

# GRI Core Courses

Georgia Association of REALTORS® - Partners in Education Program

## Sponsor's Responsibilities:

1. For a list of GRI Core Courses and approved instructors, [click here](#). Contact the instructor to coordinate your preferred class date.
2. Complete the [online sponsor request form](#).
3. Provide a handicap-accessible site.
4. Provide instructor with audio-visual availability (projector, screen, microphone).
5. Promote the course (the sponsor will receive a rebate for the number of students over ten – see attached revenue share).
6. Handle onsite registrations (*have student call GAR's PD department to pay the registration fee*)
7. Handle refreshments – sponsors are allowed.
8. Email Sign-in Sheets, evaluations, exam answer sheets (if provided), and other materials requested to [gri@garealtor.com](mailto:gri@garealtor.com) . Destroy all documents emailed once you receive receipt confirmation.

## GAR's Responsibilities:

1. Create the Instructor Agreement.
2. Create a flyer.
3. Set up and handle registration through GAR's database system.
4. Post course on our website with registration.
5. Advertise course in the GA REALTOR® Magazine (if scheduled before deadlines).
6. Keep Sponsor and Instructor updated on number of registrants.
7. Send students a class reminder & course details email.
8. Send instructor current course information i.e. instructor guide, power point and etc.
9. Send sponsor all required documents including students handouts (*GAR pays all printing and shipping expenses*)
10. Post CE credits to the GREC.
11. Send students a "Next Steps" email (*this includes info on the GAR scholarship, how to obtain the designation or certification, etc.*)
12. Keep course documents on file for five years.

## Instructor's Responsibilities:

1. Help promote the class.
2. Agree to use the current GRI Class materials.
3. Contact the sponsor for audio-visual needs.
4. Give all exams, evaluations, and other materials back to the facilitator / sponsor for processing.