



Course Submission Checklist

Course will usually not be approved if an all lecture course.

Please check all that apply and submit this form with your course application form. When creating your course timeline, you must indicate when each checked item applies, how long it will be used and what the purpose will be. Guidelines must be followed in every course.

Methods/Materials (Check all that apply)

- Brainstorming
- Case studies
- Class discussion
- Demonstration
- Fill in the blank worksheets
- Flip chart
- Game
- Hands-on project
- Lecture
- Role playing
- Samples
- Small group
- Town hall meeting
- Other (*describe*)

Equipment (Check all that apply)

- Calculator – Specify type(s):

- Internet
- LCD Projector
- Screen
- Sound
- Flip chart
- Other (*describe*)

Guidelines

Presentation: include key points only, not entire content/presentation –

- Font size – suggest 22 pt. or larger
- Dark type, light background preferred
- Simple is best – Graphics: use where appropriate versus “just to have a lot of graphics”
- No instructor/company references, except on first and last slide. *Never allowed: real estate company reference.*
- Class methods should include more than just lecture
- Obtain written permission to use copyright material and send copy of permission to GAR (includes photos, videos, music, items taken from the Internet)
- Proper use and formatting of the term “REALTOR®” (see below)
- If appropriate, add the following disclaimer as a slide in your presentation:

DISCLAIMER

This class material is for informational purposes only. It is not intended to make you an expert in any of the subject matters covered.

Article 2 of the Code of Ethics of the National Association of REALTORS® states:

“REALTORS® shall avoid exaggeration, misrepresentation, or concealment of pertinent facts relating to the property or transaction. REALTORS® shall not, however, be obligated to discover latent defects in the property, to advise on matters outside the scope of their real estate license, or to disclose facts which are confidential under the scope of agency or non-agency relationships as defined by state law.”

Standard of Practice 2-1 further states:

“REALTORS® shall only be obligated to discover and disclose adverse factors reasonably apparent to someone with expertise in those areas required by their real estate licensing authority. Article 2 does not impose upon the REALTORS® the obligation of expertise in other professional or technical disciplines.”

Proper Use and Formatting of REALTOR®

The term REALTOR® and REALTORS® is a registered term. Whenever typing it, you must use **all capital letters and superscript the “®” symbol.**

In most programs, holding down the “Alt” key while typing the number “0174” will produce the symbol. To superscript it, you can highlight the ® symbol and then hold the “Shift” and the “Ctrl” keys at the same time and then type the “=” or “+” key at the top of your keyboard (not the plus sign from the number pad on the right of many keyboards). Or, you can hold down the "Ctrl" and "Alt" keys at the same time and type “r”; highlight the ® symbol, click on format, click on font, and select superscript.

Please note: Not all real estate licensees are REALTORS®. To be a REALTOR®, you must be a member of the National Association of REALTORS®.

Thank you for your assistance in properly formatting the term.