



Instructor Information Sheet About Policies and Procedures

1. All Partners in Education courses are approved by the GREC for continuing education credit through the Georgia Association of REALTORS® School. Therefore, all GREC rules apply, including prohibition of sales of products during instruction time and prohibition of recruitment.
2. Partners in Education (PIE) courses are offered in local areas through the sponsorship of REALTOR® brokers, local board/associations and real estate organizations. These sponsors initiate class requests; therefore, you should market your classes (see #3).
3. While you are free to promote yourself and your classes, you are not authorized to make commitments for our school. Classes are not official until the local sponsor requests the class via GAR's online request program and the request is processed and approved by GAR staff.
4. GAR instructors may request that a marketing video be posted on GAR's YouTube channel. Guidelines are included at the end of this document.
5. Each local board has access to a list of upcoming classes posted on our website, www.garealtor.net. If the potential sponsor is interested in hosting a class, they should first contact the instructor directly to inquire about available dates, time, location and course. Courses may be found on our online listing of [available courses](#). Once a date, time, location and course have been determined, the sponsor must then complete the [online request](#) for a class from GAR. A written instructor agreement specifying course, date, time and location is drafted based upon the sponsor's request and e-mailed to the Instructor. The instructor agreement must be signed and returned by the as soon as possible to GAR. If you do not return the agreement on a timely basis, another instructor/course will be secured. Instructors must teach the course specified in the agreement.
6. Instructors are reimbursed mileage at the current IRS rate and moderate lodging (if required). Current pay rate for a three-hour CE course is \$425.00. The current pay rate for two three-hour or one six-hour CE course(s) taught on the same calendar day for the same class sponsor is \$800.00. You are required to submit the current Instructor Expense Form with receipts to the Professional Development Department for payment within 30 days of course completion.
7. Generally, the local sponsor will be responsible for registering students and will assist you on the day of the course.
8. It is the policy of GAR to follow GREC rules and guidelines at a minimum. The GREC allows for a minimum 50-minute instructional hour in calculating student time for CE certification. Each clock hour must include at least 50 minutes of instruction. All three-hour courses offered through the GAR PIE Program will have a 15-minute break. Breaks usually occur in the middle of a course's morning and/ or afternoon sessions. According to GREC rules, no more than two hours of instruction may occur without a 15-minute break. For a three-hour course, no student may be certified for three hours of CE without attending at least three clock hours (including breaks) of the scheduled class time. For students to receive continuing education credit through our school, you must teach the full class time (150 minutes). If you finish early, you must fill in the time with discussion, Q & A, etc. You may not dismiss the class early. (You are not allowed to "move" the break to the end of the class.)
9. Upon completion of the course, all registrations, sign-in sheets, exams, evaluations, etc. are returned to GAR by the class sponsor. GAR staff processes each class and submits continuing education credit to the GREC for qualified students.
10. Student evaluations are shared with the instructors after they are processed by GAR.
11. If you want the opportunity to teach any courses involving GAR contracts, you must attend either the "Train-the-Trainer" course each December at GAR or 80% of the Forms Committee Meetings. (For Forms Committee Meeting Specifics, Contact Christina Chow, 678-597-4128 or cchow@garealtor.com .)
12. Questions? Contact Amy Asher – 678-597-4135, pie@garealtor.com.

Sales Guidelines

We require that all instructors follow our school guidelines in regard to sales of products or services:

1. A sales table will be provided outside the classroom for sales brochures/materials if requested in advance and if the local board sponsoring the education program is in agreement. Instructors may sell products/accept completed sales forms at that table only – during breaks, before class begins, and after class ends for the day.
2. Instructors may include their contact information, including company name and/or logo, on the first and final pages of the student handout. (When using PowerPoint, it should be on the first and/or last slide of the presentation.) The information desired to be included in the student handout must be submitted with the handout information in advance of the event.
3. You may not at any time promote yourself or your company's services. You must refer to yourself and/or company generically (such as, "when the home inspector" rather than "when I do an inspection" or "the qualified intermediary" rather than "my firm"), except in the case of Number 2 above.
4. Instructors may leave their slide with contact information on the screen during break.
5. Instructors may mention one time that they will have sales brochures or materials outside the classroom and that they will be available to accept orders at the sales table. If a student asks about these items during class time, you may not discuss them, but state that you have them available after class. Our school does not provide sales assistance.
6. Instructors are asked to refrain from recommending materials from only one source, even if they do not personally gain financial remuneration from that source. This appears to students to be an endorsement of a product, and they ask staff for order forms. It would be better to offer suggestions of more than one source (for example, XYZ Company's selling technique tapes) so that it does not appear that the Instructor and/or our school are endorsing a product. Instructors certainly may mention their own materials, in the context of Number 5 above.
7. Your cooperation with our rules, and those of the Georgia Real Estate Commission, are necessary. Thank you in advance for your cooperation.

Considerations for Guidelines for GAR YouTube Videos

Time Slots: 1 minute, maximum

Content:

Introduction...give their name and short bio...could be on PowerPoint
...doesn't have to be "spoken" ...but, best if voice-over (read)
(No mention of affiliation or instructor company name)

Content...could be actual class videotape
...could be a mix with "testimonials"
...could be "whatever" they choose to promote themselves and/or their classes

End with Contact Info...end with slide giving GAR contact info only.


Approvals:

1. Instructor emails video to PIE@garealtor.com
2. GAR staff member emails to sub-committee members, officers, and Director of Professional Development for recommendations / suggestions or approval.
3. If approved "as is," GAR staff member emails to Director of Communications & Marketing

...if need further discussion or a "re-make," sub-committee emails needed changes to instructor for resubmission...then follow items 2 and 3 for final submission.

Video Requirements:

In order to submit a video to the Georgia REALTORS® YouTube Channel "Instructor Series," please submit a video file in one of the following formats – .mp4, .mov., avi – to PIE@garealtor.com. When submitting the video, the subject line should state that it is for the GAR Instructor Series. (This needs to also be done when GAR staff forwards an approved video to the Director of Communications & Marketing.)

To view GAR Instructor videos, go to [GAR's YouTube Channel](#). Using the search button () for GAR videos found under the GAR logo, search for a video by an instructor's last name.

The Director of Communications & Marketing will upload videos as they are received. Generally, the videos will be uploaded within one business day.