

**To see current schedules or
to sign-up for the course
please visit:**

DonaldsonEducation.com

Have a Question or Want to Register?

Call or Email Us Anytime:

Phone: 504-456-1785	Toll-Free Phone: 1-800-257-2741	Email: info@donaldsoneducation.com
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**Tuition guaranteed if registered and paid in advance – on-site registration fees may apply on day of class if not pre-paid. S&H fees may apply to ship books in advance. ^Must notify office in writing at least 48 hours before start of class for full refund. All refunds may incur administrative charge.

*Donaldson Educational Services is an NMLS approved provider #1400118. Course #1248. Updated 04/23.





Insurance Courses

2023

**BATON ROUGE
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INSURANCE LICENSING COURSES

Classroom Schedules

(Includes classroom instruction, course manual AND full online access

Register in Advance to Guarantee Spot)

Property & Casualty

Life, Health, & Accident

On Campus Classes
3 Days of Instruction* / 40-Hours Credit
9:00am – 5:00pm Daily

**To see current schedules or to sign-up for courses
please visit:**

[DonaldsonEducation.com/insurance/](https://donaldsoneducation.com/insurance/)

Or
For Registration / Information

Call or Email One of Our Friendly and Knowledgeable Customer Service Representatives:

NEW ORLEANS Phone: 504-456-1785	Email: info@donaldsoneducation .com	BATON ROUGE Phone: 225-746-8035
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Offer not valid for students who have already paid or are currently enrolled in classes. Class Tuition may differ by campus location. Must pre-register and pay tuition in full to guarantee special rate, on-site registration fees may apply if not paid in advance. Tuition schedule to change without notice. Donaldson is an approved pre-license school by the LDI #9170. *Class may not meet every day. Due to COVID-19 restrictions some class meetings may take place virtually. Days listed are approximated based on typical calendar. Updated 03/2023.