

MAIN ROLE

The GAR Certified Facilitator's main role is to certify Georgia Continuing Education Credits to GAR so GAR can certify to the Georgia Real Estate Commission (GREC) that the students have attended the whole class, arriving on time both at the start of class and after break(s) and did not leave until the end of class.

Without the facilitator, no Continuing Education credit could be granted. The facilitator is the GAR representative!

BENEFITS OF FACILITATING

Facilitators who are facilitating a 3-hour or longer continuing education class attend that class at no charge. Specialty courses, such as certification and designation courses, a rebate of between $\frac{1}{3}$ and $\frac{1}{2}$ of the fee is paid to the facilitator. For the exact rebate amount of a specific course, contact GAR.

BEFORE CLASS

Approximately two weeks before the class, confirm with the class sponsor that the class will make, the class date, time and location. The class sponsor handles the printing of student handouts, student evaluation forms, facilitator checklist, facilitator evaluation, and instructor bio.

DAY OF CLASS – PRIOR TO START OF CLASS

1. Arrive 45 minutes before class start time.
2. Make sure there is a sign-in sheet and instructor bio.
3. Introduce yourself to the instructor.
4. Ask instructor if he/she wants time signals as break and class end times near.
5. Ask instructor if there is anything you can do to assist.
6. Ask Sponsor what you can do to assist and how they would like to handle walk-in registrations / payment.
7. Welcome students.
8. Ask students to sign the sign-in/verification sheet (Facilitator must also sign in as a student to receive continuing education credit.)
9. Ask each student to verify that the sign-in sheet has the correct real estate license number.
10. Distribute handouts
11. Be sure the walk-in registrants fill in their names and license numbers on the sign-in sheet and sign the sheet – otherwise no continuing education credit will be earned.
12. Make sure no recruiting takes place. GREC Rules prohibit recruiting activities during a class or during the hour before the class begins and the hour after a class concludes. It is permissible to hold classes at company facilities even if company logos are visible at the facility.
13. If an instructor has materials for sale, remind the instructor that the materials and sales must be outside of the classroom.

A MINUTE OR TWO BEFORE THE CLASS START TIME

1. Walk to front of the classroom and introduce yourself.
2. For regular CE classes (not specialty courses, such as certification and designation courses), paraphrase the Student Notice which is the second page of the student handout, pointing out that the Notice is in their handout. Emphasize that students must attend the whole class to receive CE credit.
3. Remind students to turn off cell phones, tell them where restrooms are, etc. (Speaking of restrooms – students can leave for a few minutes to go to the restroom if they cannot wait until the break or end of class. HOWEVER, if a student is out a while, the facilitator needs to check on the student and be sure the student is okay and is not talking on the phone, etc. CE credit depends on this!)
4. Mention the 15-minute break will be in the middle of class. All must return on time to receive CE credit.
5. Mention that at the end of the class, students need to complete and turn in the Course/Instructor evaluation Form. For regular CE classes, that is the last page of their handout. For specialty courses, such as certification and designation courses, it will probably be separate from the student handout and is course (or council) specific.
6. Introduce Instructor using instructor bio. (Class begins.)

DURING THE CLASS

1. If a student is late to class, note the time of arrival on the sign-in sheet. Notify the student that no CE will be earned, but they are welcome to stay for class. For specialty courses, such as certification and designation courses, the student might still be eligible for the designation or certification credit, although not eligible for the CE credit – check with GAR.
2. Facilitator sits near the entrance of the room to be able to monitor the classroom.
3. Check attendance after the break to be sure all have returned to the class on time.
4. Maintain decorum in the classroom – keep distractions to a minimum.
5. Signal 2, 5 and 10 minute alerts to when the break or end of class is near – if the instructor has said he/she wants that assistance.
6. Ask sponsor for assistance for audio/visual equipment if the instructor has a problem with it.
7. EMERGENCIES: Remain calm. Locate / contact a staff person. (Send a student if you need to attend to the emergency.) If possible, a staff person should be the one to contact emergency services – they know address, best routes to location, etc. If necessary, you should contact emergency services. If class is stopped due to the emergency, the instructional time must be made up. Therefore, the class would need to end later than originally scheduled in order for students to receive CE credit.

END OF CLASS

1. Thank the instructor and remind students to complete and turn in to you (not the instructor) the Course/Instructor Evaluation Form.
2. If an instructor tries to end a class before the full time, politely state that the class must continue until the specific time. Ask the instructor to answer more questions, clarify a topic, etc. (Generally, ½ day classes are 3 hours including the 15-minute break. Full day classes are generally 6 hours including a morning and afternoon 15-minute break PLUS lunch break.)
3. Collect Course/Instructor Evaluation Forms at the end of class and, if applicable, exams/answer sheets, etc. (The instructor should not collect the evaluation forms.)
4. Return all the evaluation forms and exams/answer sheets (if applicable) and all the leftover materials, sign-in sheets, evaluations, etc. to the class sponsor. Do not leave them in the classroom.
5. Sign the bottom of each page of the sign-in sheet/verification sheet to certify that all students who signed the sheet should receive Continuing Education Credit. If a student should not receive credit, “no” should be noted on the sheet in the far right column and a specific reason why credit was not earned. For example, “Arrived at 9:18” if class started at 9:00.

QUESTIONS?

Contact, the Professional Development Department at 770-451-1831 or pie@garealtor.com

THANK YOU FOR TAKING ON THE RESPONSIBILITY OF BEING A GAR CERTIFIED FACILITATOR!