



GEORGIA REALTORS®

Partners in Education Program

SPONSOR'S MANUAL

Revised 9-2019

GAR Sponsor's Manual

PURPOSE OF THE GAR PARTNER'S IN EDUCATION PROGRAM

The purpose of the Georgia Association of REALTORS® (GAR) Partners in Education (PIE) program is to provide high quality and affordable education for Georgia REALTORS®. The courses offered through the GAR PIE program are in partnership with participating qualified Instructors, local boards/associations, member brokers and real estate organizations.

Courses and Instructors are approved and evaluated by GAR's Professional Development Committee and courses are approved for Continuing Education (CE) credit by the Georgia Real Estate Commission (GREC). GAR will maintain a school approved by the GREC and provide continuing education certification through that school for all successful class attendees. GAR shall also maintain all required records and make all required reports to the GREC.

The Sponsor shall be responsible for compliance with the current Sponsor Manual. The most current manual may be downloaded from www.garealtor.com or may be obtained by calling GAR at 770-451-1831.

GAR may also offer education outside of the PIE program. Policies for those offerings are set course by course by the Sponsor, GAR and the certifying authority, such as NAR's councils (REBAC for example), societies and institutes. GAR will also provide education periodically which is not part of the PIE program, such as education at conventions and through the Graduate, REALTOR® Institute (GRI) Program. Policies for these programs are not covered by PIE guidelines.

COURSE REQUESTS

WHO MAY REQUEST A COURSE

A Sponsor may be a:

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

HOW TO REQUEST A COURSE

Step 1

Sponsor should go to

<http://garealtor.com/Education/PartnersinEducationProgram/HostaClass>. (If this link does not work, go to www.garealtor.com. Select the “Education” tab. Then click on the “Partners in Education Program.” Under that menu choice, click on “Host a Class.”)

Step 2

Search for an available course or search by instructor. Once the Sponsor has decided what class to offer, the Sponsor should contact the Instructor to agree on a class date and time.

Step 3

Once the Instructor and the Sponsor have agreed upon a class date and time, complete an online course request. Go [to http://pie.garealtor.com](http://pie.garealtor.com) and click on the appropriate link:

- If the course is a regular Continuing Education (CE class), click the “Partners in Education Course” link.
- If the course is a designation or certification course, click the “Designation Course” link.

Step 4

A "Request Received" confirmation email will be sent to the Sponsor.

Step 5

GAR will send an Instructor Agreement to the instructor. This agreement must be signed and returned to GAR; otherwise, no continuing education (CE) credit will be available through GAR and the class will not be scheduled.

Step 6

Once the Instructor Agreement has been signed and returned to GAR, GAR will post the class details at www.garealtor.net (unless a sponsor requests otherwise) and send an email to the Sponsor stating that the class has been officially scheduled.

Step 7

The class is official and the Sponsor may begin advertising the class. In addition, the Sponsor may begin accepting class registrations if handling that process. Otherwise, registrations will be accepted on www.garealtor.net.

STEP 8

Using the link, user name and password sent to you in your confirmation email download the course handouts, sponsor materials, instructor bios and create your course flyer.

FEE STRUCTURE

NON-DESIGNATION COURSES

FOR A THREE-HOUR COURSE, the course fee paid by the Sponsor to GAR is calculated at \$25 per student with a minimum fee of \$450 and a maximum fee of \$700.

FOR OFFERING TWO THREE-HOUR COURSES THE SAME DAY WITH THE SAME INSTRUCTOR or A SIX-HOUR COURSE, the course fee 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. **Please note the expenses are less per class when requesting two classes with the same instructor on the same day.** Instructor travel costs can be expensive as they are contracted to move throughout the state, but by offering two classes on the same day, the expenses per class are reduced. That cost savings is passed on to the Sponsor.

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.)

The registration fee charged to students by the Sponsor for the non-designation CE course is determined by the Sponsor. Some Sponsors use education courses as a member service, and others use them as a source of non-dues revenue. GAR Certified Facilitator(s) working on behalf of GAR for the non-designation class(es) cannot be charged a student fee for the class.

HOW TO CALCULATE COURSE FEES FOR A THREE (3) HOUR NON-DESIGNATION COURSE

Example #1

A Sponsor charges a registration fee of \$10 per student and has 13 students including a GAR Certified Facilitator in attendance, collecting \$120. (No charge for the GAR Certified Facilitator/student.) The total fee due to GAR is \$450 (minimum fee).

Example #2

A Sponsor charges a registration fee of \$30 per student and has 19 students including a GAR Certified Facilitator in attendance, collecting \$540. (No charge for the GAR Certified Facilitator/student.) The total fee due GAR is \$450 (18 students times \$25 per student).

Example #3

A Sponsor charges a registration fee of \$40 per student with 32 students including two GAR Certified Facilitators in attendance, collecting \$1,200. (No charge for the two GAR Certified Facilitators/students.) The total fee due to GAR is \$700 (maximum fee).

Examples Chart

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

HOW TO CALCULATE COURSE FEES FOR TWO 3-HOUR COURSES IN THE SAME DAY WITH THE SAME INSTRUCTOR OR A 6-HOUR NON-DESIGNATION COURSE

Example #1

A Sponsor schedules two three-hour courses in the same day with the same Instructor and charges a registration fee of \$20 per student for each course. The morning course has 14 students and the afternoon course has 12 students total of 26 students including two GAR Certified Facilitators, collecting \$480. The total fee due to GAR is \$800 (minimum fee).

Example #2

A Sponsor schedules two three-hour courses in the same day with the same Instructor and charges a registration fee of \$30 per student for each course. The morning course has 19 students and the afternoon course has 23 students total of 42 students including two GAR Certified Facilitators, collecting \$1,200. The total fee due to GAR is \$1,000. (40 students times \$25 per student)

Example #3

A Sponsor schedules two three-hour courses in the same day with the same Instructor and charges a registration fee of \$40 per student for each course. The morning course has 32 students and the afternoon course has 24 students total of 56 students including three GAR Certified Facilitators, collecting \$2,120. The total fee due to GAR is \$1,200 (maximum fee).

Examples Chart for Two Courses – Same Day with Same Instructor

GAR Fee Per Student	Total Number of Students	Total Due to GAR Min \$800 Max \$1,200
Example #1 - \$25	24 + 2 Facilitators	\$800
Example #2 - \$25	40 + 2 Facilitators	\$1,000
Example #3 - \$25	53 + 3 Facilitators	\$1,200

Upon receipt of all payment and required materials from Sponsor, GAR staff will enter CE credit with the GREC. (Note: License numbers and signatures on Attendance Verification Form are required for GAR to enter CE credit.)

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.

A day or two before the class, GAR will email the Sponsor the sign-in sheet with the registrants names filled in. GAR will also send the Sponsor a walk-in registration form. The Sponsor may use the walk-in registration form only if the Sponsor wants GAR to process those walk-in payments.

Note: If GAR handles the registrations, the database recognizes all Georgia REALTORS® as "members." If a Sponsor offers classes at a lower fee to their

local board members only and not to all Georgia REALTORS®, the Sponsor will either have to rebate the local board members after the class to provide the discounted rate **or** continue to handle their own class registrations.

DESIGNATION / CERTIFICATION / SPECIALTY COURSES

(For purposes of this manual, “designation” courses will refer to all designation, certification and specialty courses.)

1. The Sponsor should have a minimum of ten (10) students to host a designation course. In the event the registration is for less than ten (10) students, a decision will be made by the Sponsor, Instructor and GAR staff as to whether the course will be held or cancelled. For the course to be held, it must be, at a minimum, revenue neutral for GAR.
2. The Sponsor will receive a rebate for the number of students over ten at:
 - a. \$15 per additional student for one-day courses, or
 - b. \$25 per additional student for two-day courses.
3. Student registration fees will be charged according to the GAR schedule. Please consult staff for further information.
4. Registrations will be handled through www.garealtor.net.

Students must pay GAR the registration fee whether or not licensed, a member, or a non-member. The Facilitator will pay the tuition fee in full and then receive a rebate. The rebate will equal the Early Bird tuition fee less the Council Fee then divided by two.

Note: Registration fees for **designation courses** differ from CE courses due to Instructor fees and expenses, royalty fees, and cost of materials. Contact GAR staff for current information.

COURSE CANCELLATION POLICY

At the discretion of the Professional Development Committee, the timeframes in the Cancellation Policy may be adjusted.

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.

NON-DESIGNATION COURSES

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.

DESIGNATION COURSES

A class may be cancelled in writing up to forty-eight (48) hours prior to the commencement of a class without financial penalty to the Sponsor. All written cancellations must be received by GAR to be effective. Electronic cancellations (fax or E-mail) are acceptable. If a class is cancelled with less than forty-eight (48) hours notice, the Sponsor will pay GAR a \$100.00 cancellation fee and, in turn, GAR will pay that fee to the Instructor. The Instructor must be notified of a class cancellation by electronic notice or other written method.

In the event the registration is for less than ten (10) students, a decision will be made by the Sponsor, Instructor and GAR staff as to whether the course will be held or cancelled. For the course to be held, it must be no less than revenue neutral for GAR.

SPONSOR RESPONSIBILITIES

The Sponsor will

- Provide the handicap-accessible site.
- Promote the course.
- Contact the Instructor for audio-visual requirements.
- Process registrations for non-designation CE classes unless otherwise arranged with GAR.
- Handle onsite registrations.
- Handle refreshments. It is allowed to have a Sponsor for refreshments.

- Provide a GAR Certified Facilitator. (GAR recommends one Facilitator per 25 students.)
- Copy and distribute the handouts provided by GAR to students for three-hour and six-hour PIE classes. *Sponsor may email handouts to each student, provided the email clearly states that the material is protected by copyright by GAR and/or the Instructor and may not be used at any other time.*
- Print out GAR verification sheets for students to sign into the class.
- Receive from GAR, the student materials for designation courses. (The Instructor may bring the materials or GAR may ship them to the Sponsor.)
- Copy the sign-in sheets, evaluations, exam answers sheets (if any) and any other forms, such as Council-required forms before sending the originals to GAR.
- Send original sign-in sheets, evaluations, exam answers sheets (if any) and any other forms, such as Council-required forms.

PRIOR TO COURSE

Following are requirements and guidelines to host a course:

- Meeting rooms must be set up classroom style with tables and chairs.
- Promotion - Once GAR has confirmed the Instructor, begin promoting the course using either the flyer GAR provides or the flyer the Sponsor-produced flyer. All Sponsor-produced flyers must be approved by GAR before being distributed to advertise a class.
- Pre-registration is recommended: 1) for assuring good attendance, and 2) to get proper documentation for GAR. GAR requires full name and license number to post the GREC CE credit.
- A financial supporter may be obtained by the local board/association holding the course. The financial supporter should never be a real estate company, as that would appear to be recruiting. A financial supporter may have a banner or similar advertisement, preferably outside the classroom. No sales of products or services may be conducted in the classroom, but a sales table may be outside.
- Contact the Instructor for audio-visual requirements. Order equipment needed, if necessary.
- Breaks/Refreshments - It is the policy for GAR to follow GREC Rules and guidelines at a minimum. The GREC allows for a minimum 50-minute 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 one fifteen-minute break. Six-hour courses will have two fifteen-minute breaks. Breaks usually occur in the middle of a course's morning and 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 (3) clock hours (including breaks) of the scheduled class time. For a six-hour CE course, the student must attend the full six hours of the scheduled class time.

- For three and six hour courses, the student can only receive full or zero credit.
- Prior to the course, call the Instructor to discuss details and make sure Instructor has good directions to the course location.
- Provide a GAR Certified Facilitator to monitor the course as it pertains to CE credit.
- For non-designation courses, GAR will email the Sponsor a master handout to copy and distribute to students. This material is protected by copyright by GAR and/or the Instructor and may not be used at any other time. Any materials required for designation courses will be delivered to the Sponsor for distribution to students on the day of the course.

DAY OF THE COURSE

Room Set Up

The Sponsor will:

- Start room set-up at least one hour prior to the course start time.
- Count chairs to be sure there are seats for everyone who pre-registered.
- Have a central table for display materials, if applicable. If materials are for sale, the table must be outside of the classroom.
- Set the registration area with adequate table space and chairs for the Facilitator and Sponsor representative.
- Be prepared for on-site registration.
- Check the audio-visual equipment in the classroom that was requested by the Instructor. Make sure equipment is in good working condition and that there is extra equipment available, if needed.
- Place all markers, pens, transparencies, etc. in the appropriate place.

- Locate volume and other controls for the microphone and sound system – ensure they are working properly.
- Locate light switches and be sure to know where to access them if needed.
- Locate climate control switches. In some facilities, an authorized employee may have to operate the controls, be sure to find out who this person is and how to contact them if needed.
- Locate restrooms.
- At the lunch break – if applicable – check to see if the classroom is refreshed.

Student Sign-in and Onsite Registration Procedures

The Sponsor will:

- Have the sign-in and registration materials ready. These materials include:
 - GAR's Attendance Verification Form
 - Pens/Pencils – Sponsor provides
 - Name Badges and/or Table Tent Cards (*optional*)
 - Course Materials/Handouts
 - Walk-In Registration forms for courses with registration through GAR
- If space and materials are available, take on-site registrations. If not sure there is space for walk-in registrations, accept pre-registered students first.
- Ask each student their full name and check them in. (This responsibility is usually delegated to the Facilitator.)
- Have students sign the GAR Attendance Verification Form, checking accuracy of name and Georgia real estate license number. ***To receive course credit, the student MUST sign in and provide an accurate license number.*** (This responsibility is usually delegated to the Facilitator.)
- Give each student one set of course materials.
- Count the number of registrants and count heads to see if everyone has checked in at the desk.

AFTER THE COURSE

Checklist of Items to Return to GAR

- Facilitator Evaluation Form

- Course and Instructor Evaluation Forms
- Attendance Verification Form (*signed by Facilitator*)
- Tests and Answer Sheets – both used and unused (*if applicable*)
- Student Data Forms (if applicable)
- Check for GAR course fee
- Walk-In Registration forms and payments for courses with registration through GAR, if any

The Sponsor must pay GAR a fee for each student, whether or not the student is licensed, a member, or a non-member and whether or not CE credit is earned. (The exception is for the GAR Certified Facilitator in non-designation courses.)

Make Check Payable to: Georgia Association of REALTORS®.

Upon receipt of payment and required materials from Sponsor, GAR staff will enter CE credit with the GREC.

Mail to the Georgia Association of REALTORS®.

GEORGIA ASSOCIATION OF REALTORS® CONTACT INFORMATION

Mailing Address

Professional Development Department
6065 Barfield Road, Suite 200
Atlanta, GA 30328

Contact

Amy Asher
678-597-4135
PIE@garealtor.com

GAR General Phone Number

770-451-1831