



## Online Core Course Information and Syllabus

Thank you for your interest in Montana Property Education online courses. We hope you find them enjoyable!

### Mission Statement

Montana Property Education was founded because of the need for quality real estate education for property managers, real estate salesperson's and real estate brokers. Our goal is to provide superior education delivered in an easy-to-understand and informative way while keeping our prices to a minimum.

### Course Content and Quizzes

The course is comprised of a variety of content and delivery methods including reading exercises, videos, interactive learning modules as well as quizzes and exams. The course progression is linear – meaning you cannot skip ahead to future sections until you have completed the current section. Once slides have been viewed you may go back to any previous slide and then return to where you left off. Quizzes require an 75% pass rate to continue. Should you not receive at least an 75% you will need to retake the quiz to move forward in the course. You may retake quizzes an unlimited number of times.

### Technical System Requirements

The following is recommended:

- Use either Internet Explorer, Chrome, Firefox or Safari with current updates.
  - While other browsers/versions may work fine, these work best
- Disable any pop-up blockers
- Utilize a broadband internet connection
- Make sure you have [Adobe® Reader](#) with current updates - available free of charge

### Refund Policy

Sorry, because the course is delivered via 3<sup>rd</sup> party software we are unable to provide refunds once a student is enrolled in the course.

### Course Questions and Technical Support

The instructor for the course is Sarnen Steinbarth. For questions regarding the course he can be reached via email at [sarnen@mtpropertyeducation.com](mailto:sarnen@mtpropertyeducation.com) or via phone at 406-662-1333 (email is the preferred method of contact). Sarnen will make every effort to respond to questions in a timely manner.

### Completion Time

Once you are enrolled you are given 90 days to complete the course. Failure to complete the course within the 90 day period will result in deactivation of your course, at that point you would need to reregister and pay an additional registration fee to retake the course.

## Player and Controls

The course player has the following features:

1. **Course Title Bar** – Indicates what course is currently being taken and allows access back to home page
2. **Navigation Arrows** – Allows movement through the course (Note: It will only allow you to progress forward if the current slide has already been marked complete at the bottom)
3. **Files** – Shows related documents to course that are viewable anytime throughout course
4. **More** – Allows you to view your progress in the course or logout
5. **Links** – Blue highlighted text that provides clickable access to outside websites
6. **Completed Button** – Marks the current slide as complete, saves progress and advances to next slide
7. **Course Complete Cup** – Appears when the course is complete, allows access to completion certificate

2013 BRR Core Course (2013PMCORE)

About the Instructor

This course is taught by Sarnen Steinbarth a State of Montana Board of Realty Regulation approved pre-licensing "core" and continuing education course instructor. Sarnen has years of experience as an educator and professional trainer as well as real-world experience as a real estate business owner. His teaching style is fun, upbeat and technology driven. Sarnen's firm grasp of regulatory matters resulted in him being selected by the Montana Board of Realty Regulation to develop the State of Montana 2012 and 2013 Property Manager Core curriculum which included a "train the trainer's" course taught by Sarnen.

Sarnen has authored and contributed to a variety of real estate and property management publications throughout the state. He has experience managing all types of real estate, including: single-family homes, multi-family complexes, commercial, and condominium/home owners associations. Sarnen is the owner of [Blue River Property Management, LLC](#) in Helena MT. He currently holds active real estate licenses in both Montana and California.

Sarnen is also a licensed multi-engine commercial pilot and enjoys flying, skiing, camping and anything outdoors. He lives in Helena, MT with his wife Liv (a native Montanan) and 2 kids.

**Qualifications and Affiliations**

- 2013 Core Property Management Curriculum Developer and Instructor Trainer
- 2013 Core Instructor (Real Estate Sales / Broker and Property Management)
- 2012 Core Property Management Curriculum Developer and Instructor Trainer
- 2012 Core Instructor (Real Estate Sales / Broker and Property Management)
- Real Estate Continuing Education Instructor
- Property Management Pre-License Instructor
- Certified Distance Education Instructor™
- Member of the Real Estate Educators Association (REEA)
- Member of Institute of Real Estate Management (IREM)
- Member of Montana Landlord's Association (MLA)
- Member of Helena Association of REALTORS®

Completed. Let's continue >

**Course Credit and Reporting**

This course fulfills the 2013 “Core” requirement for continuing education in Montana. The State will be notified of your attendance within 20 days following your completion of the course. You should not need to send your certificate to the State – it is just a back-up and proof of attendance. However, if you would prefer to not receive “Core” credit and instead receive credit towards mandatory continuing education hours you may contact the MT Board of Realty Regulation and they can assist you in recording your attendance towards mandatory hours. The website for the Board is [www.realestate.mt.gov](http://www.realestate.mt.gov)

**Course Completion Certificates**

At the completion of the course you will be able to print your course completion certificate. We strongly recommend printing and/or saving a copy as proof of completion should you need it in the future. You may also log back into your account and find the course completion certificate under the “My Certifications” tab.

**Accessibility**

The course is designed so all persons can fully benefit and enjoy the content. However, should you need an accommodation Montana Property Education will make reasonable accommodations for persons with disabilities. If you require an accommodation contact Montana Property via: mail: MT Property Education PO Box 1702, Helena, MT 59624; email: [info@mtpropertyeducation.com](mailto:info@mtpropertyeducation.com); FAX: 406-465-2322; or Phone: 406-662-1333. Please include the requested accommodation along with your contact information.

**Helpful Tips to Ensure Success**

- Make sure any pop-up blockers are disabled as the course has built-in pop-ups that will display course content periodically throughout the course
- Make sure your speakers are turned on and the volume set to an appropriate level.
- Make sure you print a copy of your course completion certificate at the conclusion of the course as proof of completion.
- Complete the course within 90 days from the date of enrollment

**Thank you for choosing Montana Property Education!**