

TREEF



TENNESSEE
REAL ESTATE
EDUCATION
FOUNDATION

Professional Development Catalog

2022 EDITION

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



TREEF



TENNESSEE
REAL ESTATE
EDUCATION
FOUNDATION

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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 four-member Executive Committee is composed of the President, President-elect, 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 Tennessee Real Estate Commission (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 designation and certification courses is simple:

1. Book (and agree to pay) one of the **approved instructors** for the course you wish to host.
2. TREEF will send you course materials as well as a list of approved instructors. The quizzes and exams are password-protected and will be provided upon request.
3. Notify Kristen Mosley of the course offering—using the REBAC/CRD Course Offering Form (see Appendix)—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/Tennessee REALTORS®, 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.]* Kristen can also send in the offering form to CRD.
4. Secure a copy of the Student Handout for the course **from the instructor**, to provide to students.
5. Submit the roster of attendees to TREC when the course is over,

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 **Kristen Mosley** at 615-696-6938 or kristen.mosley@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 workshops that will focus on adult learning methods and smart delivery options in the classroom.

Anyone interested in teaching **TransactionDesk** must complete an Instructor Development Workshop or train-the-trainer course offered at Tennessee REALTORS®. For more information and schedule, contact Kristen Mosley at kristen.mosley@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) / 20-917878

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.

Susan Barnette	423-596-7553	susan@susanbarnette.com
Kathy Dunn	931-265-4575	kathy@kathydunn.com
Greg Glosson	901-767-8770	greg.glosson@gmail.com
Susan Greene	615-394-2477	susan.greene@crye-leike.com
Brent Maybank	615-405-6294	brent@brentmaybank.com
Bobbie Noreen	615-405-2179	bobbienoreen@gmail.com
Ingrid Prather	423-381-9087	premierpropertiesrealty@comcast.net
Karen Randolph	423-677-8883	krandolphkw@gmail.com
Patricia Shepherd	865-986-9990	homes@movetotn.com
Sue Stinson-Turner	901-485-3029	sturner@crye-leike.com
Larry Strazzella	731-217-9549	larry@larrystazzella.com
Jordan Vaughn	615-207-6558	jordan@jordanvaughn.com
Bobby Wood	615-754-4766	woodr@realtracs.com

TREC CORE COURSE—RESIDENTIAL #83260 (6 HOURS CE) / 20-917986

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
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
Greg Glosson	901-767-8770	greg.glosson@gmail.com
Susan Greene	615-394-2477	susan.greene@crye-leike.com
Brent Maybank	615-826-0001	brent@brentmaybank.com
Jeff McEvoy	901-737-2100	jeff@homesuretytitle.com
Robert Morris	615-390-3785	teamrobertmorris@gmail.com
Monica Neubauer	615-371-1544	moneubauer@gmail.com

See continued list on next page.

TREC Core Course—Residential #83260 (6 hours CE) (continued).

Bobbie Noreen	615-405-2179	bobbienoreen@gmail.com
Jim Oakley	865-898-1495	jim@jimeoakley.com
Kathy Oakes	423-446-0147	kathy@kathyoakes.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
Patricia Shepherd	865-986-9990	homes@movetotn.com
Larry Strazzella	731-217-9549	larry@larrystazzella.com
Aaron Taylor	423-914-1200	aarontaylorrealtor@gmail.com
Jordan Vaughn	615-207-6558	jordan@jordanvaughn.com
Bobby Wood	615-754-4766	woodr@realtracs.com

TREC CORE COURSE—COMMERCIAL #83250 (6 HOURS CE) / 20-917844

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.

Ronnie Phillips

865-919-0566

ronniephi@msn.com

PRINCIPAL BROKER CORE COURSE #21618 (8 HOURS CE) / 20657 / 20-917872

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

Susan Barnette

423-596-7553

sbarnette7@gmail.com

Robert Morris

615-390-3785

teamrobertmorris@gmail.com

Bill Schlueter

615-352-6509

schluete@realtracs.com

Jordan Vaughn

615-207-6558

jordan@jordanvaughn.com

AGENCY IN TENNESSEE #6257 (2 HOURS CE) / 20-917854

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.

Susan Barnette	423-596-7553	susan@susanbarnette.com
Janet DiChiara	731-267-2456	janet@janetdichiara.com
Brent Maybank	615-405-6294	brent@brentmaybank.com
Bobbie Noreen	615-383-6964	noreenb@realtracs.com
Jim Oakley	865-898-1495	jim@jimeoakley.com
Ingrid Prather	423-381-9087	premierpropertiesrealty@comcast.net
Karen Randolph	423-677-8883	krandolphkw@gmail.com
Patricia Shepherd	865-986-9990	homes@movetotn.com
Larry Strazzella	731-217-9549	larry@larrystazzella.com
Aaron Taylor	423-914-1200	aarontaylorrealtor@gmail.com
Bobby Wood	615-506-3534	woodr@realtracs.com

NAR ETHICS COURSE #7286 (3 HOURS CE) / 20-917856

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.

TRANSACTIONDESK BASIC #5747 (3 HOURS CE) / 20-917850

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.

Susan Barnette	423-596-7553	susan@susanbarnette.com
Greg Driscoll	512-705-1532	gdriscoll@lwolf.com
Kathy Dunn	931-265-4575	kathy@kathydunn.com
Karen Hoff	615-500-4631	karen@karenhoff.com
Bryan Kendrick	865-392-5885	bryankendrickrealtor@gmail.com
Brent Maybank	615-826-0001	brent@brentmaybank.com
Karen Randolph	423-677-8883	krandolphkw@gmail.com
Rebecca Cooper	615-815-6231	rebeccacooper615@gmail.com

TRANSACTIONDESK ADVANCED #5748 (3 HOURS CE) / 20-917788

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.

Susan Barnette	423-596-7553	susan@susanbarnette.com
Greg Driscoll	512-705-1532	gdriscoll@lwolf.com
Kathy Dunn	931-265-4575	kathy@kathydunn.com
Karen Hoff	615-500-4631	karen@karenhoff.com
Bryan Kendrick	865-392-5885	bryankendrickrealtor@gmail.com
Brent Maybank	615-826-0001	brent@brentmaybank.com
Karen Randolph	423-677-8883	krandolphkw@gmail.com
Rebecca Cooper	615-815-6231	rebeccacooper615@gmail.com

TRANSACTION CREATION #8195 (1 HOUR CE) / 20-917950

DOC BOX #8197 (1 HOUR CE) / 20-917886

AUTHENTISIGN #8198 (2 HOUR CE) / 20-917916

BROKER REVIEW #8199 (2 HOURS CE) / 20-917922

DASH BOARD #8200 (1 HOUR CE) / 20-917984

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)
/ 20-917972**

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.

****REAL ESTATE MARKETING REBOOT #6396 (8 HOURS CE) / 20-917928**

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.

**** = These courses require REBAC certification. Please contact Kristen Mosley at kristen.mosley@tnrealtors.com for the current list of instructors, as supplied by NAR.**

****SUCCESSFUL RELOCATION REPRESENTATION #6579 (8 HOURS CE) / 20-917956**

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	susan@susanbarnette.com
Robert Morris	615-390-3785	teamrobertmorris@gmail.com

****NEW HOME CONSTRUCTION & BUYER REP #7513 (8 HOURS CE) / 20-917826**

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
Jordan Vaughn	615-207-6558	jordan@jordanvaughn.com

**For more information, please contact Kristen Mosley at kristen.mosley@tnrealtors.com.*

****GENERATION BUY #6697 (8 HOURS CE) / 20-917978**

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.

**** = These courses require REBAC certification. Please contact Kristen Mosley at kristen.mosley@tnrealtors.com for the current list of instructors, as supplied by NAR.**

*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 / 20-917848**

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.

**** = These courses require REBAC certification. Please contact Kristen Mosley for the current list of instructors, as supplied by NAR.**

GRADUATE, REALTOR® INSTITUTE (GRI)

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

**Doing Things the Right Way: Ethics
& Professionalism #8262 / 20-917884**

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.

GRI 403

6 HOURS CE

**Working More Effectively With Buyers #8264
/ 20-917990**

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.

GRI 405

6 HOURS CE

**Mastering Forms and Contracts #8265
/ 20-917808**

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.

GRI 402

6 HOURS CE

**Staying In Business and Out of Court #8261
/ 20-917896**

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.

GRI 404

6 HOURS CE

**Working More Effectively With Sellers #8263
/ 20-917914**

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.

GRI 406

6 HOURS CE

**Tips, Tools & Technologies For Your Business
#8260 / 20-917804**

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.

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®.
 - Real Estate Negotiation Expert certification (RENE)

Transition Issues

Please Note: The NAR Board of Directors voted 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 Kristen Mosley at kristen.mosley@tnrealtors.com.

Please refer to the CRD Course Offering form, CIPS form, and Examination Policy form in the Appendix.

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 2022 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 CRD

Course	Royalty Fee
Accredited Buyer's Representative (ABR®)	\$60/student
Bias Override: Overcoming Barriers to Fair Housing	\$10/student
Buyers by Generation: Success in Every Segment	\$20/student
Corporate Relocation: The Next Move	\$20/student
e-PRO® Certification Course	\$60/student
Investing in Real Estate: Becoming an Investor	\$20/student
Marketing Strategy and Lead Generation	\$20/student
Military Relocation Professional (MRP)	\$30/student

See continued list on next page.

Royalties Payable to CRD (continued).

Course	Royalty Fee
NAR Green Designation – Day One 6 hrs (#8137)	\$30/student
NAR Green Designation - Day Two 6 hrs (#8138)	\$30/student
NAR Safety Course 3 hour	Royalty Waived
Employer-Assisted Housing	Royalty Waived
Expanding Housing Opportunities	Royalty Waived
New Home Construction	\$20/student
Pricing Strategy Advisor (PSA)	\$30/student
Seniors Real Estate Specialist® (SRES)	\$60/student
Short Sales & Foreclosure Resource (SFR)	\$20/student

Royalties Payable to REBI

Course	Royalty Fee
Real Estate Negotiation Expert (RENE)	\$60/student
Real Estate Professional Assistant (REPA)	\$40/student
Seller Representative Specialist (SRS)	\$60/student

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)	\$97.25 through 12/31/22
Pricing Strategy Advisor Certification (PSA)	\$179.00
Military Relocation Professional (MRP)	\$195.00
At Home with Diversity® (AHWD)	\$40.00 through 12/31/22
Real Estate Negotiation Expert (RENE)	\$159.00
e-PRO	\$149.00

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 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.

A Note About Dues and Tax Deductions

There was some internal uncertainty about whether or not designation/certification dues are tax deductible. Please see below for a note from our finance team:

Disclaimer, this advice is not from a tax expert, so the proper response would always be to tell members to consult with their tax preparer.

In general dues payments are not tax deductible like a payment to a charitable organization such as REALTOR® Relief Fund which is a 501c(3). NAR is a 501c(6) trade association. *We are unaware, however, whether they could be treated as a business expense for a REALTOR®, and that is where they should really consult with their tax preparer.* The same is true for CRD and our designation dues. They could possibly be a business expense (depending on the tax preparer), but not tax deductible.

Royalty Discount Programs for 2022

- **At Home with Diversity® (AHWD)** royalties will be discounted to **\$15.00** and the certification application fee will be discounted to \$40.00 *until the end of 2022*.
- **NAR's Green Designation** course royalties will be discounted to **\$45.00** per student *until the end of 2022*.

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.

Please refer to the Roster Submission Information form in the Appendix.

Revenues	Total Income
50 Students @ \$295.00 per person	\$14,750.00
Expenses	Total Cost
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	Net Profit
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®

This certification program helps real estate professionals broaden their technology skills to compete effectively in today's digitally connected marketplace. (Day 2 is now available as a classroom course.)



E-PRO® DAY ONE: DIGITAL MARKETING THEORY #1107 (7 HOURS CE) / 20-917944

E-PRO® DAY TWO: DATA PRIVACY #1108 (7 HOURS CE) / 20-917894

One-time application fee is \$149.

AT HOME WITH DIVERSITY CERTIFICATION COURSE #2656 (7 HOURS CE) / 20-921388

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.



The AHWD application fee, normally priced at \$75 has been discounted to \$40 to REALTORS® as a part of Right Tools, Right Now Program. Good through December 31, 2022.

ABR 2-DAY COURSE #7177 (16 HOURS CE) / 20-917828

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.*

COUNCIL OF RESIDENTIAL SPECIALISTS DESIGNATION (CRS)

The Residential Real Estate Council (RRC) offers the CRS to provide real estate agents with tools, resources and strategies to help them guide buyers and sellers through the residential sales process. Each State RRC Community is independently managed by its members. Your State RRC is determined by the state where your office is located, and you can connect with fellow members by participating in your State RRC Online Community. Visit <https://crs.com/local-rrc/tennessee>. To learn more about RRC and the CRS designation, visit <https://crs.com>.



PRICING STRATEGIES: MASTERING THE CMA CERTIFICATION #7906 (7 HOURS CE) / 20-917982

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.

BIAS OVERRIDE: OVERCOMING BARRIERS TO FAIR HOUSING CERTIFICATION (3 HOURS CE) / 20-917816

Bias Override: Overcoming Barriers to Fair Housing helps real estate professionals interrupt stereotypical thinking so they can avoid fair housing pitfalls and provide equal professional service to every customer or client. Participants will examine the history of bias in real estate, learn about the mind science of identity, study how implicit bias can result in fair housing violations, and engage in interactive exercises to enhance communication skills and business relationships with clients of all backgrounds.

REAL ESTATE NEGOTIATIONS PLAYBOOK #8224 (16 HOURS CE) / 20-917934

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.

SHORT SALES & FORECLOSURE CERTIFICATION: WHAT REAL ESTATE PROFESSIONALS NEED TO KNOW #6281 (8 HOURS CE) / 20-917794

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.



One-time application fee is \$175.

SENIORS REAL ESTATE SPECIALIST DESIGNATION #5367 (14 HOURS CE) / 20-917882

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.*



First year free. Annual designation dues of \$99 thereafter.

SRS SELLER REPRESENTATIVE SPECIALIST DESIGNATION #7431 (16 HOURS CE) / 20-917824

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.



First year free. Annual designation dues of \$99 thereafter.

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 #8137 (6 HOURS CE) / 20-917948

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 #8138 (6 HOURS CE) / 20-917898

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.*

MRP MILITARY RELOCATION PROFESSIONAL CERTIFICATION CORE COURSE #7430 (8 HOURS CE) / 20-917852



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.

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.



Core Courses:

- CI 101: Financial Analysis for Commercial Investment Real Estate
- CI 102: Market Analysis for Commercial Investment Real Estate
- Negotiations training
- CI 103: User Decision Analysis for Commercial Investment Real Estate
- CI 104: Investment Analysis for Commercial Investment Real Estate
- Online ethics course

Two Elective Credits

Elective credit requirement can be fulfilled with courses offered by the Ward Center for Real Estate Studies. Visit <https://www.ccim.com/education/ward-center> for a comprehensive list of courses.

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>.

****CERTIFIED INTERNATIONAL PROPERTY SPECIALIST**

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.

****Please contact Kristen Mosley for the current list of instructors, as supplied by NAR.**

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 RPR Trainer Certification site is up and running: <https://training.narrpr.com>. For trainers to use the site, RPR needs to collect some information and create a trainer login. Get started here: <http://blog.narrpr.com/certified-trainer-application>.

New course titles/course updates are currently being worked on. Please contact Kristen Mosley if you have any questions.

Instructors

MOREN ADENUBI

COMPANY/AFFILIATION:

Crown Realty Experts

COURSES TAUGHT: 1031 Exchanges, AHWD, Code of Ethics, Commercial Real Estate: Essentials of Real Estate Investments, e-PRO, Intro to Property Management, SFR, Smart Marketing Practices

CREDENTIALS: AHWD, CCIM, CIPS, CPM, e-PRO, GRI, SFR, SRES

EMAIL: morena@realtracs.com

PHONE: (615) 566-1134

SUSAN BARNETTE

COMPANY/AFFILIATION:

Weichert REALTORS

COURSES TAUGHT: 21 Ways to Lose Your License, ABR, Advertising, Agency in TN, AHWD, Antitrust, Code of Ethics, Contracts 101, e-PRO, Fair Housing, Facebook, GRI, Home Inspections, Master GRI, MRP, Multiple Offers, Principal Broker Core, PSA, RESPA, Safety, SFR, Sphere Marketing, SRES, TransactionDesk ADVANCED, TransactionDesk BASIC, TREC Manual

CREDENTIALS: ABR, CDEI, CRS, e-PRO, GRI, ITI, MRP, PSA, SFR, SRES

EMAIL: susan@susanbarnette.com

PHONE: (423)596-7553

OLIVER BARRY

COMPANY/AFFILIATION: Parks

COURSES TAUGHT: Agency in TN, TREC Core

CREDENTIALS: GRI

EMAIL: Barry0@realtracs.com

PHONE: (615) 826-4040

REBECCA COOPER

COMPANY/AFFILIATION: Village

COURSES TAUGHT: Real Estate Safety Matters

CREDENTIALS: AHWD, C2EX, e-PRO, GRI, PSA, RENE

EMAIL:

rebeccacooper615@gmail.com

PHONE: (615) 369-3278

RANDA DAWSON

COMPANY/AFFILIATION:

Century 21 Premier

COURSES TAUGHT: Because It Is the Right Thing to Do, Putting the "Fair" in Fair Housing, Putting the Pieces Together - Contracts, Success Begins with a "C", To Vent or File That Is the Question, Trust Me, I'm a REALTOR®

CREDENTIALS: ABR, ABRM, CDEI, CRS, GRI, PMN

EMAIL: randa.dawson@century21.com

PHONE: (615) 347-5495

JANET DICHARA

COMPANY/AFFILIATION:

EXIT Realty Blues City

COURSES TAUGHT: Agency in TN, Code of Ethics, CORE, Course for New Affiliate, Office Management, Pre-License

CREDENTIALS: C2EX, e-PRO, GRI

EMAIL: janet@janetdichara.com

PHONE: (731) 554-3948

KATHY DUNN

COMPANY/AFFILIATION:

Highlands Elite Real Estate

COURSES TAUGHT: Contracts 101, RPR, TREC Core, TransactionDesk BASIC

CREDENTIALS: AHWD, CRS, e-PRO, GRI, PMN, SRS

EMAIL: kathy@kathydunn.com

PHONE: (931) 265-4575

SCOTT FIELDS

COMPANY/AFFILIATION:

MyTown Properties Memphis

COURSES TAUGHT: MRP

CREDENTIALS: C2EX, e-PRO, GRI, MRP

EMAIL:

scott@fieldsofdreamhomes.com

PHONE: (901) 570-1966

GREG GLOSSON

COMPANY/AFFILIATION:

Fast Track Realty, LLC

COURSES TAUGHT: AHWD, Diversity Courses, TREC Core

CREDENTIALS: ABR, AHWD, CRB, C-RETS, CRS, e-PRO, Master GRI, MRP, PSA, RENE, RSPS, SFR, SRES, SRS

EMAIL: greg.glosson@gmail.com

PHONE: (901) 767-8770

SUSAN GREENE

COMPANY/AFFILIATION:
Crye-Leike, Inc., REALTORS

COURSES TAUGHT: Contracts 101, TREC Core

CREDENTIALS: ABR, AHWD, C2EX, CRB, CRS, e-PRO, GRI, LTG, PSA, RENE, SFR, SRES, SRS

EMAIL:
susan.greene@crye-leike.com

PHONE: (615) 394-2477

BARRY HENSLEY

COMPANY/AFFILIATION:
Southland Realtors, Inc.

COURSES TAUGHT: TransactionDesk ADVANCED, TransactionDesk BASIC

EMAIL: barry@barryhensley.net

PHONE: (865) 693-6961

PAM HURD

COMPANY/AFFILIATION:
Hurd Realty, LLC

COURSES TAUGHT: Forms Class, Pre-licensed 30 hour course.

CREDENTIALS: C2EX

EMAIL: pamhurdrealtor@gmail.com

PHONE: (423) 676-8926

BLAINE LITTLE

COMPANY/AFFILIATION:
Momentum Seminars

COURSES TAUGHT: Working with Buyers 101, Working with Home Sellers 101, Antitrust & RESPA Issues; Avoiding Liability, Real Estate Professional Courtesies, A Phenomenal Customer Service System, Communication Skills for the Professional

EMAIL: blaine@realtracs.com

PHONE: (615) 513-6443

BRYAN KENDRICK

COMPANY/AFFILIATION:
RE/MAX Preferred Properties

COURSES TAUGHT: Real Estate Safety Matters (1, 3 & 6-hour courses), TransactionDesk ADVANCED, TransactionDesk BASIC

CREDENTIALS: ABR, AHWD, e-PRO, GRI, PSA, RSPS, SFR, SRES, SRS

EMAIL:
bryankendrickrealtor@gmail.com

PHONE: (865) 654-2994

BILL MALONE

COMPANY/AFFILIATION:
Crye-Leike, Inc., REALTORS

COURSES TAUGHT: TREC Core

EMAIL: bmalone@billmalone.com

PHONE: (901) 756-8900

LISA MARTIN

COMPANY/AFFILIATION:
River Counties Association of REALTORS®

COURSES TAUGHT: Available upon request.

CREDENTIALS: REALTOR®, AHWD, Certified Mediator, CMLS 1 & 2, e-PRO, GREEN, GRI, Professional Standards Administrator, RED-B, RCE

EMAIL: lisa@rivercounties.com

PHONE: (423) 476-5912

BRENT MAYBANK

COMPANY/AFFILIATION:
Exit Realty Music City

COURSES TAUGHT: Agency in TN, Contracts 101, TREC Core Residential, TREC Principal Broker Core, TransactionDesk ADVANCED, TransactionDesk BASIC

CREDENTIALS: e-PRO, PMN, SFR

EMAIL: brent@brentmaybank.com

PHONE: (615) 405-6294

KATHIE MOORE

COMPANY/AFFILIATION:
Benchmark Realty LLC

COURSES TAUGHT: Course for New Affiliates, Doing the Right Thing, Getting Started, Perfect Pricing with RPR, Principles of Real Estate, Reaching Excellence in Your Real Estate Practice, RPR, TREC Core

CREDENTIALS: ABR, AHWD, C2EX, CRS, e-PRO, GRI, SRS

EMAIL: kathie@kathiemoore.com

PHONE: (615) 351-1736

ROBERT MORRIS

COMPANY/AFFILIATION: Parks

COURSES TAUGHT: ABR (2-day course), AHWD, Creative Land Planning, Effective Negotiating for Real Estate Professionals, e-PRO® – Day 1, Harnessing the Power, Introduction to Real Estate Auction, Leadership Excellence, MRP, New Home Construction & Buyer Representation, SRES, Successful Relocation Representative, Tax-Deferred 1031 Exchanges, The Business of Your Business

CREDENTIALS: ABR, ABRM, CRS, GREEN, GRI, PMN, SRES

EMAIL: teamrobertmorris@gmail.com

PHONE: (615) 459-4040

BOBBIE NOREEN

COMPANY/AFFILIATION:

Village Real Estate Services

COURSES TAUGHT: Agency in TN, Accelerated Agent (30 hrs), Accelerated Broker (30 hrs), Buyer Presentation, Code of Ethics, Communicating Value, Contracts 101, Devil in the Details (2 hrs), Goal Setting Workshop, GRI 402, GRI 405, Listing Presentation, Net Sheets for Sellers and Buyers, New Construction (2, 4 & 8-hr courses), Shed or You're Dead - Life Balance, TREC Core, TREC Principal Broker Core

CREDENTIALS: CRS, GRI

EMAIL: bobbienoreen@gmail.com

PHONE: (615) 405-2179

KATHY OAKES

COMPANY/AFFILIATION:

Greater Impact Realty

COURSES TAUGHT: Broker 101, Brokerage Management Course (Pre-License for Brokers), Code of Ethics, Listing Series, Pre-License, TREC Core

CREDENTIALS: ABR, Arello Certified, GRI, SRES

EMAIL: kathy@kathyoakes.com

PHONE: (723) 446-0147

JIM OAKLEY

COMPANY/AFFILIATION:

Realty Executives

COURSES TAUGHT: Agency in TN, TREC Core

CREDENTIALS: GRI

EMAIL: jimeoakley@gmail.com

PHONE: (865) 898-1495

LINDA OLSON

COURSES TAUGHT:

Green Designation

CREDENTIALS: Green

EMAIL: olson_l@bellsouth.net

PHONE: (321) 848-4835

ERIK PALMER

COMPANY/AFFILIATION:

Crye-Leike, Inc., REALTORS

COURSES TAUGHT: Available upon request.

CREDENTIALS: AHWD, C2EX, CRS, e-PRO, LRS, Master GRI, SFR

EMAIL: erik@ihomein.com

PHONE: (706) 861-2400 ext. 1001

RON POE

COMPANY/AFFILIATION:

The Poe Firm

COURSES TAUGHT: TREC Core

EMAIL: rpoe@poefirm.com

PHONE: (901) 758-8200

SHER POWERS

COMPANY/AFFILIATION:

Urbane Residential Specialists

COURSES TAUGHT: The Umbrella Effect (1 & 2-hour courses)

CREDENTIALS: AHWD, C2EX, CRS, e-PRO

EMAIL: sherpowers@comcast.net

PHONE: (615) 430-6861

INGRID PRATHER

COMPANY/AFFILIATION:

Premier Properties Realty

COURSES TAUGHT: Agency in TN, AHWD, Code of Ethics, Contracts 101, GRI 401-406, TREC Core

CREDENTIALS: AHWD, C2EX, CRS, e-PRO, GRI, Master GRI, PSA

EMAIL:

premierpropertiesrealty@comcast.net

PHONE: (423) 381-9087

KAREN RANDOLPH

COMPANY/AFFILIATION:

Century 21 Legacy

COURSES TAUGHT: Agency in TN, Contracts 101, Code of Ethics, TransactionDesk ADVANCED, TransactionDesk BASIC, TREC Core

CREDENTIALS: ABR, AHWD, C2EX, CRB, CRS, e-PRO, GRI, Master GRI, MRP, PSA, REAL

EMAIL: krandolphkw@gmail.com

PHONE: (423) 239-6112

NEDRA REDDITT

COMPANY/AFFILIATION:

Ready Team REALTORS

COURSES TAUGHT: Code of Ethics, Office Broker Management, Principles of Real Estate

CREDENTIALS: GRI

EMAIL: reddittnedra@gmail.com

PHONE: (901) 969-4577

BILL SCHLUETER

COMPANY/AFFILIATION:
American Heritage, Inc.

COURSES TAUGHT: Code of Ethics,
Pre-Licensing, TREC Core

CREDENTIALS: GRI, ITI

EMAIL: schluete@realtracs.com

PHONE: (615) 298-9200

PATRICIA SHEPHERD

COMPANY/AFFILIATION:
EXIT Realty Pros

COURSES TAUGHT: Agency in TN,
Code of Ethics, Contracts 101,
TREC Core

CREDENTIALS: GRI

EMAIL: homes@movetotn.com

PHONE: (865) 803-8013

SUE STINSON-TURNER

COMPANY/AFFILIATION:
Crye-Leike, Inc., REALTORS

COURSES TAUGHT: Code of Ethics,
Contracts 101, GRI 401, GRI 403,
GRI 404, GRI 405

CREDENTIALS: CRS, CRB, e-PRO,
GRI, LTG, SRES, SRS

EMAIL: sturner@crye-leike.com

PHONE: (901) 485-3029

LARRY STRAZZELLA

COMPANY/AFFILIATION:
EXIT Realty Blues City

COURSES TAUGHT: ABR, AHWD,
Code of Ethics, Agency in TN,
AHWD, Contracts 101, e-PRO, GRI,
MRP, Residential CORE, SRES

CREDENTIALS: AHWD, C2EX, e-PRO,
GRI, MRP, PSA, RENE, SFR, SRES

EMAIL: larry@larrystrazzella.com

PHONE: (731) 217-9549

ANGIE STUMBO

COMPANY/AFFILIATION:
Exit Realty Stumbo

COURSES TAUGHT: Authentisign,
Contracts 101, TREC Core, Principal
Broker, TransactionDesk, any course
I've got the credentials to teach.

CREDENTIALS: CRS, GRI

EMAIL: angie@exitrealtystumbo.com

PHONE: (423) 342-5790

AARON TAYLOR

COMPANY/AFFILIATION:
Keller Williams Johnson City

COURSES TAUGHT: Agency in TN,
Code of Ethics, TREC Core

CREDENTIALS: C2EX, Master GRI,
RRC

EMAIL:
aarontaylorrealtor@gmail.com

PHONE: (423) 914-1200

JORDAN VAUGHN

COMPANY/AFFILIATION:
RE/MAX Fine Homes

COURSES TAUGHT: Broker CORE,
Code of Ethics, Contracts 101, New
Construction Courses, Professional
Standards, TREC Core

CREDENTIALS: ABR, AHWD, C2EX,
CLHMS, e-PRO, PSA, RENE, SRES,
SRS

EMAIL: jordan@jordanvaughn.com

PHONE: (615) 207-6558

RON WILLS

COMPANY/AFFILIATION:
RE/MAX Carriage House

COURSES TAUGHT: Property
Management

CREDENTIALS: MPM, RMP

EMAIL: ron@weleasenashville.com

PHONE: (615) 690-5650

BOBBY WOOD

COMPANY/AFFILIATION:
RE/MAX Carriage House

COURSES TAUGHT: Agency in TN,
Code of Ethics, Contracts 101, GRI
401-406, TREC Core

CREDENTIALS: GRI

EMAIL: woodr@realtracs.com

PHONE: (615) 506-3554

Appendix



Guidelines for Offering GRI

In order for local associations other than the “Grand Division: Nashville, Memphis and Knoxville” to host one or more Classroom GRI courses. Guidelines are as follows:

- A local association can apply to TREEF to host one or more courses, after verifying that the approved instructor for that course is indeed available on the date the association wishes
- No more than two offerings of a given GRI course, however, will be approved in any Grand Division of the state during the year (including the offerings that TREEF has already scheduled)
- Any additional offering of a course in a Grand Division must be scheduled at least 4 months apart from any other offering of that course in the same Grand division.
- Once approved and scheduled, the course(s) may not be canceled.
- The local association will assume full financial responsibility for the offering(s), will price them as they wish, will take all registrations for their offering(s), and will then pay \$30 per student per course to TREEF (the same fee that REBAC currently charges as a royalty for most one-day courses).

CRD License Course Offerings

Welcome to the Center for REALTOR® Development (CRD). As a certified course provider you will have the opportunity to host the following courses:

- Accredited Buyer's Representative (ABR®)
- Corporate Relocation: The Next Move
- Marketing Strategy and Lead Generation
- Bias Override: Overcoming Barriers to Fair Housing
- Buyers by Generation: Success in Every Segment
- New-Home Construction and Buyer Representation
- Short Sales and Foreclosure
- e-Pro Certification
- **Certified International Property Specialist (CIPS)**
 - » Global Real Estate: Local Markets
 - » The Americas and International Real Estate
 - » Asia/Pacific and International Real Estate
 - » Europe and International Real Estate
 - » Global Real Estate: Transaction Tools
 - » The Business of U.S. Real Estate
- **NAR's Green Designation Courses**
 - » Green Day 1: The Resource-Efficient Home: Remodels, Retrofits, Renovations, and New-Home Construction
 - » Green Day 2: Representing Buyers and Sellers of Resource-Efficient Homes
- Pricing Strategies: Mastering the CMA Course
- Resort & Second Home Property Specialist
- At Home with Diversity
- Seniors Real Estate Specialist (SRES®) Designation Course
- RENE Certification Course
- Seller Representative Specialist (SRS) Designation Course
- Real Estate Professional Assistant (REPA) Certificate
- Military Relocation Professional (MRP) Certification Core Course
- Real Estate Investing: Build Wealth Representing Investors and Becoming One Yourself
- Discovering Commercial Real Estate (**\$100 additional fee bi-annual applies**)
- Real Estate Safety Matters: Safe Business = Smart Business (**Royalty-Free**)
- Expanding Housing Opportunities Course (**Royalty-Free**)
- Employer-Assisted Housing Course (**Royalty-Free**)

Please send the completed CRD Course Offering form to Kristen Mosley at kristen.mosley@tnrealtors.com.



CRD COURSE OFFERING FORM

Please email to dheadtke@nar.realtor. Confirmed dates will be added to training4re.com.

CRD Licensed Provider: _____

Contact Name: _____

☐ In-Person ☐ Virtual Offering ☐ Hybrid (check one)

Host City: _____ State/Province: _____

Email: _____

Phone Number: _____

Unique URL for Course Registration: _____

Please fill out below if the course will be co-sponsored:

Co-sponsoring Organization: _____

Co-sponsor Contact Name: _____

Co-sponsor Email: _____

Co-sponsor Phone Number: _____

Unique URL for Course Registration: _____

Courses (check all that apply)

☐ Accredited Buyer's Representative (ABR®)

Date of Offering: _____

Instructor Name: _____

☐ Buyers by Generation: Success in Every Segment

Date of Offering: _____

Instructor Name: _____

☐ Bias Override Certificate Course

Date of Offering: _____

Instructor Name: _____

☐ Mortgage and Finance for Real Estate Professionals

Date of Offering: _____

Instructor Name: _____

☐ NAR Green Designation

Date of Offering: _____

Instructor Name: _____

☐ Real Estate Investing

Date of Offering: _____

Instructor Name: _____

☐ New Home Construction

Date of Offering: _____

Instructor Name: _____

☐ Short Sales & Foreclosure Resource (SFR)

Date of Offering: _____

Instructor Name: _____

☐ Seller Representative Specialist (SRS)

Date of Offering: _____

Instructor Name: _____

☐ Expanding Housing Opportunities (EHO)

Date of Offering: _____

Instructor Name: _____

☐ Employer-Assisted Housing (EAH)

Date of Offering: _____

Instructor Name: _____

☐ At Home With Diversity (AHWD)

Date of Offering: _____

Instructor Name: _____

☐ e-PRO® 2-Day Certification Course

Date of Offering: _____

Instructor Name: _____

☐ Marketing Strategy and Lead Generation

Date of Offering: _____

Instructor Name: _____

☐ Military Relocation Professional (MRP)

Date of Offering: _____

Instructor Name: _____

☐ Pricing Strategy Advisor Certification (PSA)

Date of Offering: _____

Instructor Name: _____

☐ Resort & Second-Home Property Specialist

Date of Offering: _____

Instructor Name: _____

☐ Putting REALTOR® Safety First

Date of Offering: _____

Instructor Name: _____

☐ Seniors Real Estate Specialist® (SRES)

Date of Offering: _____

Instructor Name: _____

☐ Real Estate Negotiation Expert (RENE)

Date of Offering: _____

Instructor Name: _____

☐ Corporate Relocation: The Next Move

Date of Offering: _____

Instructor Name: _____

☐ Real Estate Professional Assistant Certificate

Date of Offering: _____

Instructor Name: _____



Certified International Property Specialist Course Offering Notification

Please e-mail to CIPS@nar.realtor. Confirmed dates will be added to training4re.com and nar.realtor/cips.

Hosting Organization Name: _____

Sponsoring Organization (License Holder): _____

Delivery Method (check one): ☐ In-Person Classroom ☐ Virtual Webinar/Zoom ☐ Hybrid (both)

Contact Name: _____

Host Address: _____

Host City: _____ State/Province: _____ Postal/Zip Code: _____

E-Mail: _____ Phone: _____

STUDENT REGISTRATION DETAILS

Registration Contact Name: _____

Registration URL: _____

Registration E-Mail: _____ Registration Phone: _____

COURSE OFFERING SCHEDULE

(check all that apply)

☐ Global Real Estate: Local Markets

Date of Offering: _____

Instructor Name: _____

☐ Asia/Pacific & International Real Estate

Date of Offering: _____

Instructor Name: _____

☐ Global Real Estate: Transaction Tools (U.S. only)

Date of Offering: _____

Instructor Name: _____

☐ Europe & International Real Estate

Date of Offering: _____

Instructor Name: _____

☐ Africa & International Real Estate

Date of Offering: _____

Instructor Name: _____

☐ The Business of U.S. Real Estate (outside the U.S.)

Date of Offering: _____

Instructor Name: _____

☐ The Americas & International Real Estate

Date of Offering: _____

Instructor Name: _____

**I AGREE TO PROVIDE THE CIPS CLASSROOM COURSE(S) UNDER THE CONDITIONS OUTLINED
IN THE CRD LICENSE AND/OR THE INTERNATIONAL COURSE AGREEMENT.**

Signature: _____ Name: _____ Date: _____

Examination Policy

As of January 1st, 2017 all courses in the CRD catalog will no longer require exams to earn designations or certifications. We are, however, asking instructors to use the exam questions as an assessment tool at the end of each chapter. There are a few states where the exams are required for CE so we will always continue to update and post them to the CPR page.

Going forth as we are building new courses, there will be exam assessment questions built into the end of each chapter and our instructors will facilitate discussion to ensure that the concepts are understood.

Benefits to Provider and Student:

- Dramatically reduce or eliminate student test anxiety and allow them to focus on the material
- Increase the effectiveness of the information in the materials
- Reduce or eliminate staff time in grading exams
- Eliminate retakes of exams and the staff time to do so
- Reduce printing expense
- Eliminating the few petrified students who stay after the class working on a test for an hour and a half

** TREC requires an examination of a course 8 hours or more. Rule 1260.05-.03(1)(d)3. Please send Kristen Mosley a copy of examination scores to keep on file. Contact Kristen for a copy of the CRD form.*

Course Royalties

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

A course royalty is due for anyone who is physically present in the course. If the person does not have a M1 number, please put "M1 Pending" on the roster.

Discounts for the 2020 season are also displayed and costs to the students for certifications and designations are listed and explained.

For the SRS Designation, RENE Certification, and REPA Certificate

Please fill out all fields on the roster that is provided on the CPR page. All instructor evaluations can be emailed to rosters@rebinstitute.com or sent through the mail to: REBI | 430 N. Michigan Avenue | Chicago, IL 60611. Please use the evaluation form that is provided.

SRS, RENE, and REPA rosters should be emailed to: rosters@rebinstitute.com

For more information please visit the link below:

<http://rebac.net/teach/REBI-RosterRoyalty-Submission.pdf>

All checks to NAR and CRD should be sent to:

**430 North Michigan Avenue
Chicago, IL 60611**

See page 14 for ACH and wire instructions

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 CRD

Course	Royalty Fee
Accredited Buyer's Representative (ABR®)	\$60/student
Bias Override: Overcoming Barriers to Fair Housing	\$10/student
Buyers by Generation: Success in Every Segment	\$20/student
Corporate Relocation: The Next Move	\$20/student

Course	Royalty Fee
e-PRO® Certification Course	\$60/student
Investing in Real Estate: Becoming an Investor	\$20/student
Marketing Strategy and Lead Generation	\$20/student
Military Relocation Professional (MRP)	\$30/student
NAR Green Designation – Day One	\$30/student
NAR Green Designation - Day Two	\$30/student
NAR Safety Course 3 hour	Royalty Waived
Employer-Assisted Housing	Royalty Waived
Expanding Housing Opportunities	Royalty Waived
New Home Construction	\$20/student
Pricing Strategy Advisor (PSA)	\$30/student
Seniors Real Estate Specialist® (SRES)	\$60/student
Short Sales & Foreclosure Resource (SFR)	\$30/student

Royalties Payable to REBI

Course	Royalty Fee
Real Estate Negotiation Expert (RENE)	\$60/student
Real Estate Professional Assistant (REPA)	\$40/student
Seller Representative Specialist (SRS)	\$60/student

Royalty Discount Programs for 2022

- **At Home with Diversity® (AHWD)** royalties will be discounted to **\$15.00** and the certification application fee will be discounted to **\$40.00** *until the end of 2022*.
- **NAR's Green Designation** course royalties will be discounted to **\$45.00** per student *until the end of 2022*.

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)	\$97 ^{.25} (<i>Reduced from \$194^{.50} for 2022</i>)
Pricing Strategy Advisor Certification (PSA)	\$179 ^{.00}
Military Relocation Professional (MRP)	\$195 ^{.00}
At Home with Diversity® (AHWD)	\$40 ^{.00} (<i>Reduced from \$75^{.00} for 2022</i>)
Real Estate Negotiation Expert (RENE)	\$159 ^{.00}
e-PRO	\$149 ^{.00}

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.

A Note About Dues and Tax Deductions

There was some internal uncertainty about whether or not designation/certification dues are tax deductible. Please see below for a note from our finance team:

Disclaimer, this advice is not from a tax expert, so the proper response would always be to tell members to consult with their tax preparer.

In general dues payments are not tax deductible like a payment to a charitable organization such as REALTOR® Relief Fund which is a 501c(3). NAR is a 501c(6) trade association. *We are unaware, however, whether they could be treated as a business expense for a REALTOR®, and that is where they should really consult with their tax preparer.* The same is true for CRD and our designation dues. They could possibly be a business expense (depending on the tax preparer), but not tax deductible.

Roster Submission Information

Please use [this template](#) when submitting rosters.

Information about submitting rosters after a course has been hosted is below. Rosters and royalty payments are needed to verify student credit and award designations/certification.

For CIPS Courses and At Home with Diversity:

Please fill out all fields on the roster that is provided on the CPR page. All instructor evaluations can be emailed or sent through the mail. Please use the evaluation form that is provided.

- CIPS rosters should be emailed to CIPS@nar.realtor
- At Home with Diversity rosters should be emailed to rosters@nar.realtor

For SRS, RENE, and REPA courses:

Please fill out all fields on the roster that is provided on the CPR page. All instructor evaluations can be emailed or sent through the mail. Please use the evaluation form that is provided.

- SRS, RENE, and REPA rosters should be emailed to rosters@rebinstitute.com

For all other courses (ABR, SRES, GREEN, e-PRO, MRP, RESORT, PSA, SFR, and ABR elective) we need the following:

- Class roster emailed to rosters@nar.realtor
- M1 number
- First and Last Name
- Email

We would also ask that you provide the location and class date on the roster to make it easier to identify. For all providers outside the United States, we will need all of the information on roster to properly import into our database.

Also, please check www.training4re.com to make sure we have all courses that you scheduled through the CRD license agreement. This is the website that we direct students when they are looking for classes. This will help you in your marketing efforts!

If your course cancels for some reason, please email dheadtke@nar.realtor and so we can deactivate that record.

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 CRD courses.

Revenues	Total Income
50 Students @ \$295.00 per person	\$14,750.00
Expenses	Total Cost
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	Net Profit
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.

Becoming a CRD-Approved Instructor

How do I become an instructor for CRD?

The first thing you would need to do is find a “home” for whom to teach. I would suggest you go to the course providers page and view the list of CRD licensed providers. You will need to submit your resume to them. Your contract is between you and the licensed provider. At CRD we will monitor you through the Instructor evaluations and you are required to attend an instructor Re-certification workshop.

Once a provider has reviewed your resume and has decided to hire you they will contact Dawn Headtke and you will be added to the CRD database as an Instructor. At that time you will be added to the email list and start receiving instructor information from CRD

Can I teach for other CRD course providers?

Yes, unless you have a special contract with your provider where as you teach for them exclusively.

Where are the recertification workshops held?

The ABR instructor workshops are held at NAR annual, NAR midyear which is always in Washington, DC and at the REEA conventions.

What will I learn in the Instructor recertification?

We will go over everything that you need to tell the student in the classroom.
Go through changes in the ABR course (the ABR course is updated every two years)
Teaching techniques with the ABR course.

The second half of the day is devoted to instructor development. For instance this year we will devote the development to Enhancing your Powerpoint Presentation, etc...

Is this required?

Yes, all instructors are required to attend once every two years. I urge all new instructors to attend ASAP. This course will enhance your ABR course delivery.

What if I would like to teach other CRD courses—How do I get certified?

All instructors are invited to attend any courses that we hold nationally.
If that does not fit into their schedule – I urge them to visit www.Training4RE.com for a complete listing of courses. They should submit the course to Dawn Headtke that they would like to attend. Dawn will then contact the licensed provider and instructor to get approval for the audit. We ask that you attend the course with an instructor who has at least taught it twice and has good reviews. I will review each situation individually. The audits are usually no cost or minimal cost to cover the materials.

How do I get compensated for teaching the CRD courses?

CRD does not get involved in any type of compensation. This is negotiated between the Instructor and Provider. You will also need to discuss compensation for hotel, airfare, food expense if you are traveling out of your state.

How do I teach the RENE & SRS courses?

Any CRD instructor that wishes to teach the RENE or the SRS course must contact Maria Cardenas, the Director of Professional Development for REBI. Please contact her by phone at (312) 321-4425 or by email at mcardenas@rebinstitute.com to apply for instructor certification.

More information on becoming a certified REBI instructor is on the following page.

Instructing REBI Courses

REBI affiliate course (SRS, RENE) have a separate set of standards for instructor approval. Please review below for more information.

Earning the Designation

As is typical protocol with any credential in the REALTOR® family, instructors must first earn the certification or designation for the course(s) they desire to instruct and must take the course(s) in a live classroom setting. You are one-step ahead since you already have the designation. Yes, this is necessary for you to sit in on the full course as an "audit" because you earned the designation a while back and the course has since been updated.

Instructor Designation

The instructor application is linked below. Please refer to the instructor application for the complete requirements and do not submit the application until you have earned the required credential and you meet the eligibility criteria.

[REBI Instructor Application](#)

SRS

Must be a REALTOR in good standing. Must teach ABR.

RENE

Must be a REALTOR in good standing. Must teach ABR and SRS. Please note: If you currently teach the CNE course(s) or any other negotiation credentialing program, you will not be eligible to teach RENE as it is a conflict of interest since RENE is an approved and recognized certification in the REALTOR® family

CRB

Must be a REALTOR in good standing. Must be a CRB designee. Must have current or previous experience as a broker, owner or manager of a real estate firm. Must teach ABR, SRS, and/or C-RETS courses. (See the Instructor Application for a full list of courses that apply).

C-RETS

Must be a REALTOR in good standing. Must be a CRB and/or SRS designee. Must teach CRB and/or SRS.

The Next Steps ...

As you can see, the progression for teaching is first ABR, SRS and then the rest of the courses. It's great that you are all set with SRS but you would need to have the ABR credential and teach that course a few times before we can get you going with the SRS Instructor certification. I'm not sure if you have the ABR designation but Dawn Headtke, Director of Business Development at CRD can help you with that and she is copied on this email. After you have taught the ABR a few times, then circle back to me so we can begin the instructor process with REBI.

Instructor Agreement Form

We have provided the Instructor Agreement that we use at NAR® for delivering CRD courses. We urge you to obtain an agreement between you and the instructor. You may use this as a sample for your agreement. A fillable form version of this document can also be found within the link below.

<http://rebac.net/teach/Instructor-Agreement-Form.pdf>

This Agreement is hereby made by and between the Center for Specialized Realtor Education ("CRD"), an Illinois not-for-profit corporation with principal offices at 430 North Michigan, Chicago, Illinois 60025, and _____ ("Instructor"), whose contact information is as follows:

Address: _____

City/State/Zip _____

Phone: _____ Fax: _____

FEIN: _____ Email Address: _____

I. SERVICES TO BE PROVIDED: Instructor shall teach the following CRD course(s):

A. Course: _____

Location: _____

Date(s): _____

Time(s): _____

B. Consideration. CRD shall pay Instructor the sum of \$ _____ as follows for teaching the above Course:

C. Expenses. CRD shall reimburse Instructor for reasonable and documented travel, lodging and meal expenses incurred in connection with teaching the course.

II. INSTRUCTOR CONDUCT:

A. Instructor shall make no change to the Course materials without the prior written permission of CRD.

B. Instructor shall not reproduce, distribute, modify, display, make derivative works from or otherwise use any of the Course materials except as expressly authorized by CRD.

C. Instructor shall teach said Course in accordance with the learning objectives and content set forth in the Course materials and in accordance with any content changes and procedural rules that CRD, at any time before or during the Course presentation, communicates to Instructor.

D. Instructor shall be at the Course location at least one hour prior to each day's start time.

E. Instructor shall make himself/herself available, at other reasonable times and locations, to assist individual students in understanding the information provided by the Course.

Running Reports for Designations and Certifications

Many times we get questions from associations about running reports of their members who have designations and certifications. This can be done through the NRDS system. The instructions below will be very helpful to you:

As a Point of Entry (POE), you have the capability to run different types of reports through NRDS directly. If you are unsure, please call the NRDS Helpline at **1-800-868-3225** and ask for help on the NRDS function, Batch Refresh. (This pulls a file from NRDS of all your members which you can open in Excel and then sort and select by designations, certifications, etc.)

Below is a short tutorial provided by NRDS.

1. On NRDS menu, POE runs, Batch Refresh, tab delimited
2. Your POE email will receive a zipped file attachment. Unzip it and look for the file ending in **.M** (for members) which will extract and open in Excel.
3. You will need to have the Member File Layout in front of you which can be found within the online NRDS User Manual (also on the main NRDS screen). This is your guide to what each column is within the Batch Refresh file, which is raw data meant to be imported into something else and does not have column headers.
4. Sort by the column with the **“Member Status”** and then delete any rows that are not **A** or **P** (active).
5. Then sort by the **“Member Type”** column and delete any rows that are not **R** or **RA** (getting rid of the non-members)
6. Finally, sort by the **“Primary Association”** column and remove any members who are not primary to the association.

You should now be working with an Excel document narrowed down to just your active members. Using the Member File Layout in step #3 above you can determine which columns are the ABR, GRI, CCIM, etc. Those will have a **Y** for yes or an **N** for no.

At www.nar.realtor there is also an NRDS Quick Takes section which is a library of recorded training lessons. You may want to watch the one on Batch Refresh as it does have several steps.



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