The Professional Development Institute
2730 University Blvd, Suite 200,
Wheaton, MD 20902
301-949-1771 fax: 301-949-5441
www.pditraining.net

TIME AND EXAM MAKE-UP FORM

(Maryland Real Estate Salesperson Pre-licensing Training—60 hours Program)

Directions to Students: Call PDI at 301-949-1771 to schedule make-up time or exams. Have each instructor/proctor sign this form to verify your make-up hours/exams. Return this form to 2730 UNIVERSITY BLVD, SUITE 200, WHEATON, MD. 20902. Only original form accepted. (No copies accepted.)

Student Name _____

Phone Number (____) _____(_____)_____
Day Cell / Evening

_____(_____)_____
Email Fax

Course Dates _____

MAKE UP HOURS

Students can not miss more than 12 hours or two days of class. Students must make-up missed hours within three months of the students' original date of completion.

DATE	# HOURS MAKE-UP	INSTRUCTOR	INSTRUCTOR SIGNATURE

MAKE-UP EXAMS

Students, who fail the final exams, can re-take the exams one additional time only. Re-take exam must be done within two week.

DATE	STATE EXAM	NATIONAL EXAM	PASS/FAIL	SIGNATURE OF PROCTOR/INSTRUCTOR