

Designation Courses

Georgia Association of REALTORS® - Partners in Education Program

Sponsor's Responsibilities:

1. For a list of NAR designation / certification / specialty courses, [click here](#). Contact the instructor to verify that the date and time is available and that he / she is eligible to teach that course. If you do not know an eligible instructor, contact the Professional Development Department at PIE@garealtor.com
2. Complete the [online sponsor request form](#)
3. Provide a handicap-accessible site
4. Provide instructor with audio-visual availability (projector, screen, microphone)
5. Promote the course (the sponsor will receive a rebate for the number of students over ten - \$15 for a one-day course and \$25 for a two-day course)
6. Handle onsite registrations (*have student call GAR's PD department to pay the registration fee*)
7. Handle refreshments – sponsors are allowed
8. Email Sign-in Sheets, evaluations, exam answer sheets (if provided), and other materials requested to pie@garealtor.com . Destroy all documents emailed once you receive receipt confirmation.

GAR's Responsibilities:

1. Negotiate Instructor Fees and Create an Agreement with the Instructor and Sponsor
2. Create a flyer
3. Set up and handle registration through GAR's database system
4. Post course on our website with registration
5. Advertise course in the GA REALTOR® Magazine
6. Keep Sponsor and Instructor updated on number of registrants
7. Send students a class reminder & course details email
8. Send instructor current REBAC course information i.e. instructor guide, power point and etc.
9. Send sponsor all required documents including students handouts (*GAR pays all printing and shipping expenses*)
10. Submit paper work (student roster) and pay royalty fees to REBAC (NAR)
11. Post CE credits to the GREC
12. Send students a "Next Steps" email (*this includes info on the GAR scholarship, how to obtain the designation or certification, etc.*)
13. Keep course documents on file for five years

Instructor's Responsibilities:

1. Help advertise (the instructor's pay is increased based on the number of students)
2. Agree to use the current REBAC materials for the course you are teaching
3. Contact the sponsor for audio-visual needs
4. Give all exams, evaluations, and other materials back to the facilitator / sponsor for processing