



Continuing Education Courses
Georgia Association of REALTORS®
Partners in Education Program (PIE)
6065 Barfield Road, Suite 200
Atlanta, GA 30328
pie@garealtor.com

Who May Request a Course

You may sponsor a class through GAR if you are a:

- local board association executive (AE) or Education Director
- local board president
- REALTOR® company broker
- real estate-related organization

How to Request a Course - [How It Works](#)

1. Decide which course and Instructor you would like to host/sponsor. You can search for available courses by course name or by Instructor.
2. Contact the Instructor to schedule the course date and time that works best for both of you.
3. Complete the [online course request](#).
4. A "Request Received" confirmation email will be sent to the email address submitted on the online request form.
5. GAR will send an instructor agreement to the Instructor. Once the signed instructor agreement is returned to GAR, you will receive an "Instructor/Class Approved" confirmation email.
6. The "Instructor/Class Approved" confirmation email will provide you with the PIE Resource Page website link, username and password. You will be able to download all materials needed for your class.
7. A flyer, if requested, will be sent to you in a separate email.
8. Course will be posted on [garealtor.com \(under the Education tab, Search Upcoming Classes\)](#), unless you requested otherwise.

GAR's Responsibilities

1. Create an Agreement for the Instructor.
2. Pay the Instructor's fee and expenses.
3. Create a flyer, unless requested otherwise.
4. Advertise the course in the *Georgia REALTOR®* magazine (depends on magazine publishing date)
5. Post course on GAR's website [garealtor.com \(under the Education tab, Search Upcoming Classes\)](#).
6. Provide Sponsor with all the [required documents](#) including student handouts. (Link for handouts provided once course approved.)
7. Post CE credits to the GREC.
8. Keep course documents on file for five years (GREC requirement).

Sponsor's Responsibilities

1. Contact the Instructor to schedule a date and time for your course – [How it Works](#).
2. Fill out the [online course request form](#). (Click on the first choice, "Partners in Education.")
3. Provide a handicap-accessible site.
4. Discuss Instructor's audio-visual requirements with the Instructor.
5. Promote the course.
6. Set the student registration fee. (Student registration fee is what you charge the student – this is different from the Sponsor fee owed to GAR.)
7. Handle registrations for PIE classes. (GAR will handle registrations for certifications/designation classes.)
8. Have a [GAR Certified Facilitator](#) attend the class. (Sponsor not charged for facilitator attendance; facilitator not charged for PIE classes; facilitator receives partial refund for certification/designation courses.)

9. Handle any refreshments you would like to offer.
10. After the course, send the following documents for processing to GAR: [Post Course Checklist](#)
 - a. Attendance Verification Form (sign-in sheet) – Signed and dated by the facilitator
 - b. Facilitator and Students Evaluation Forms
 - c. Check for Sponsor fees (See charts below.):
 - i. For one 3-hour course, the fee is \$25 per attendee with a minimum of \$450 and a maximum of \$700.
 - ii. For two 3-hour courses held on the same day, the fee is \$25 per attendee per class with a minimum of \$800 and a maximum of \$1,200.
 - d. For quicker CE Posting, you may email scanned copies of the Attendance Verification Form – Signed and dated by the facilitator, and the Facilitator and Students Evaluation Forms. Email the forms to pie@garealtor.com.

Cancellation Policy: As a courtesy to Instructors who reserve time to present a course, the Sponsor must advise GAR staff in writing if a course is cancelled or rescheduled. Cancellation of a course may not relieve the Sponsor of the obligation to pay a fee.

A class may be cancelled in writing up to two business days prior to the date of a class without financial penalty to the Sponsor. If a class is cancelled within less than two business days prior to the date of the class, the Sponsor will pay GAR a \$100.00 cancellation penalty fee and, in turn, GAR will pay that fee to the Instructor. The Instructor has the option of accepting or waiving this penalty fee. The Instructor must be notified of a class cancellation by electronic notice or other written method.

Example: A class is scheduled for a Thursday. If the class needs to be cancelled, GAR must be notified by two business days prior, so GAR should be notified by that Monday at the close of business.

GAR Partners in Education course fees are:

- *One 3-hour CE Course:*

Paid by the Sponsor to GAR is calculated at \$25 per student with a minimum fee of \$450 and a maximum fee of \$700.

GAR Fee Per Student	Number of Students	Total Due to GAR <i>Min \$450 Max \$700</i>
Example #1 - \$25	12 + 1 Facilitator	\$450
Example #2 - \$25	18 + 1 Facilitator	\$450
Example #3 - \$25	30 + 2 Facilitators	\$700

- *Two 3-hour CE Courses held on the same day or one 6-hour CE Course:*

Paid by the Sponsor to GAR is calculated at \$25 per student with a minimum fee of \$800 and a maximum fee of \$1,200.

GAR Fee Per Student	Number of Students	Total Due to GAR <i>Min \$800 Max \$1,200</i>
Example #1 - \$25	24 + 1 Facilitator	\$800
Example #2 - \$25	36 + 1 Facilitator	\$900
Example #3 - \$25	60 + 2 Facilitators	\$1,200

- *The Sponsor must pay GAR a per student fee whether or not the attendee is receiving CE, licensed, non-licensed, a member, or a non-member. (The exception is for the GAR Certified Facilitator.)*

Processing of Registrations by GAR (Optional)

If the Sponsor requests GAR to register the students for classes, there will be a \$50.00 fee charged to the Sponsor. This amount is for administration and processing costs.

For GAR to handle online registrations, the Sponsor must check the appropriate box on the online Partners CE Request Form. After the class, GAR will either:

- Rebate to the Sponsor the difference between registrations dollars collected less the \$50.00 processing fee and the amount the Sponsor would owe GAR for the class,

OR

- Send the Sponsor an invoice for the difference the Sponsor owes, including the \$50.00 processing fee.

Instructor's Responsibilities:

1. Help advertise.
2. Contact the Sponsor for audio-visual needs.
3. Give all evaluations, and other materials back to the facilitator for processing.