



Instructor Application and Contact Information Sheet

Graduate REALTOR® Institute Core Courses

Inquiries and Application Should Be Directed To:

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The Georgia Association of REALTORS® is soliciting applications from qualified instructors to teach the Georgia Graduate, REALTOR® Institute Core Courses.

Course Courses:

1. Risk Management - 2 - Day Course (Exhibit A)
2. Systems and Tools – 1 – Day Course (Exhibit B)
3. Skill Building - 2 - Day Course (Exhibit C)

SECTION I
Georgia Association of REALTORS®
Graduate, REALTOR® Institute Core Courses
Request for Professional Development Services

APPLICANT ORGANIZATION		FEDERAL ID NUMBER / SSN	
STREET ADDRESS			
CITY	STATE	ZIP CODE	
PRINTED NAME		TITLE of APPLICANT	
TELEPHONE NUMBER		FAX NUMBER	
E-MAIL ADDRESS		WEBSITE	
CERTIFICATION			
<p>I the undersigned certify that:</p> <p>(a) I have been authorized to submit and sign this proposal on behalf of the submitting organization;</p> <p>(b) my organization will implement the services in compliance with the stipulations and guidelines set forth by the Georgia Association of REALTORS®.</p> <p>(c) the organization that I represent is an equal opportunity employer / provider.</p>			
<p>_____</p> <p>Authorized Signature</p>		<p>_____</p> <p>Date</p>	

SECTION II – QUALIFICATIONS / PROPOSAL COMPONENTS

Complete the following information and submit with the signed Proposal Cover Page (Section I). Complete responses are required for each section. All applications must include the following information in the specified order:

A. APPLICANTS EXPERIENCE

Each Proposal will be evaluated as to the quality of the Proposer's relevant experience.

- Number of years in business with a relationship to Real Estate: _____
- Do you hold:

Real Estate license(s)?

GA # _____ Other state(s) # _____ # _____

Appraiser license(s)?

GA # _____ Other state(s) # _____ # _____

Real Estate Instructor's license(s)?

GA # _____ Other state(s) # _____ # _____

- Are you a member of the National Association of REALTORS®? _____
- Titles/Designations/Certifications You Currently Hold (*Circle*): ABR ABRM AHWD
ALC ASR CAE CCIM CIPS CPA CPM CRB CRE CRS DREI e-PRO® GAA
GREEN GRI PMN RAA RCE REPA SIOR SRES SRS Other(s):

- Provide teaching experience for the last year. Include:
School or Event Name, Address (Please provide on a separate page if more space is needed.)

Level / Type of Instruction – how many sessions have you taught in the last year?

Sales Pre-License _____

Broker Cram _____

Continuing Education _____

Sales Post-License _____

Broker Pre-License _____

Other (*please specify*) _____

- I am interested in teaching the following GRI Core Courses: (Please put an X beside the classes you would like to instruct.
 - Risk Management - 2 - Day Course (Exhibit A)
 - Systems and Tools – 1 – Day Course (Exhibit B)
 - Skill Building - 2 - Day Course (Exhibit C)

- Applicants are encouraged to include all information that may be deemed pertinent to their Application. Applicants may be requested to provide additional information based on the Associations evaluation procedure. If further information is needed during the evaluation period, GAR will contact the applicant.

- Please attach references including names, organization, and contact information for three (3) clients who can provide insights regarding your skills, qualifications and delivery of requested training services.

- The appearance and content of your application should be presented professionally.

- The eligibility criteria below must be met to be included and to remain on the list of approved Georgia GRI Core Course instructors.
 - Real estate brokerage experience is preferred. Ideally, instructor candidates will have at least one year's experience in real estate brokerage working as a salesperson, broker, or manager.
 - Have at least 15 hours' experience in delivering instructional content to adult learners.
 - Have strong presentation and teaching skills.
 - Must not have had a professional or occupational license suspended, cancelled, or revoked.
 - Must not have had a Code of Ethics violation.

NOTIFICATION of AWARD

The selected applicant (s) will be notified in writing that they have been approved to become a Georgia Graduate, REALTOR® Institute Core Course Instructor and a contract will be forthcoming for execution.

Public announcements or news releases pertaining to any contract resulting from this Solicitation must not be made without prior written approval of the Georgia Association of REALTORS®.

INSTRUCTOR RESPONSIBILITIES

- Accept responsibility for the successful presentation of the prescribed course.
- Check with the sponsoring association before each course he/she teaches to ensure preparation for the correct and current course materials.
- Arrive at least 60 minutes prior to the start of the course to inspect facilities and, in cooperation with the on-site administrator, correct any inadequacies that may exist as much as feasible.
- Demonstrate good preparation and delivery, using varied education techniques including visuals, examples, case studies, group exercises, etc.
- Be alert to comments from the students for the purpose of adjusting the presentation of the program for maximum effectiveness.
- Provide students networking opportunities through introduction ice-breaking activities, group work, breaks, etc.
- Ensure the course begins and ends on time, incorporating enough breaks.
- Be competent in the care and use of audio-visual equipment and media (i.e. PowerPoint)
- Instructor shall not engage in selling or promoting, for personal or third party gain or benefit. Instructor shall not make student mailing/and or email lists available to any entity other than the Georgia Association of REALTORS®.
- No sale of materials, books, tapes, or other items is allowed. The speaker may distribute printed or illustrative material that is explanatory, tastefully done and/or has direct bearing on the subject.
- Be aware that all Georgia GRI core course materials are copyrighted. No portion of them may be reproduced for use outside the *Georgia GRI core* courses in any form, whether printed or electronic, without the express written permission of the Georgia Association of REALTORS®.
- Cover exam topics during the presentation
- Administer the examination and keep examination copies secure so that they are not taken out of the examination room and distributed to future students.
- Report in writing to GAR's Professional Development Department any significant comments about the course and its contents or presentation.

Classroom Behavior

- An instructor may be removed immediately from the faculty list due to inappropriate behavior in the classroom. Inappropriate behavior includes, but is not limited to, the following:
 - Use of profane or obscene language or gestures; racial, religious, gender, or ethnic slurs; sexual harassment.
 - Failure to cover the course material as prepared and approved by GAR.
 - Failure to observe accepted business standards of dress during the period of the course.
 - Alcoholic beverages in the classroom.

Copyright Policy

It is a violation of copyright law to photocopy and distribute copies of materials from books, journals, newspapers, and periodicals, including graphics and videos, without the permission of the copyright holder. Instructors who violate copyright law expose themselves, course sponsors, and

GAR to lawsuits and therefore will be removed from the list of approved instructors. It is the responsibility of each Instructor to secure the copyright permission from copyright holders. Duplication or reproduction of *Georgia's GRI Core Course* materials for use outside the classroom in any form, whether print or electronic, without the express written permission of GAR will result in removal from the list of approved instructors.

Proper Use of REALTOR® Marks

The National Association of REALTORS® is the sole and exclusive owner of the trademark rights in the collective membership marks REALTOR®, REALTORS®, REALTOR-ASSOCIATE® and the REALTORS® Logo (“NAR Marks”). Instructor must at all times endeavor to assure that NAR Marks are used only in accordance with the policies and guidelines of NAR relating to such use. In particular, Instructor must endeavor to ensure that NAR Marks are never be used interchangeably with “real estate agent” or “real estate broker”, or in any context that suggests that a person may be a REALTOR® without reference to membership status in NAR. Instructor will review the NAR trademark policies and guidelines set forth at the following web address prior to teaching Course: <http://www.realtor.org/letterlw.nsf/pages/trademarkmanual>.

Course and Instructor Evaluations

- Course and instructor evaluation forms are to be distributed to and collected from students in all course presentations, prior to the exam, by the course sponsor. Do not review evaluations in the presence of students.
- Alterations or removal of evaluation forms by an Instructor is grounds for immediate removal from the approved instructors list.
- Copies of these forms are forwarded to the faculty team involved in teaching the course.
- Evaluation forms are kept on file and reviewed by The Georgia Association of REALTORS® GRI Board of Governors and staff after each course.

Exhibit A
GRI Core Course
Risk Management - 2 - Day Course
Professionalism - Day 1 (7.5 hours)

Course Content	Objectives
Professional Standards	<ul style="list-style-type: none"> • Learn how to apply the Code of Ethics and Standard of Practice to real life decisions, problems and challenging situations that confront REALTORS® in daily practice • Learn how the Code sets REALTORS® apart from licenses and what the REALTOR® organization does for them and why it matters
Agency	<ul style="list-style-type: none"> • Learn and improve your knowledge of Georgia Real Estate Agency Law and BRRETA
Diversity	<ul style="list-style-type: none"> • Learn the impact cultural diversity has on the Real Estate market and how the global economy affects their market

Legal - Day 2 (7.5 hours)

Course Content	Objectives
Georgia License Law Update	<ul style="list-style-type: none"> • Update on changes with Georgia real estate license laws and rules
Fair Housing	<ul style="list-style-type: none"> • Antitrust • Identify federal laws dealing with fair housing and occupancy standards in Georgia • Describe the process for filing complaints under the Fair Housing Act
Mortgage Fraud	<ul style="list-style-type: none"> • GA Residential Mortgage Fraud Act
Mortgage Fraud	<ul style="list-style-type: none"> • Review common mortgage fraud scams • Red flags
Advertising	<ul style="list-style-type: none"> • Understanding GREC's rules and license laws as well as the Articles governing advertising within the Code of Ethics
Application of License Law	<ul style="list-style-type: none"> • Review of common violations
Environmental Issues	<ul style="list-style-type: none"> • Review environmental concerns and laws affecting real estate including mold, lead paint, radon and meth labs

Exhibit B
GRI Core Course
Systems and Tools - 1 - Day Course
Systems and Tools – Day 1 (7 hours)

Course Content	Objectives
Record Retention	<ul style="list-style-type: none"> Learn systems and programs including paperless that will help you keep the records you should be keeping
Platforms and Applications	<ul style="list-style-type: none"> Learn how you can enhance your professional productivity by using the latest hardware, software, and applications available in today's market place
Websites	<ul style="list-style-type: none"> Learn how to find out what tools are available to you for the internet advertising. (MLS, IDX, VOW, RPR) and how your listings are viewed
Marketing Tools	<ul style="list-style-type: none"> Learn how to use various tools available to you to market homes E-mail marketing systems, social media channels, blogging

Exhibit C
GRI Core Course
Skill Building - 2 - Day Course
Market Skills – Day 1 (7.5 hours)

Course Content	Objectives
Valuation	<ul style="list-style-type: none"> Identify differences between property types Developing CMA's Impact of the MLS Know the role of the appraiser and home inspector
Branding	<ul style="list-style-type: none"> How to identify your market niche Creating and implementing your brand Rules of the REALTOR® trade mark
Marketing	<ul style="list-style-type: none"> Marketing to your market niche Make sure you are following GREC license law requirements when advertising in print

Business Skills – Day 2 (7.5 hours) Course

Course Content	Objectives
GAR Forms Preparation (Contract Agreements)	<ul style="list-style-type: none"> • Demonstrate knowledge of GAR's forms while providing an ethical and efficient transaction
Buyer Representation	<ul style="list-style-type: none"> • Knowing and communicating your value as a buyer's agent to your client • Being able to explain the buyer brokerage agreement and the purchase process to clients • Knowledge of financing options available and housing programs to assist homebuyers.
Seller Representation	<ul style="list-style-type: none"> • Knowing and communicating your value as a seller's agent to your client • Preparing and presenting listing presentations
Negotiation Skills	<ul style="list-style-type: none"> • Learn how to prepare your seller or buyer on how the negotiation process works • Learn how to write an offer that will get accepted by researching, preparing and planning before you write an offer • Learn how to gain the respect of all parties involved by using courtesy and integrity to insure a smooth transaction