



AFTER THE COURSE Checklist of Items to Return to GAR

PARTNERS IN EDUCATION

- Facilitator Evaluation Form
- Student Course Evaluations
- Attendance Verification Form (*signed by Lead Facilitator – It is the responsibility of the Lead Facilitator to enter Yes or No in the CE Credit column. If No is entered, include a note as to why CE credit is being denied, i.e., No – late at 9:24 am; No – phone call; No – left at 11:30 a.m.*)
- Check

FEE STRUCTURE FOR CE COURSES*

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 tudents	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.

Email scanned forms to PIE@garealtor.com

AND / OR

mail, with check to: Georgia REALTORS®;

Attn: Professional Development Department; 6065 Barfield Road; Atlanta, Georgia 30328-4406

Phone: 770-451-1831 Fax: 770-458-6992