

TREEF



TENNESSEE
REAL ESTATE
EDUCATION
FOUNDATION

Professional Development Catalog

2017 EDITION

Tennessee REALTORS® and TREEF sponsor a growing catalogue of CE courses—all of which local Associations can host for your members!



TREEF



TENNESSEE
REAL ESTATE
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About TREEF

The Tennessee Real Estate Education Foundation (TREEF) was established in 1968 under Tennessee REALTORS® President Bob Freeman, and the Foundation was officially chartered as a 501(c)(3) nonprofit, tax-exempt educational foundation in 1973.

By an amendment to the state association's Bylaws, the authority to conduct educational programs for Tennessee REALTORS® has been delegated to TREEF. Tennessee REALTORS® has no Education Committee; instead, TREEF serves as the “educational arm” of the association...but TREEF should never be confused with (or thought of as) another committee. As a chartered nonprofit foundation, TREEF has higher purposes and a special mission to fulfill.

TREEF is governed by a 15-member, all-REALTOR® Board of Trustees, who serve staggered, three-year terms. The Foundation's five-member Executive Committee is composed of the President, President-elect, Secretary, Treasurer, and Immediate Past President. Each year the Foundation Trustees also elect a non-voting Trustee of Counsel, typically a past president of the Foundation, who meets with the Trustees and is available for special assignments and/or consultation to any of the Trustees or TREEF officers.

NOTE: Trustees are not elected as representatives of any particular association, geographic area, or constituency; they are ALL elected as statewide custodians and fiduciaries of the Foundation's mission, programs, and assets.

A Note to Local Associations

These courses are purely a service to all local Associations throughout Tennessee. There is no charge to host any of these CE courses, other than what the local host agrees to pay the instructor. Again, local Associations pay nothing to TREEF or Tennessee REALTORS® to host any of these courses—including REBAC courses.

This service is designed to:

- Save local Associations the **time** otherwise needed to submit and secure TREC approval for course offerings;
- Save local Associations the **money** that would otherwise be paid for CE applications to TREC and (in the case of REBAC courses) the annual licensing fees paid for the right to offer such courses as ABR, etc.;
- Spare local Associations the **hassles** of compiling and submitting course/instructor paperwork to TREC for CE-accreditation applications; and
- Give courses added exposure by having them posted on the Tennessee REALTORS® calendar.

REBAC charges per-student fees (royalties) for their courses, but local associations pay nothing to TREEF.

Hosting any of these courses is simple:

1. Book (and agree to pay) one of the **approved instructors** for the course you wish to host.
2. Notify Sarah Selman AND Steve McDonald of the course offering—**sarah.selman@tnrealtors.com**, **steve.mcdonald@tnrealtors.com**—**AS SOON AS you have scheduled it**, so that we can add it to the calendar and to the list of Upcoming Courses in our weekly Digest. *[Because the official “sponsor” of these courses in TREC records is TREEF/TAR, it is important—to be in compliance with rules and regulations—that any advertising reflect this and refer to the local association as the “host” of the course, not the sponsor.]*
3. Secure a copy of the Student Handout for the course **from the instructor**, to duplicate for students.
4. Submit the roster of attendees to Sarah when the course is over, so that she can submit it to TREC. *[Sarah can advise you on what to do.]*

We hope you will take advantage of this easy-to-use and low-cost service!

For more information about any of these courses, as well as any updates to the list of instructors approved to teach them, contact **Steve McDonald** at 615-440-5038 or steve.mcdonald@tnrealtors.com.



How to Become an Instructor

TREEF INSTRUCTORS

Those interested in joining our team of instructors must find a “home” (a specific course with a local REALTOR® Association) and submit a resume to one of them to be considered for hire. Once a local REALTOR® Association has hired you, your resume and credentials will be sent to TREC to be added to an approved course. At that time you will also be added to TREEF’s instructor list. To ensure our instructors are developing their teaching skills, TREEF will offer three instructor-training workshops per year. This one-day workshop will focus on adult learning methods and smart delivery options in the classroom.

Anyone interested in teaching TransactionDesk must complete a train-the-trainer course offered at TAR. For more information and schedule, contact Steve McDonald at steve.mcdonald@tnrealtors.com or Buzz Steele at buzz.steele@tnrealtors.com.

REBAC INSTRUCTORS

Submit your resume to TREEF or the authorized course providers listed below. If TREEF or an authorized course provider hires you, your contract will be between you and that licensed provider. They will provide the course materials for any REBAC courses that you are qualified to teach.

REBAC monitors your progress through instructor evaluations. You are also required to attend an ABR® Instructor Recertification workshop—a continuing requirement that must be met every two years.

Once a provider has hired you, they will contact REBAC, where you’ll be added to the database as an instructor. At that time you will also be added to REBAC’s email list, so you can begin receiving instructor information from REBAC.

RECERTIFICATION

All REBAC instructors must complete a one-day Instructor Recertification Workshop every two years. The workshop is devoted to reviewing changes in course content and new teaching techniques (morning) and instructor development, with topics designed to assist instructors with their teaching skills (afternoon).

Instructor Recertification workshops are central to REBAC’s ongoing instructor training program. These sessions help instructors: 1) meet their recertification requirements; 2) improve their teaching skills; 3) stay current on key REBAC organization information that must be conveyed to students; and, 4) expand their teaching opportunities.

Workshops are held each year in conjunction with NAR’s REALTORS® Conference & Expo and the REALTORS® Legislative Meetings & Trade Expo.

TREEF Classroom Courses

CONTRACTS 101 #6711 (4 HOURS CE)

Real estate contract basics to keep you compliant and set to close! This course will assist you in understanding the agreement in everyday English and not mind-warping legal jargon.

Terry Atkinson	615-397-5011	terrydatkinson@gmail.com
Susan Barnette	423-596-7553	sbarnette7@gmail.com
Brenda Brewster	865-607-4248	bhomefinder@aol.com
Steve Champion	423-756-5700	stevechampion7@gmail.com
Brent Maybank	615-405-6294	brent@brentmaybank.com
Bobbie Noreen	615-383-6964	noreenb@realtracs.com
Karen Randolph	423-677-8883	krandolphkw@gmail.com
Patricia Shepherd	865-986-9990	homes@movetotn.com
Bobby Wood	615-754-4766	woodr@realtracs.com
Greg Glosson	901-767-8770	greg.glosson@gmail.com

TREC CORE COURSE—RESIDENTIAL #8136 (6 HOURS CE)

This required 6-hour course covers topics set forth by the Tennessee Real Estate Commission and reflects updated laws, rules, and interpretations important to licensees practicing residential real estate. This course may only be taken once and may not be duplicated for CE hours needed for license renewal.

Susan Barnette	423-596-7553	Susan@susanbarnette.com
Oliver Barry	615-826-4040	BarryO@realtracs.com
Robert Bradney	423-472-2173	rbradney@bender-realty.com
Brenda Brewster	865-607-4248	bhomefinder@aol.com
Ryan Byrne	901-737-2911	RyanByrne@Bryne-Firm.com
Libby Capps	931-260-4186	libse32@gmail.com
Steve Champion	423-756-5700	stevechampion7@gmail.com
Randa Dawson	615-331-6364	randa.dawson@century21.com
Janet DiChiara	731-267-2456	janet@janetdichiara.com
Kathy Dunn	931-265-4575	kathy@kathydunn.com

See continued list on next page.

TREC Core Course—Residential #8136 (6 hours CE) Continued.

Randall Fly	615-504-1913	flyr@realtracs.com
John Giffen	615-308-5900	john@johngiffen.com
Greg Glosson	901-767-8770	greg.glosson@gmail.com
Regina Hubbard	901-550-1556	reginahubbard4@hotmail.com
Tawny King	615-456-4341	tawnyking@exitrealtyking.com
Pam Looper	931-260-9989	pam@pamlooper.com
Bill Malone	901-359-4000	bmalone@billmalone.com
Brent Maybank	615-826-0001	brent@brentmaybank.com
Jeff McEvoy	901-737-2100	
Robert Morris	615-390-3785	teamrobertmorris@gmail.com
Monica Neubauer	615-371-1544	moneubauer@gmail.com
Bobbie Noreen	615-383-6964	noreenb@realtracs.com
Jim Oakley	865-898-1495	jim@jimoakleyrealestate.com
Ron Poe	901-758-8200	rpoe@poefirm.com
Ingrid Prather	423-381-9087	premierpropertiesrealty@comcast.net
Karen Randolph	423-677-8883	krandolphkw@gmail.com
Nedra Redditt	901-301-9051	nredditt@aol.com
Bill Schlueter	615-352-6509	schluete@realtracs.com
Mary W. Sharp	901-830-7572	mwsharp@bellsouth.net
Patricia Shepherd	865-986-9990	homes@movetotn.com
Aaron Taylor	423-914-1200	aarontaylorrealtor@gmail.com
Katie Townsend	731-217-5306	katiemtownsend@gmail.com
Buddy Vaughn	615-969-1555	hbvaughn2420@gmail.com
Brent Ward	731-444-5516	brentward@cwta.com
Bobby Wood	615-754-4766	woodr@realtracs.com
Misty Woodford	615-512-3351	mistywoodford@gmail.com

TREC CORE COURSE—COMMERCIAL #8194 (6 HOURS CE)

This required 6-hour course covers topics set forth by the Tennessee Real Estate Commission and reflects updated laws, rules, and interpretations important to licensees practicing commercial real estate. This course may only be taken once and may not be duplicated for CE hours needed for license renewal.

Richard Fulton	615-850-2700	richard.fulton@colliers.com
John Giffen	615-371-1544	john@johngiffen.com
Ronnie Phillips	865-919-0566	ronniephi@msn.com
Waddell Wright	615-668-2213	waddell@rdginvestments.com

PRINCIPAL BROKER CORE COURSE #8300 (8 HOURS CE)

This course provides information needed to supervise agents and tips to reduce risks acting in the role of Principle Broker.

Susan Barnette	423-596-7553	sbarnette7@gmail.com
Brian Copeland	615-369-3278	brian@nashvilleandbeyond.com
John Giffen	615-371-1544	john@johngiffen.com
Steve Jolly	615-519-0983	stevejolly@nashvillerealestatenow.com
Robert Morris	615-390-3785	teamrobertmorris@gmail.com
Tim Raybon	615-220-1300	tim.raybon@crye-leike.com
Bill Schlueter	615-352-6509	schluete@realtracs.com

AGENCY IN TENNESSEE #6257 (2 HOURS CE)

Why does someone obtain a real estate license? The answer really has nothing to do with the right to buy or sell real estate. Anyone with enough money or financing can do that! A real estate license is all about representation. The license permits someone to represent another party in the purchase or sale of real estate, to safeguard their interests, to treat them honestly, to serve them with professionalism.

Agency at its heart is not a difficult or complex concept. It's all about representing a consumer conscientiously, doing so with the consumer's understanding and written agreement, steering clear of any conflicts of interest, and ensuring that—at any time in the transaction—everyone in the transaction knows whom the licensee does and doesn't represent.

This course takes you through common misconceptions about agency law in Tennessee, as well as a section-by-section presentation of the law itself with a brief commentary on each section.

Terry Atkinson	615-397-5011	terrydatkinson@gmail.com
Susan Barnette	423-596-7553	sbarnette7@gmail.com
Oliver Barry	615-826-4040	Barry0@realtracs.com
Brenda Brewster	865-607-4248	bhomefinder@aol.com
Steve Champion	423-756-5700	stevechampion7@gmail.com
Brent Maybank	615-405-6294	brent@brentmaybank.com
Jim Oakley	865-898-1495	jim@jimoakleyrealestate.com
Karen Randolph	423-677-8883	krandolphkw@gmail.com
Patricia Shepherd	865-986-9990	homes@movetotn.com
Aaron Taylor	423-914-1200	aarontaylorrealtor@gmail.com
Bobby Wood	615-754-4766	woodr@realtracs.com

ENFORCING THE CODE: PROFESSIONAL STANDARDS IN REAL ESTATE #6314 (3 HOURS CE)

REALTORS® are required to complete at least 2 hours, 30 minutes of ethics training within four-year cycles. The training must meet specific learning objectives and criteria established by the National Association of REALTORS®. Training may be completed through local REALTOR® associations or through another method, such as home study, correspondence, classroom courses, or online courses.

Since the Code is a living document, it needs to be downloaded new each time this course is printed/presented. This will help to ensure the most recent version of the Code of Ethics is being used.

Steve Champion	423-756-5700	stevechampion7@gmail.com
Monica Neubauer	615-568-8384	monica@monicaneubauer.com

NAR ETHICS COURSE #7286 (3 HOURS CE)

REALTORS® are required to complete at least 2 hours, 30 minutes of ethics training within two-year cycles. The training must meet specific learning objectives and criteria established by the National Association of REALTORS®. Training may be completed through local REALTOR® associations or through another method, such as home study, correspondence, classroom courses, or online courses.

Since the Code is a living document, it needs to be downloaded new each time this course is printed/presented. This will help to ensure the most recent version of the Code of Ethics is being used.

Terry Atkinson	615-397-5011	terrydatkinson@gmail.com
Steve Champion	423-756-5700	stevechampion7@gmail.com
Brent Maybank	615-826-0001	brent@brentmaybank.com
Monica Neubauer	615-568-8384	Monica@MonicaNeubauer.com
Karen Randolph	423-677-8883	krandolphkw@gmail.com
Patricia Shepherd	865-986-9990	Homes@MoveToTN.com
Aaron Taylor	423-914-1200	aarontaylorrealtor@gmail.com
Bobby Wood	615-754-4766	woodr@realtracs.com
Greg Glosson	901-767-8770	greg.glosson@gmail.com

TRANSACTIONDESK BASIC #5747 (3 HOURS CE)

With TransactionDesk “in the cloud,” you can access and manage all your real estate forms, contracts, documents and contracts from any computer with online access. You will always have your “virtual” real estate office with you.

Terry Atkinson	615-397-5011	terrydatkinson@gmail.com
Greg Driscoll	512-705-1532	gregg@instanetsolutions.com
Janet DiChiara	731-267-2456	janet@janetdichiara.com
Tara Hampton	423-476-5912	tara@rivercounties.com
Barry Hensley	865-604-7070	barry@barryhensley.net
Karen Randolph	423-677-8883	krandolphkw@gmail.com
Brent Maybank	615-826-0001	brent@brentmaybank.com
Ann Skiera	615-584-4085	ann.skiera@zeitlinrealtors.com
Steve Jolly	615-519-0983	stevejolly@nashvillerealestatenow.com
Buddy Vaughn	615-969-1555	hbvaughn2420@gmail.com
Katie Townsend	731-249-5376	katiemtowndsend@gmail.com
Steve Champion	423-316-7494	stevechampion7@gmail.com
Kathy Dunn	931-265-4575	kathy@kathydunn.com

TRANSACTIONDESK ADVANCED #5748 (3 HOURS CE)

You've worked with TransactionDesk...now it's time to take it to a higher level and learn about the integrated cloud service (DocBox), E-signatures (AuthentiSign), and E-faxing (InstaFAX). Combine these features with filling out forms and transactions and you've got a complete transaction-management solution!

This course briefly summarizes the use of Transactions and then integrates the use of DocBox, AuthentiSign, and InstantFax—all in one location. This course is designed for moderate to advanced users.

Terry Atkinson	615-397-5011	terrydatkinson@gmail.com
Greg Driscoll	512-705-1532	gregg@instanetsolutions.com
Janet DiChiara	731-267-2456	janet@janetdichiara.com
Tara Hampton	423-476-5912	tara@rivercounties.com
Barry Hensley	865-604-7070	barry@barryhensley.net
Karen Randolph	423-677-8883	krandolphkw@gmail.com
Brent Maybank	615-826-0001	brent@brentmaybank.com
Ann Skiera	615-584-4085	ann.skiera@zeitlinrealtors.com
Steve Jolly	615-519-0983	stevejolly@nashvillerealestatenow.com
Buddy Vaughn	615-969-1555	hbvaughn2420@gmail.com
Katie Townsend	731-249-5376	katiemtowndsend@gmail.com
Steve Champion	423-316-7494	stevechampion7@gmail.com
Kathy Dunn	931-265-4575	kathy@kathydunn.com

TRANSACTION CREATION #8195 (1 HOUR CE)

TEMPLATES AND CHECKLIST #8196 (1 HOUR CE)

DOC BOX #8197 (1 HOUR CE)

AUTHENTISIGN #8198 (1 HOUR CE)

BROKER REVIEW #8199 (2 HOURS CE)

DASH BOARD #8200 (1 HOUR CE)

The following are approved for (1) hour of CE with the purpose of allowing your members to take portions of the Transaction Desk functions in smaller focused sessions. The Broker Review class is approved for (2) hours of CE and is designed with the Principal Broker in mind.

REAL ESTATE INVESTING AND BUILDING WEALTH #8162 (8 HOURS CE)

The one-day course looks at how practitioners can adapt core real estate skills and learn new skills to serve clients who want to invest in single-family homes, condos, townhomes, and small multifamily properties. You will learn how to work with investors as they goal set, plan, evaluate, and acquire properties as well as manage them. You will also learn how to “walk the talk” and become a real estate investor yourself.

Greg Glosson	901-550-3633	greg.glosson@comcast.net
Steve Jolly	615-519-0983	stevejolly@bellsouth.net

REAL ESTATE MARKETING REBOOT #6396 (8 HOURS CE)

In this one-day course, students will revisit marketing fundamentals—branding, relationship marketing—with an emphasis on electronic tools, social media, blogs, Twitter, podcasts, and RSS feeds, Web site search engine optimization (SEO), among other technologies. Practical tips in addition to examples of how agents leveraging these tools in the field make this course a must for all real estate professionals. This course requires the Code of Ethics.

Since the Code is a living document, it needs to be downloaded new each time this course is printed/presented. This will help to ensure the most recent version of the [Code of Ethics](#) is being used.

Steve Champion	423-756-5700	stevechampion7@gmail.com
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SUCCESSFUL RELOCATION REPRESENTATION #6579 (8 HOURS CE)

To keep pace with a changing real estate market, buyer's representatives need to find new buyers to serve and new services to bring them. One important growth area is relocation: buyers who are transferred by an employer or who move to take up employment. Unlike conventional homebuyers, these buyers are often virtual babes in the woods, completely unfamiliar with their new area, and in desperate need of representation and counseling. Unfortunately, their situation is also more complicated than that of a conventional buyer. To serve a transferee, a buyer's rep needs to know how the relocation process works as well as what kinds of services a transferee needs. Then, of course, one needs to know where and how to find transferee business. This course requires the Code of Ethics.

Since the Code is a living document, it needs to be downloaded new each time this course is printed/presented. This will help to ensure the most recent version of the [Code of Ethics](#) is being used.

Susan Barnette	423-596-7553	sbarnette7@gmail.com
Robert Morris	615-390-3785	teamrobertmorris@gmail.com
Buddy Vaughn	615-969-1555	hbvaughn2420@gmail.com

NEW HOME CONSTRUCTION & BUYER REP #7513 (8 HOURS CE)

The goal of this course is to help real estate professionals gain the product and transaction knowledge needed to guide buyer-clients through the steps and processes for purchase, construction, and customization of a new home. Students will learn how to interact with new homebuilders and sales representatives to protect clients' interests while developing productive business relationships. This course requires the Code of Ethics.

Since the Code is a living document, it needs to be downloaded new each time this course is printed/presented. This will help to ensure the most recent version of the [Code of Ethics](#) is being used.

Monica Neubauer	615-568-8384	Monica@MonicaNeubauer.com
Robert Morris	615-390-3785	teamrobertmorris@gmail.com

GENERATION BUY #6697 (8 HOURS CE)

At any given time, today's real estate professionals may be working with four generations of buyers: Millennials, Generation X, Baby Boomers, and Matures. So how do real estate professionals assess the distinct wants and needs of these generations and nurture real estate client relationships for a lifetime? Say hello to Generation Buy. In this one-day course, students will examine the characteristics of these home-buying generations and evaluate expectations (expectations of the agent and the transaction) as well as communication preferences. As a turnkey resource, this course offers generation-specific marketing tools, networking tips, scripts, and counseling strategies to help real estate professionals formalize their agency relationships.

Monica Neubauer	615-568-8384	Monica@MonicaNeubauer.com
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DISCOVERING COMMERCIAL REAL ESTATE #8299 (3 HOURS CE)

This is an ideal introductory course for those who are newly licensed and/or residential agents to learn more about commercial real estate and their impact within the industry.

Greg Glosso	901-767-8770	greg.glosso@gmail.com
Michael Green	423-677-8494	mike@greencommercialrealty.com

*Members of the REALTORS® Land Institute must complete 104 contact hours of Land University courses to meet the Education Requirements for the **Accredited Land Consultant (ALC)** designation. 56 hours must be filled by the required courses: *Land 101: Fundamentals of Land Brokerage*, *Tax Deferred 1031 Exchanges*, and *Land Investment Analysis*. The remaining 48 hours can be filled by any elective courses or the Land Conference white paper option.



[RLI] LAND 101: FUNDAMENTALS OF LAND BROKERAGE (16 HRS. CE) #4417

An ALC-required course. This is an introduction to the land specialty. Aspiring land professionals learn the basics of land brokerage, including the various types of land; the land brokerage process; and the 1031 tax-deferred exchange process. This is the only course offered as an independent study and can be taken at any time.

Susan Barnette	423-596-7553	sbarnette7@gmail.com
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GRADUATE, REALTOR® INSTITUTE

The Tennessee GRI Program gives students BOTH shorter up-to-date courses AND flexibility with choices (through Elective options) in how you structure your GRI studies to fit your personal career and business goals.



At least **60 total hours** of GRI-Accredited courses are required for the GRI designation in Tennessee (including the six required one-day courses). A student must complete the GRI within five years to ensure that the material covered is relevant and respectful to trends in the marketplace and technology.

Students will complete all six of the following updated GRI courses in either classroom or distance-learning form (or any combination of the two), each of which is six hours long:

Below course requirements total = 36 hours

GRI 401	6 HOURS CE	GRI 402	6 HOURS CE
<p>Doing Things the Right Way: Ethics & Professionalism</p> <p>This one-day course will focus on the most troubling ethical challenges and concerns that arise in everyday practice, both in the Code of Ethics and the broader issue of professionalism in practice. In particular, the course will address the effective resolution of conflicts when they arise, and other topics such as confidentiality, inter-agent communication, procuring cause, mediation and arbitration.</p>		<p>Staying In Business and Out of Court</p> <p>This one-day course will cover common legal pitfalls of all types that are encountered in real estate practice, the most frequent causes of lawsuits, the often misunderstood aspects of agency law, compensation issues in the light of federal and state laws, several Real Estate Commission rules and regulations, and other legal and risk-education topics—including penalties for violations of various state and federal laws.</p>	
GRI 403	6 HOURS CE	GRI 404	6 HOURS CE
<p>Working More Effectively With Buyers</p> <p>This one-day course will equip students with the skills they need to serve buyers more productively and effectively in today’s market, such as: working with new buyers, counseling them effectively, handling and negotiating offers to purchase, helping buyers secure financing, and getting them through the home inspection, repairs, and settlement procedures.</p>		<p>Working More Effectively With Sellers</p> <p>This one-day course will equip students with the skills they need to serve sellers more productively and effectively in a more challenging environment: your listing/marketing presentation; researching, pricing and marketing the seller’s property more successfully; communicating with them through the listing period; negotiating on their behalf; and getting them through the home inspection, repairs and closing.</p>	
GRI 405	6 HOURS CE	GRI 406	6 HOURS CE
<p>Mastering Forms and Contracts</p> <p>This one-day course will cover the ins and outs of all Tennessee REALTORS® standard forms (in their current versions)...the forms that are most often needed and used in residential transactions, as well as the most frequent forms-related pitfalls that REALTORS® encounter in using them. The goal is mastery and sufficient knowledge to explain various forms to customers and clients.</p>		<p>Tips, Tools & Technologies For Your Business</p> <p>This one-day course will cover business development and networking strategies, with a special focus for most of the course on smarter practices, communications and business tools, Internet sites and services, and technologies that can enhance participants’ professional productivity and services.</p>	

How to earn remaining hours

To earn the remaining **24 hours of GRI Elective Credits**, students may:

1. Submit proof of fifteen (15) completed transactions; **OR**
2. Complete a TREEF-approved, company-based training program; **OR**
3. Earn at least 24 hours of credits through any combination of the following:
 - CE-accredited sessions taken at TAR Spring Conferences and Annual Conventions, since 01/01/2012
 - At Home With Diversity (AHWD)
 - Accredited Buyer's Representative (ABR®) Core Course
 - ABR Elective: Generation Buy
 - ABR Elective: Marketing Reboot
 - ABR Elective: New Home Construction & Buyer Representation-Professional, Product, Process
 - ABR Elective: Successful Relocation Representation
 - ABR Elective: REO: Responsibilities, Education and Opportunities for Real Estate Professionals
 - Pricing Strategies: Mastering the CMA
 - e-PRO® Day 1 & Day 2
 - CRB: Seller Representations Specialist (SRS) Designation Course
 - CRB: Marketing Strategies that Deliver Results
 - CRS: Business Planning & Marketing
 - CRS: Listings (201), Sales (202) or Referrals (210)
 - Military Relation Professional (MRP) Certification Course
 - NAR's Green Designation Day 1 & Day 2
 - NAR's Code of Ethics Training
 - Short Sales and Foreclosure Resource (SFR®)
 - Seller Representative Specialist® (SRS®)
 - Seniors Real Estate Specialist® (SRES®)
 - WCR: Effective Negotiating for Real Estate Professionals
 - Real Estate Collaborative Specialist-Divorce: RCS-D, 12-hour course (partnered with Vanderbilt University Law School), not affiliated with or endorsed by the National Association of REALTORS®.

Transition Issues

Please Note: The NAR Board of Directors voted in November 2014 that you must take no more than five years to complete the GRI coursework. Members can substitute exam and experience for no more than half a state's course requirements.

If you took any GRI courses BEFORE 2012 but didn't complete your requirements for the designation, you will NOT lose a single hour of GRI credit! Use the following explanations to learn how your GRI courses taken prior to 2012 will be credited in the new program:

Students who took GRI 1: Professionalism in Real Estate will be given credit for:

- GRI 401: Doing Things the Right Way: Ethics & Professionalism (8 hours)
- GRI 402: Staying In Business and Out of Court (8 hours)

Students who took GRI 2: Smart Marketing will be given credit for:

- GRI 403: Working With Buyers More Effectively (8 hours)
- GRI 404: Working With Sellers More Effectively (8 hours)

Students who took GRI 3: Financing the Successful Transaction will be given 16 hours of GRI Elective Credit.

Students who took GRI 4: From Offer to Contract to Closing will be given credit for:

- GRI 405: Mastering Forms and Contracts (8 hours)
- ...and 8 hours of GRI Elective Credit

Students who took GRI 5: Systems for Success will be given credit for:

- GRI 406: Tips, Tools & Technologies For Your Business (8 hours)
- ... and 8 hours of Elective Credit

Students who took GRI 6: Sticky Situations will be given 16 hours of GRI Elective Credit.

60 hours. Nationally recognized and state specialized. \$34.99 application fee after course work is completed. No annual fees or education required. Contact TREEF for information.

Designation, Certification & REBAC Courses

Become more valuable by adding designations—and increase your income! Designation and certification courses add prestige to enhance your professional image, learn best practices, gain new expertise, acquire specialized knowledge, and increase your value, marketability, proficiency and productivity.

The list presented is not a full representation of everything available. For the extensive list, visit realtor.org/education or contact Steve McDonald at steve.mcdonald@tnrealtors.com.

DESIGNATION AND CERTIFICATION COURSE ROYALTIES

Below is a comprehensive list of the royalties due for each class hosted and who they should be paid to.

Discounts for the 2016 season are also displayed and costs to the students for certifications and designations are listed and explained.

Royalties Payable to NAR

Course	Royalty Fee
At Home with Diversity® (AHWD)	\$30/student
CIPS Course Royalty	\$50/student per course
CIPS Institute Royalty (5 consecutive days of CIPS courses)	\$150/student
Save \$100 when you offer 5 consecutive days	
Resort & Second-Home Property Specialist (RSPS)	\$30/student

Royalties Payable to REBAC

Course	Royalty Fee
Accredited Buyer's Representative (ABR®)	\$60/student
Discovering Commercial Course (Separate License fee)	\$100 for 2 years (unlimited students)
e-PRO® Day 1	\$30/student
Generating Buyer and Seller Leads	\$20/student
Generation Buy	\$20/student
Investing in Real Estate: Becoming an Investor	\$20/student
Military Relocation Professional (MRP)	\$30/student

See continued list on next page.

Royalties Payable to REBAC Continued.

Course	Royalty Fee
NAR Green Designation - Day One	\$30/student
NAR Green Designation - Day Two	\$30/student
NAR Safety Course 3 hour	Royalty Waived
New Home Construction	\$20/student
Pricing Strategy Advisor (PSA)	\$30/student
Real Estate Marketing Reboot	\$20/student
Real Estate Negotiation Expert (RENE)	\$60/student
<ul style="list-style-type: none"> (Advance Field Negotiation: \$30/student) (Power Negotiating Playbook: \$30/student) 	
Responsibilities, Education, and Opportunities (REO)	\$20/student
Seller Representative Specialist (SRS)	\$60/student
Seniors Real Estate Specialist® (SRES)	\$60/student
Short Sales & Foreclosure Resource (SFR)	\$20/student
Successful Relocation Representation	\$20/student

Please note: With the exception of SRS and RENE, where there are no exams required unless needed for CE in your state, all courses require passing an exam with a score of at least 80% before a designation/certificate is awarded.

Royalty Discount Programs for 2017:

Host one designation course (ABR, SRES, GREEN) and two certification courses (e-PRO, RSPS, SFR, MRP, PSA) for a discounted ABR and SRES royalty—please see details below as to what courses count and the pricing structure:

Once you host one Designation course (ABR, SRES, or GREEN) at full royalty price and two Certification courses at full royalty (e-PRO, MRP, SFR, Resort, and PSA), then the remainder of your ABR and SRES courses will be discounted to \$45.00 per student instead of \$60.00 for the remainder of the year.

For the GREEN discount we will be running a separate program. Please see below:

1. Host NAR Green Day 1 and Day 2 and receive 50% off every 3rd course (“Buy 2, get one at half price”).
2. Quarterly raffle for Providers who host a Green Course. Every time Green is hosted, the provider is entered into a Green raffle where the Green Council will buy lunch for the Association/Board/Proprietary School/Franchise Staff (1 per quarter).

Certification Fees

NAR® Certifications have a one-time application fee. Certification holders can place the certification initials behind their name if they complete all of the requirements, pay the one-time application fee, and remain an active member of NAR®.

Certification	Application Fee
Short Sales & Foreclosure Resource (SFR)	\$175.00
Resort & Second-Home Property Specialist (RSPS)	\$194.50
Pricing Strategy Advisor Certification (PSA)	\$179.00
Military Relocation Professional (MRP)	\$195.00
At Home with Diversity® (AHWD)	\$75.00
Real Estate Negotiation Expert (RENE)	\$159.00
e-PRO	\$110.50

On-Going Designation Dues

Designation	Dues
ABR	1 st year free.
	2 nd year prorated depending on when the course was taken.
	3 rd year \$110 with a 5% discount if paid online before the end of the year.
CIPS	One time initial application fee of \$75.
	1 st year dues are prorated on a quarterly scale.* Subsequent years are \$220, billed annually in Quarter 4.
GREEN	1 st year free. \$98.50 every year thereafter.
SRES	1 st year free. \$99 every year thereafter.
SRS	1 st year free. \$99 every year thereafter.

PROPOSED SAMPLE BUDGET

Below is a suggested sample budget for a 2-day ABR course, demonstrating how it can be relatively easy to generate non-dues revenue by hosting REBAC courses.

Revenues	Total Income
50 Students @ \$295.00 per person	\$14,750.00
Expenses	
Royalty Fees (50 students @ \$60.00 per student)	\$3,000.00
Instructor Fee	\$3,000.00
Printed Materials (50 packets @ \$12.00 ea.)	\$600.00
Refreshments (coffee, lunch, etc.)	\$500.00
Advertising/Marketing (flyers, posters, etc.)	\$200.00
Estimated Total Expenses	\$7,300.00
Totals	
Total Revenue	\$14,750.00
(Total Expenses)	-\$7,300.00
ESTIMATE NET PROFIT TO COURSE PROVIDER	\$7,450.00

Please note: Expenses may vary. If you cannot facilitate courses at your association/board/school you will need to add in the cost of renting space to host course.

E-PRO® DAY ONE CERTIFICATION* #6665 (7 HOURS CE)



This certification program helps real estate professionals broaden their technology skills to compete effectively in today's digitally connected marketplace.

Day 1 of NAR's e-PRO® certification helps real estate professionals understand how to leverage digital marketing theory and technologies in their day-to-day marketing efforts as well as streamline real estate transaction processes using customer relationship management (CRM) systems and transaction management platforms. As a digital marketing primer, this course explains today's consumers and how real estate professionals can connect with them via relevant content, agent ratings and reviews in addition to search engine marketing (SEM) and search engine optimization (SEO) strategies.

*Due to the nature of the coursework, Day 2 of the course is offered exclusively through the Center for REALTOR® Development, NAR's exclusive online destination for official NAR designations. This lets you put this new technology to the test and helps you determine what electronic strategies will work to your advantage. *One time application fee is \$110.50*

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AT HOME WITH DIVERSITY CERTIFICATION COURSE #2656 (7 HOURS CE)

While the At Home With Diversity® course teaches you how to transact business in culturally competent ways, official At Home With Diversity® Certification conveys to clients that you are a dynamic real estate professional with expertise that transcends cultural barriers. REALTORS® who adapt to increasing cultural diversity in the market and wisely plan to meet the needs of diverse clients gain a competitive edge and expand opportunities. According to the 2013 NAR Member Profile, REALTORS® with designations and certifications are more likely to out-earn REALTORS® without real estate specialty education, making the At Home With Diversity® Certification more valuable than ever. One-time application fee is \$49 application.



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ABR 2-DAY COURSE #7177 (16 HOURS CE)

The goal of the 2-day ABR® Designation Course is to establish a foundation of training, skills, and resources to help real estate professionals succeed as a buyer's representative. Students learn to build a buyer-representation business, value the services you perform on behalf of buyer-clients, increase confidence to work toward a signed buyer representation agreement, and gain methods, tools, and techniques to provide the support and services that buyers want.



The ABR® Designation Course is the benchmark of excellence in buyer representation. Course enrollment includes free year of REBAC membership. Annual designation dues are \$110.

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COUNCIL OF RESIDENTIAL SPECIALISTS (CRS)

CRS provide real estate agents with tools, resources and strategies to help them guide buyers and sellers through the residential sales process. Each State CRS Community is independently managed by its members. Your State CRS is determined by the state where your office is located, and you can easily connect with your fellow members by participating in your State CRS Online Community. Visit <http://community.crs.com/tennessee>. To learn more about CRS, visit <https://crs.com/membership/become-crs/requirements>.



PRICING STRATEGIES: MASTERING THE CMA CERTIFICATION #7906 (7 HOURS CE)

The Pricing Strategies: Mastering the CMA course covers the nuts and bolts of a comparative market analysis (CMA), including its purpose, key principles of valuation that impact these analyses, and important valuation terminology. Participants will understand the purpose of appraisals, how they differ from CMAs, and the scope of the appraiser's role. After completing the course, real estate professionals will be able to effectively address client concerns about pricing, choose appropriate comparables, prepare and present a superior CMA, and generate ideas for working constructively with appraisers. *One-time application fee is \$179*



Greg Glosson	901-550-3633	greg.glosson@comcast.net
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REAL ESTATE NEGOTIATION PLAYBOOK (16 HOURS CE)

The Real Estate Negotiation Expert (RENE) certification is for real estate professionals who want to sharpen their negotiation skills. The RENE certification program gives REALTORS® the tips and tools they need to be skillful advocates for their clients. *One-time application fee is \$159.*



THE POWER NEGOTIATOR'S PLAYBOOK #7687 AND ADVANCED FIELD NEGOTIATIONS #7953 (12 HOURS CE)

Day 1 of this course is an interactive experience to help negotiators elevate their game. This course examines all types of negotiation formats and methods so that today's negotiators can play the game to win. A full spectrum of tips, tools, techniques and advantages will be provided so that negotiators can provide effective results for their client. Day 2 explores negotiation scenarios using the tools, tactics and techniques from Day 1. These will be applied with field practice application through short reviews and scenarios on how to use them, built around different agent/client personality types to provide foundational application to real-world situations.

Adorna Carroll	860-983-1255	adorna@adorna.com
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SHORT SALES & FORECLOSURE CERTIFICATION: WHAT REAL ESTATE PROFESSIONALS NEED TO KNOW #6281 (8 HOURS CE)

This course is specifically designed to show how the real estate professional can serve as a resource for sellers and buyers in the brokerage of distressed properties. Real estate professionals play an invaluable role in helping homeowners and homebuyers navigate these transactions and, as a result, real estate professionals can help contribute to the real estate recovery in their markets.



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SENIORS REAL ESTATE SPECIALIST DESIGNATION #5367 (14 HOURS CE)

The SRES® Designation Course helps real estate professionals develop the business-building skills and resources for specialization in the 50+ real estate market by expanding knowledge of how life stages impact real estate choices, connecting to a network of resources, and fostering empathy with clients and customers. *Course enrollment includes free year of REBAC membership. Annual designation dues of \$99.*



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SRS SELLER REPRESENTATIVE SPECIALIST DESIGNATION #7431 (16 HOURS CE)

Ready to achieve a new level of professional growth and recognition? The SRS Designation elevates professional standards, enhances individual performance, and recognizes real estate professionals who demonstrate the knowledge and skills essential in professionally and ethically representing sellers. *Annual designation dues of \$99.*



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NAR'S GREEN DESIGNATION

Gain the knowledge that distinguishes you as a source for resource-efficient homes with NAR's Green Designation courses. Through the two-course experience, you'll learn the best approaches to: Make a home more resource-efficient, connect clients with green DIY resources, use smart-home technologies, retrofit and replace systems, and advise clients through effective remodels. Build from the ground up!



GREEN DAY 1

The Resource-Efficient Home: Remodels, Retrofits, Renovations, and New-Home Construction covers the distinguishing characteristics that make a home resource thrifty. The course looks at why consumer demand for these homes is increasing and how both the homes and consumer expectations impact the market. The course prepares real estate professionals to provide advice and sources of information to help homeowners improve the resource efficiency of their homes from low-cost fixes and DIY projects, to retrofitting and replacing systems, to big-budget remodeling projects. The course also looks at constructing a new, resource-efficient home and the value that real estate professionals can bring to the design-and-build team.

GREEN DAY 2

Representing Buyers and Sellers of Resource-Efficient Homes, this second course in the designation sequence focuses on applying the knowledge of resource-efficient, smart, and certified homes gained in the preceding course and adapting core real estate skills to build business success in the niche market for resource-efficient homes.

**Your membership begins when your designation is conferred and includes one year of membership to the Green Resource Council. Your second year of membership will be prorated through the end of the year. Your third year and thereafter will be \$98.50. You receive one year of membership to the Green Resource Council after completing the courses. Membership renewal occurs annually and you must maintain membership in the Green Resource Council as well as with NAR to use NAR's Green Designation.*

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MRP MILITARY RELOCATION PROFESSIONAL CERTIFICATION CORE COURSE #7430 (8 HOURS CE)



The goal of Military Relocation Professional (MRP) Certification Course is to educate real estate professionals about working with current and former military service members to find the housing solutions that best suit their needs—as sellers or buyers—and take full advantage of military benefits and support. Students will learn how to provide the real estate services—at any stage in the service member's military career—that meet the needs of this niche market and win future referrals. One-time application fee of \$195. This course requires the Code of Ethics.

Since the Code is a living document, it needs to be downloaded new each time this course is printed/presented. This will help to ensure the most recent version of the Code of Ethics is being used.

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CERTIFIED COMMERCIAL INVESTMENT MEMBER

The Certified Commercial Investment Member (CCIM) lapel pin denotes that the wearer has completed advanced coursework in financial and market analysis, and demonstrated extensive experience in the commercial real estate industry. CCIM designees are recognized as leading experts in commercial investment real estate. For more information, visit www.ccim.com.



SIOR DESIGNATION

The SIOR designation is a professional achievement for highly qualified commercial real estate practitioners with a strong transactional history in brokerage, fee-based services, or executive management. SIOR Designees are specialists in industrial and office markets; “Transaction Closers” recognized by developers, lenders, and investors; and top producing professionals—closing on average more than 30 transactions per year, and the “Best of the Best”—having met stringent production, education, and ethical requirements. The SIOR designation is granted in one of six specialist categories:



- Industrial—transaction specialist
- Office—transactions specialist
- Industrial & Office (Dual)—transaction specialist
- Sales Management—manages at least 10 sales or leasing agents
- Executive Management—manages 100+ agents in three or more offices
- Advisory Services—consultant or advisory practitioner

For more information on SIOR Chapters, visit <http://my.sior.com/communities/chapter>.

GLOBAL REAL ESTATE: LOCAL MARKETS #6930 (16 HOURS CE)

International real estate opportunities are everywhere. New people move to the U.S. from other countries every day, and foreign-born individuals residing in the U.S. move to new markets. Americans in your current market invest in property overseas. No matter which international audience you cater to, the Certified International Property Specialist (CIPS) Designation will provide you with the knowledge, research, network and tools to globalize your business. *One time application fee of \$75 and annual dues of \$220.*



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RPR: REAL-TIME DATA, MARKET KNOWLEDGE, INFORMED CONSUMERS (NOT CURRENTLY CE APPROVED)

In this three-hour course, you will learn about the tools that RPR gives REALTORS® to help their clients and customers make informed real estate decisions. RPR reinforces the value REALTORS® bring to the transaction and provides data on every property in the United States. *Royalty is \$10 per student.*



THE BUSINESS OF YOUR BUSINESS #6872 (8 HOURS CE)

This course will teach you how to think about the business of your business and make it more profitable and you more successful.

You'll learn strategies for systemizing your business, as well as fundamentals for improving your bottom line and achieving your financial goals. Learn the how's and why's of staffing, how to develop an actionable business plan, and why your role should be that of a CEO working on the business rather than an employee working in it.



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EFFECTIVE NEGOTIATING FOR RE PROFESSIONALS #6577 (8 HOURS CE)

This course will give you tools and tactics to improve your effectiveness in any negotiation to consistently facilitate the best outcomes for your clients, even under pressure. You'll discover and practice techniques for client counseling and advocacy, as well as the art of influence and persuasion. In addition to the principles and phases of effective negotiation, topics include dealing with deadlock and difficult negotiators, multi-party negotiations, cultural influences and the role of electronics in today's connected world. *Also counts as an ABR elective.*

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HARNESSING THE POWER: SKILLS-BASED PERFORMANCE MGMT. #6578 (8 HOURS CE)

What separates the best from the rest? The best have systems, not just for their real estate businesses but for themselves. They have harnessed the power of performance-management skills to challenge themselves, manage their time effectively, build credibility and develop a personal vision. This course will show you how to eliminate the obstacles that conspire to prevent you from getting to that next level, in your business and in your life. *Also counts as an ABR elective.*

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LEADERSHIP EXCELLENCE #6929 (8 HOURS CE)

What does it take to become a highly effective leader? This engaging and interactive course focuses on proven leadership principles and practices: leading through adversity and conflict, empowering teams, and understanding and working effectively with different personalities from a leadership perspective. You'll also gain new understanding of the importance of emotional intelligence and its role in successful leadership. This course will help you uncover your own leadership strengths and then develop a personalized plan of next-level action.

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Instructors

TERRY ATKINSON

COMPANY/AFFILIATION:
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COURSES TAUGHT: Agency in TN, Contracts 101, ePRO® - Day 1, Learning Centered Instructor Workshop, NAR Code of Ethics, TransactionDesk ADVANCED, TransactionDesk BASIC

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TREC Core 2015-2016

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COURSES TAUGHT: Agency in TN, At Home With Diversity, Contracts 101, Enforcing the Code: Professional Standards in Real Estate, ePRO® - Day 1, Learning Centered Instructor Workshop, NAR Code of Ethics, Real Estate Marketing Reboot, TREC Core 2015-2016

CREDENTIALS: GRI

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TREC Core 2015-2016

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ADVANCED, TransactionDesk
BASIC, TREC Core 2015-2016

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TREC Core 2015-2016

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JOHN GIFFEN

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TREC Core 2015-2016

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GREG GLOSSON

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Fast Track Realty, LLC

COURSES TAUGHT: Contracts 101,
TREC Core, At Home with Diversity,
Short Sales & Foreclosure, MRP
Military Relocation Professional,
The Business of Your Business,
NAR Ethics, Real Estate Investing
and Building Wealth, Discovering
Commercial Real Estate, ABR

CREDENTIALS: CRB, CRS, ABR,
SRS, SRES, MasterGRI, PMN,
GREEN Certifications, AHWD,
e-PRO, MRP, PSA, RENE, RSPS, SFR

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MICHAEL GREEN

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Commercial Realty, Inc.

COURSES TAUGHT:
Discovering Commercial Real Estate

CREDENTIALS: CCIM, MAI, SIOR, GREEN

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CURTIS HALL

COMPANY/AFFILIATION:
Curtis Hall Realty

COURSES TAUGHT: Accredited
Buyer's Representative (ABR)
2-Day, BPOs: Agents Role in the
Valuation Process, GREEN 100: Real
Estate for a Sustainable Future,
GREEN 200: The Science of Green
Buildings, GREEN 300: Greening
Your Real Estate Business, HAFA
Short Sales: U.S. Treasury (Fannie
Mae & Freddie Mac), Real Estate
Marketing Reboot

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BRYAN KENDRICK

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Process, Contracts 101, GREEN
100: Real Estate for a Sustainable
Future, GREEN 200: The Science
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2-Day, At Home With Diversity,
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Professionals, ePRO® - Day 1,
Harnessing the Power, Introduction
to Real Estate Auction, Leadership
Excellence, Military Relocation
Professional Certification (MRP),
New Home Construction & Buyer
Representation, Seniors Real Estate
Specialist (SRES), Successful
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BUDDY "HAROLD" VAUGHN MISTY WOODFORD

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