

# TREEF



TENNESSEE  
REAL ESTATE  
EDUCATIONAL  
FOUNDATION

## Professional Development Catalog

2025 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  
EDUCATIONAL  
FOUNDATION

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# About TREEF

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The Tennessee Real Estate Educational 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

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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 Center for REALTOR® Development (CRD) 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 CRD courses) the annual licensing fees paid for the right to offer designation and certification courses;
- 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.

CRD 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. As a reminder, courses 8 hours or more require an exam under TREC rule.
3. Notify Kristen Mosley of the course offering—using the 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/upload to CRD calendar.
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 Kristen Mosley to be submit to TREC (CE Broker) & CRD (NAR) 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](mailto:kristen.mosley@tnrealtors.com).

# How to Become an Instructor

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## 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 **TREEF courses** must complete an Instructor Development Workshop and a Train-the-Trainer program offered at Tennessee REALTORS®. For more information and schedule, contact Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com).

## CRD 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 CRD courses that you are qualified to teach.

CRD 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 CRD, where you’ll be added to the database as an instructor. At that time you will also be added to CRD’s email list, so you can begin receiving instructor information from CRD.

## RECERTIFICATION

All CRD 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 CRD’s ongoing instructor training program. These sessions help instructors: 1) meet their recertification requirements; 2) improve their teaching skills; 3) stay current on key CRD 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. \*May be additional trainings per course; varies per course.



## TREEF Classroom Courses

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## 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.

|                    |              |                                                                                              |
|--------------------|--------------|----------------------------------------------------------------------------------------------|
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## TREC CORE COURSE—RESIDENTIAL #122479 (6 HOURS CE) / 20-1277715

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.

|                |              |                                                                        |
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*See continued list on next page.*

*TREC Core Course—Residential #122489 (6 hours CE) (continued).*

|                   |              |                                                                                              |
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## TREC CORE COURSE—COMMERCIAL #122512 (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.

|                 |              |                                                                        |
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## PRINCIPAL BROKER CORE COURSE #122425 (8 HOURS CE) / 20657

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

|                  |              |                                                                                              |
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## AGENCY IN TENNESSEE (2 HOURS & 4 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.

**#121610 (2 HOURS CE) / 20-1130866**

**#6257 (4 HOURS CE) / 20-917854**

|                   |              |                                                                                              |
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## 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.

|                   |              |                                                                                    |
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## 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.

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| Brent Maybank     | 615-826-0001 | <a href="mailto:brent@brentmaybank.com">brent@brentmaybank.com</a>                 |
| Kayla Pierson     | 719-291-6420 | <a href="mailto:kayla@alignedaxis.com">kayla@alignedaxis.com</a>                   |
| Patti Whalen      | 865-228-9421 | <a href="mailto:whalen.patti@gmail.com">whalen.patti@gmail.com</a>                 |

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

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

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

## DASH BOARD #8200 (1 HOUR CE) / 20-917984 (this can be seen as an intro class)

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.

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## **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.*

Please reach out to Kristen Mosley if instructor assistance is needed.

TREC require full hour courses, therefore Code of Ethics training is 3 hours of CE.

C2EX does not receive CE.

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## **UNDERSTANDING & IMPLEMENTING BUYER REPRESENTATION AGREEMENTS #122376 (2 HOURS CE) / 20-67825**

Attendees will be able to understand and deliver a message to buyers and or potential buyers/consumers, as well as be able to recognize their individual value and disclose their fees on the appropriate forms as directed by the National Association of REALTORS® ensuring transparency of how commissions are earned and dispersed accordingly.

Additionally, attendees will understand the Tennessee Real Estate Commission's Law as to the required duties owed to all customers and clients. They will understand the differentiation between exclusive and non-exclusive "Fiduciary" relationship as well as choosing to remain a facilitator by explaining and establishing these distinctions through disclosure and signed agreements.

## **PSA BASICS #121723 (1 HOUR CE) / 20-1098232**

Filling in a purchase and sale agreement can be a daunting task for new real estate agents. To help them feel more confident, it's important to provide them with training and resources to understand the legal language and requirements of the forms. Additionally, encouraging open communication and offering constructive feedback can also help new agents feel more comfortable and confident in their abilities to complete these important documents. By providing the right tools and support, new agents can gain the knowledge and confidence they need to excel in their roles.

## **FAIR HOUSING: WHAT YOU NEED TO KNOW (2 HOURS & 3 HOURS CE)**

REALTORS® are required to complete Fair Housing / Anti-Bias Training upon becoming a member, and every 3 years thereafter, coinciding with the Code of Ethics training timeline. This requirement is in addition to the Code of Ethics training.

Fair housing requirement also accepts:

- Bias Override
- At Home with Diversity
- Fairhaven (not approved for CE)

**#122601 (2 HOURS CE) / 20-1285709**

**#122611 (3 HOURS CE) / 20-1298034**

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## 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 (see next page):

*\*Please contact Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com) for the current list of instructors, as supplied by NAR.*

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:

- Submit proof of fifteen (15) completed transactions – Transactions completed under a team require a letter from the Principal Broker affirming the applicant's role in the contract's closing.
- Complete a TREEF-approved, company-based training program
- Earn at least 24 hours of credits through any combination of the following (can be taken online or in-person):
  - CE-accredited sessions taken at Tennessee REALTORS® Tennessee Excel Summit (TNEX) and Annual Conventions, since 01/01/2012
  - At Home With Diversity (AHWD)
  - Accredited Buyer's Representative (ABR®) Core Course
  - e-PRO® Day 1 & Day 2
  - Home Finance Resource Certification (HFR)
  - CRB Courses:
    - CRB: Building a Business Plan
    - CRB: Firm Rules
    - CRB: Starting a Real Estate Company
    - CRB: Managing a Multi-Gen Business
    - CRB: Creating a Profitable RE Company
  - 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
  - Resort and Second-Home Property Specialist Certification (RSPS)
  - Short Sales and Foreclosure Resource (SFR®)
  - Seller Representative Specialist® (SRS®)
  - Seniors Real Estate Specialist® (SRES®)
  - WCR: Effective Negotiating for Real Estate Professionals
  - Resort and Second-Home Property Specialist Certification (RSPS)
  - Certificate Courses (previously ABR electives):
    - Bias Override
    - Buyers by Generation
    - Corporate Relocation
    - Market Strategy & Lead Generation
    - New-Home Construction & Buyer Representation
    - Planning and Zoning Resource
    - Real Estate Investing

## 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.

Certificate, Certification,  
Designation, Specialty,  
Royalty Free & REBI Courses

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## CRD LICENSE COURSE OFFERINGS

As a certified course provider, you will have the opportunity to host the following courses:

### Designation Courses

- Accredited Buyer's Representative (ABR®)
- Certified International Property Specialist (CIPS)
  - Global Real Estate: Local Markets
  - Africa and International Real Estate
  - 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 Course
- Seniors Real Estate Specialist (SRES®) Designation Course

### Certification Courses

- Pricing Strategies: Mastering the CMA Course
- Resort & Second Home Property Specialist
- At Home with Diversity
- Short Sales and Foreclosure Specialist
- e-Pro Certification
- Military Relocation Professional (MRP) Certification Core Course
- Home Finance Resource (HFR) Certification

### Certificate Courses

- Corporate Relocation: The Next Move
- Marketing Strategy and Lead Generation
- Buyers by Generation: Success in Every Segment
- New-Home Construction and Buyer Representation
- Real Estate Investing: Build Wealth Representing Investors and Becoming One Yourself
- Bias Override: Overcoming Barriers to Fair Housing
- Planning & Zoning Resource

### REBI Courses

- RENE Certification Course
- Seller Representative Specialist (SRS) Designation Course
- Real Estate Professional Assistant (REPA) Certificate

### NAR Royalty Free Courses

- Employer-Assisted Housing Course
- Expanding Housing Opportunities Course
- Putting REALTOR® Safety First: Safety Strategies for the Modern REALTOR®
- Real Estate Professional Assistant (REPA) Certificate

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](https://realtor.org/education) or contact Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com).

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

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## 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.

Course royalties are due for anyone who is physically present in the course. If a student does not have a M1 number, please use the number **60100000** on the roster.

### Royalties Payable to CRD

| Course                                             | Royalty Fee             |
|----------------------------------------------------|-------------------------|
| Accredited Buyer’s Representative (ABR)            | \$63*/student           |
| At Home with Diversity® (AHWD)                     | \$33/student            |
| Bias Override: Overcoming Barriers to Fair Housing | \$10/student            |
| Buyers by Generation: Success in Every Segment     | \$22/student            |
| Corporate Relocation: The Next Move                | \$22/student            |
| CIPS Course Royalty                                | \$53/student per course |
| CIPS Institute Royalty                             | \$158/student           |
| e-PRO® Certification Course                        | \$63/student            |
| Home Finance Resource (HFR) Certification          | \$33/student            |
| Investing in Real Estate: Becoming an Investor     | \$22/student            |
| Marketing Strategy and Lead Generation             | \$22/student            |
| Military Relocation Professional (MRP)             | \$33/student            |
| NAR Green Designation                              | \$63/student            |

*See continued list on next page.*

*Royalties Payable to CRD (continued).*

| Course                          | Royalty Fee    |
|---------------------------------|----------------|
| NAR Safety Course 3 hour        | Royalty Waived |
| Employer-Assisted Housing       | Royalty Waived |
| Expanding Housing Opportunities | Royalty Waived |

**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 |
|-------------------------------------------------|-----------------|
| Home Finance Resource (HFR)                     | \$93.00         |
| Short Sales & Foreclosure Resource (SFR)        | \$175.00        |
| Resort & Second-Home Property Specialist (RSPS) | \$102.00        |
| Pricing Strategy Advisor Certification (PSA)    | \$179.00        |
| Military Relocation Professional (MRP)          | \$195.00        |
| At Home with Diversity® (AHWD)                  | \$79.00         |
| Real Estate Negotiation Expert (RENE)           | \$159.00        |
| e-PRO                                           | \$149.00        |

## On-Going Designation Dues

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

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## 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](mailto:cips@nar.realtor)
- At Home with Diversity rosters should be emailed to: [rosters@nar.realtor](mailto: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](mailto:rosters@rebinstitute.com)

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

- Class roster emailed to: [rosters@nar.realtor](mailto: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.

Also, please check [www.training4re.com](http://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](mailto:dheadtke@nar.realtor) so we can deactivate that record.

## CERTIFICATE COURSES

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### **\*\*NEW HOME CONSTRUCTION & BUYER REPRESENTATION**

#### **#7513 (8 HOURS CE) / 20-917826**

In the New Home Construction and Buyer Representation certificate course real estate professionals will gain the product and transaction knowledge needed in order to guide buyer-clients through the steps and processes for purchase, construction, and customization of a new home. Among other things, students will learn how to successfully interact with new home builders and sales representatives in order to protect clients best interest and grow future business.

*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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### **\*\*BUYERS BY GENERATION: SUCCESS IN EVERY SEGMENT**

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

The goal of Buyers by Generation: Success in Every Segment is to instill a better understanding of how generational characteristics impact the home-buying process so that you can provide better service, enhance the value you offer, and ultimately expand your business through repeat clients and referrals.

*\*For more information, please contact Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com).*

*\*\*These courses require CRD certification. Please contact Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com) for the current list of instructors, as supplied by NAR.*

**\*\*BIAS OVERRIDE: OVERCOMING BARRIERS TO FAIR HOUSING CERTIFICATE  
COURSE (3 HOURS CE) / 20-917816**

Bias Override: Overcoming Barriers to Fair Housing is an NAR certificate course that 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 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.

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**\*\*SMART GROWTH FOR THE 21ST CENTURY (4 HOURS CE) / 20-931971**

Smart growth is about recognizing and understanding the various facets of a vibrant community and how to achieve and maintain a balance among them. REALTORS® have everything to gain by joining with other community leaders to assure ample homeownership opportunities in communities with efficient transportation, good schools, and open space. Who are your potential smart growth superstars? Recruit them for this new four-hour course.

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**\*\*PLANNING AND ZONING RESOURCE CERTIFICATE  
#122049 (6 HOURS CE) / 20-1170388**

The Planning & Zoning Resource Certificate is CRD's newest course offering. Students will be gain an unparalleled understanding of municipal planning at both the state and local level. Utilizing this knowledge should shape REALTORS® to be well-equipped to assist clients in navigating the complex world of development approvals, zoning laws, constructing permits, and more.

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**\*\*CORPORATE RELOCATION: THE NEXT MOVE (CE APPROVAL COMING SOON)**

Corporation Relocation: The Next Move provides insights into the corporate relocation landscape and will help you recognize and take advantage of business opportunities in this niche. You will learn how to evaluate the relocation activity in your market area, identify and successfully meet the needs of all transaction stakeholders, and generate repeat business and referrals from your relocation clients.

## CERTIFICATE COURSES

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### **\*\*REAL ESTATE INVESTING: BUILD WEALTH REPRESENTING INVESTORS AND BECOMING ONE YOURSELF (8 HOURS CE) / 20-917972**

Real Estate Investing: Build Wealth Representing Investors and Becoming One Yourself covers the fundamentals of real estate investment that practitioners need to know to expand their business services. 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.

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

*\*\*These courses require CRD certification. Please contact Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com) for the current list of instructors, as supplied by NAR.*

## **\*\*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.*

## **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.*

## **\*\*HOME FINANCE RESOURCE (HFR) #121964 / 20-1156942**

The Home Finance Resource Certification course is designed to teach REALTORS® how to explain key pieces of the loan origination process to clients and confidently answer questions about mortgage options.



*One-time application fee is \$93.*

## CERTIFICATION COURSES

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### **\*\*AT HOME WITH DIVERSITY CERTIFICATION COURSE**

**#2656 (7 HOURS CE) / 20-921388**

While the At Home With Diversity® (AHWD) 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 \$79.*

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### **\*\*RESORT AND SECOND-HOME PROPERTY SPECIALIST / 20-917800**

The Resort and Second-Home Property Specialist (RSPS) certification is for REALTORS® who specialize in buying, selling, or management of properties for investment, development, retirement, or second homes in resort, recreational, and/or vacation destinations.



*One-time application fee is \$102.*

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

The Certified Real Estate Brokerage Manager (CRB) is one of the most respected and relevant designations offered in real estate business management and is awarded to REALTORS® who have completed advanced educational and professional requirements. CRB Designees are better positioned to streamline operations, integrate new technology and apply new trends and business strategies.



*One-time application fee is \$175.*

*\*\*These courses require CRD certification. Please contact Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com) for the current list of instructors, as supplied by NAR.*

## **\*\*MRP MILITARY RELOCATION PROFESSIONAL CERTIFICATION CORE COURSE**



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.

**6 HOURS CE / 20-1130866**

**8 HOURS CE / 20-917852**

*One-time application fee is \$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.*

*\*\*These courses require CRD certification. Please contact Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com) for the current list of instructors, as supplied by NAR.*

## DESIGNATION COURSES

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### **\*\*ABR 2-DAY COURSE #7177 (14 HOURS CE) / 20-1037436 & (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 CRD membership. Annual designation dues of \$110 thereafter.*

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### **\*\*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.



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

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### **\*CERTIFIED INTERNATIONAL PROPERTY SPECIALIST (CIPS)**

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 designation dues of \$220 thereafter.*

*\*Please contact Kristen Mosley for the current list of instructors and current approved TREC CIPS courses, as supplied by NAR.*

## 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.*

## REBI COURSES

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### **\*\*REAL ESTATE NEGOTIATIONS PLAYBOOK (14 HOURS & 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.*

**14 HOURS CE / 2011226032**

**16 HOURS CE / 2011226032**

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### **CERTIFIED REAL ESTATE BROKERAGE MANAGER (CRB)**

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.



*First year free. Annual designation dues of \$210 thereafter.*

#### **CRB Courses:**

**\*\*STARTING A REAL ESTATE COMPANY / 2011037440**

**\*\*RECRUITING FOR SUCCESS / 20-931073**

**\*\*SHOW ME THE MONEY - COMPENSATION PLANNING / 20917868**

**\*\*BUILDING A BUSINESS PLAN / 20-931969**

**\*\*MANAGING A MULTIGENERATIONAL BUSINESS / 20-917862**

**\*\*PERFORMANCE LEADERSHIP / 201137438**

**\*\*CREATING A PROFITABLE REAL ESTATE COMPANY / 20-917966**

**\*\*THE FIRM RULES / 20-917890**

**\*\*HR SOLUTIONS / 20-1037434**

**\*\*EXIT STRATEGIES / 20-931965**

*\*\*These courses require CRD certification. Please contact Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com) for the current list of instructors, as supplied by NAR.*

**\*\*SRS SELLER REPRESENTATIVE SPECIALIST DESIGNATION (14 & 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.



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

**#122477 (14 HOURS CE) / 20-1275720**

**#7431 (16 HOURS CE) / 20-917824**

*\*\*These courses require CRD certification. Please contact Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com) for the current list of instructors, as supplied by NAR.*

## ROYALTY FREE COURSES

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### PUTTING REALTOR® SAFETY FIRST (1 HOUR, 3 HOURS & 6 HOURS CE)

The Putting REALTOR® Safety First: Safety Strategies for the Modern REALTOR® course is designed to instill safety awareness and habits as second nature so that real estate professionals—as well as their clients and customers—know how to avert or respond to dangerous situations and avoid harm as they practice their profession.

**1 HOUR CE / 20-941698**

**3 HOURS CE / 20-941700**

**6 HOURS CE / 20-941702**

*\*Please contact Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com) for the current list of instructors, as supplied by NAR.*

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### RPR: REAL-TIME DATA, MARKET KNOWLEDGE, INFORMED CONSUMERS

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.

#### **RPR Courses:**

**WELCOME TO RPR! TOOLS, TIPS & SKILLS EVERY AGENT NEEDS / 20-1203532**

**SUCCESSFULLY MEET CLIENTS' NEEDS WITH RPR'S SEARCH AND MAP TOOLS / 20-1203530**

**PREP, PRESENT, PREVAIL! HOW TO WIN MORE LISTINGS USING RPR / 20-1203528**

**CRACK THE CODE OF PRICING: HOW TO NAIL CMAs WITH RPR'S DATA-DRIVEN TOOLS / 20-1203524**

**THE MAGIC OF RPR COMMERCIAL / 20-1275718**

**RPR AI: TRANSFORM LOCAL DATA INTO SOCIAL MEDIA / 20-1312246**

*\*Please contact Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com) for the current list of instructors, as supplied by RPR.*

## **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>.

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## **CERTIFIED COMMERCIAL INVESTMENT MEMBER (CCIM)**

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](http://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.

Instructors

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## 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

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**PHONE:** 615-566-1134

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## JAIME ALDERMAN

**COMPANY/AFFILIATION:** Award Realty

**COURSES TAUGHT:** Core, Ethics

**CREDENTIALS:** ABR, GRI

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## SUSAN BARNETTE

**COMPANY/AFFILIATION:** Weichert REALTORS

**COURSES TAUGHT:** 21 Ways to Lose Your License, ABR, Advertising, Agency in Tennessee, 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](mailto:susan@susanbarnette.com)

**PHONE:** 423-596-7553

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## OLIVER BARRY

**COMPANY/AFFILIATION:** Parks

**COURSES TAUGHT:** Agency in Tennessee, TREC CORE

**CREDENTIALS:** GRI

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**PHONE:** 615-826-4040

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## BARBARA BELL

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

**COURSES TAUGHT:** TransactionDesk

**CREDENTIALS:** ABR, AHWD, CRS, e-PRO, GRI, LRS, PSA

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[barbara@barbarabellrealtor.com](mailto:barbara@barbarabellrealtor.com)

**PHONE:** 615-948-9366

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## TINA BLACK-SHEARS

**COMPANY/AFFILIATION:** Assured Real Estate Services

**COURSES TAUGHT:** ABR, GRI (all), TransactionDesk Advanced, TransactionDesk Basic

**CREDENTIALS:** ABR, AHWD, CRS, GRI, SRES

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## RYAN BYRNE

**COMPANY/AFFILIATION:** Byrne & Associates, PLLC

**COURSES TAUGHT:** Closings: From Start to Finish, Cyber Crimes, TREC CORE, TREEF Contracts

**EMAIL:** [ryanbyrne@byrne-firm.com](mailto:ryanbyrne@byrne-firm.com)

**PHONE:** 901-737-2911 (office) / 901-237-6347 (cell)

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## REBECCA COOPER

**COMPANY/AFFILIATION:** Compass RE

**COURSES TAUGHT:** Contracts 101, TREC CORE Residential, Agency in Tennessee (2 & 4-hrs), Fair Housing, Transaction Desk (Basic, Advanced + all 1-hr courses), GRI Suite, e-Pro, Putting REALTOR Safety First (1-,3- & 6-hr courses)

**CREDENTIALS:** ABR, AHWD, C2EX, e-PRO, GRI, PSA, RENE, RSPS Master GRI

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**PHONE:** 615-815-6231

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## LIBBY CAPPS

**COMPANY/AFFILIATION:** Highlands Elite Real Estate

**COURSES TAUGHT:** CORE

**CREDENTIALS:** AHWD, BPOR, C2EX, SFR

**EMAIL:**  
[libbycapps38501@gmail.com](mailto:libbycapps38501@gmail.com)

**PHONE:** 931-260-4186

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## FARA CAPTAIN

**COMPANY/AFFILIATION:** Captain & Company Real Estate

**COURSES TAUGHT:** Business Planning, How to Be An Inclusive REALTOR®

**CREDENTIALS:** ABR, AHWD, C2EX, CRS, GRI, PSA, RENE, SRS

**EMAIL:** [captain@captainandco.realestate](mailto:captain@captainandco.realestate)

**PHONE:** 901-500-8034

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## DARREN DeMARTINO

**COMPANY/AFFILIATION:** Orchard Real Estate

**COURSES TAUGHT:** Contracts 1.0, CORE, Ethics for Today's Realtor, 21 Ways to Lose License, Managing Transaction Behavior, The Truth About Mold, Buyer's Rep Agreement, Got to Get It Signed

**CREDENTIALS:** ABR, ASP, CRS, CSP, GRI, SFR, SRES, SRS

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**PHONE:** 615-517-1189

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## JANET DiCHIARA

**COMPANY/AFFILIATION:** EXIT Realty Blues City

**COURSES TAUGHT:** Agency in Tennessee, Code of Ethics, CORE, Forms

**CREDENTIALS:** C2EX, e-PRO, GRI

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## 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

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## SCOTT FIELDS

**COMPANY/AFFILIATION:** MyTown Properties Memphis

**COURSES TAUGHT:** MRP

**CREDENTIALS:** C2EX, e-PRO, GRI, MRP

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## REBECCA FOWLER

**COMPANY/AFFILIATION:** Parks

**COURSES TAUGHT:** Code of Ethics, CORE

**CREDENTIALS:** AHWD, GRI, PSA

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**PHONE:** 615-473-7430

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## GREG GLOSSON

**COMPANY/AFFILIATION:** Fast Track Realty, LLC

**COURSES TAUGHT:** ABR, Agency, AHWD, Code of Ethics, Contracts 101, CRB Courses - Entire Series of Courses,, Fair Housing, GRI 401-406, MRP, PSA, RENE, RSPS, SFR, SRES, SRS, TREC CORE

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

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## VERONICA GRANT

**COMPANY/AFFILIATION:** Front Porch Realty & Property

**COURSES TAUGHT:** Contracts 101, Code of Ethics, TREC CORE

**CREDENTIALS:** AHWD, C2EX, MRP

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## 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

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## JOE GROSS

**COMPANY/AFFILIATION:** The Wilson Agency TN

**COURSES TAUGHT:** Contracts 101, Ethics

**CREDENTIALS:** ABR, AHWD, C2EX, HFR

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## BARRY HENSLEY

**COMPANY/AFFILIATION:** Southland Realtors, Inc.

**COURSES TAUGHT:** TransactionDesk Advanced, TransactionDesk Basic

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**PHONE:** 865-693-6961

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## PAM HURD

**COMPANY/AFFILIATION:** Hurd Realty, LLC

**COURSES TAUGHT:** Core, Ethics, Contracts

**CREDENTIALS:** C2EX, CMLXv

**EMAIL:** [pamhurdrealtor@gmail.com](mailto:pamhurdrealtor@gmail.com)

**PHONE:** 423-676-8926

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## 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](mailto:bryankendrickrealtor@gmail.com)

**PHONE:** 865-654-2994

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## STEFANIE KING

**COMPANY/AFFILIATION:** Reliant Realty ERA Powered

**COURSES TAUGHT:** TREF courses

**CREDENTIALS:** Bachelor Degree in Mathematics (Taught HS for 12 yrs)

**EMAIL:** [instructorstefanieking@gmail.com](mailto:instructorstefanieking@gmail.com)

**PHONE:** 615-943-1869

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## BLAINE LITTLE

**COMPANY/AFFILIATION:** Reliant Realty, Murfreesboro

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

**CREDENTIALS:** ABR, e-PRO

**EMAIL:** [blaine@realtracs.com](mailto:blaine@realtracs.com)

**PHONE:** 615-513-6443

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## BILL MALONE

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

**COURSES TAUGHT:** TREC CORE

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**PHONE:** 901-756-8900

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## 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

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**PHONE:** 615-405-6294

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## JEFFREY McEVOY

**COMPANY/AFFILIATION:** Home Surety Title and Escrow

**COURSES TAUGHT:** CORE and Contracts

**EMAIL:** [jmcevoy@homesuretytitle.com](mailto:jmcevoy@homesuretytitle.com)

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## DEANNA MENDENHALL-MILLER

**COMPANY/AFFILIATION:** NextHome Makers City

**COURSES TAUGHT:** ABR, Agency in Tennessee, Code of Ethics, Home Finance Resource Certification

**CREDENTIALS:** CRS, CLHMS, RENE, ABR, SRS, PSA, e-PRO, GRI, AHWD, RSC-D

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**PHONE:** 865-603-7996

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## MEAGAN MILLER

**COMPANY/AFFILIATION:** Byers & Harvey, Inc.

**COURSES TAUGHT:** Code of Ethics, TransactionDesk Advanced, TransactionDesk Basic, TREC CORE

**CREDENTIALS:** ABR, AHWD, C2EX, MRP, PSA

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## TRACY MONCHILOV

**COMPANY/AFFILIATION:** 808 Real Estate

**COURSES TAUGHT:** Code of Ethics, TREC Residential CORE, TREC Principal Broker CORE, TransactionDesk Basic

**CREDENTIALS:** CRS

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## 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, Residential CORE, RPR, TREC CORE

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

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## ANGIE MORRIS

**COMPANY/AFFILIATION:** Southern Tradition Realty

**COURSES TAUGHT:** Code of Ethics, CORE, Professional Courtesy, Client Communications, Managing the Manager

**CREDENTIALS:** AHWD, C2EX, SRES

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## 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

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## NIKKI MORRISON

**COMPANY/AFFILIATION:** Keller Williams Realty

**COURSES TAUGHT:** Transaction Desk

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## AARON MORTON

**COMPANY/AFFILIATION:** Keller Williams Realty Clarksville

**COURSES TAUGHT:** Contracts, Buyers Rep Agreement

**CREDENTIALS:** MRP

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**PHONE:** 931-919-9467

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## BOBBIE NOREEN

**COMPANY/AFFILIATION:** RE/MAX Homes and Estates/Lipman Group

**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:** ABRM, CRS, GRI

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**PHONE:** 615-405-2179

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## 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](mailto:kathy@kathyoakes.com)

**PHONE:** 723-446-0147

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## JIM OAKLEY

**COMPANY/AFFILIATION:** Realty Executives

**COURSES TAUGHT:** Agency in TN, TREC CORE

**CREDENTIALS:** GRI

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## ERIK PALMER

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

**COURSES TAUGHT:** Available upon request.

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

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## KAYLA PIERSON

**COMPANY/AFFILIATION:** Keller Williams Realty

**COURSES TAUGHT:** Agency in Tennessee, Code of Ethics, Contracts 101, TransactionDesk Advanced, TransactionDesk Basic, TREC CORE

**CREDENTIALS:** ABR, AHWD, C2EX, MRP, PSA, SRS

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## RON POE

**COMPANY/AFFILIATION:** The Poe Firm

**COURSES TAUGHT:** TREC CORE

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**PHONE:** (901) 758-8200

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## SHER POWERS

**COMPANY/AFFILIATION:** Urbane Residential Specialists

**COURSES TAUGHT:** The Umbrella Effect (1 & 2 hrs)

**CREDENTIALS:** AHWD, C2EX, CRS, e-PRO

**EMAIL:** [sherpowers@comcast.net](mailto:sherpowers@comcast.net)

**PHONE:** (615) 430-6861

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## INGRID PRATHER

**COMPANY/AFFILIATION:** Premier Properties Realty

**COURSES TAUGHT:** Agency in Tennessee, 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](mailto:premierpropertiesrealty@comcast.net)

**PHONE:** 423-381-9087

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## 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](mailto:reddittnedra@gmail.com)

**PHONE:** 901-969-4577

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## BILL SCHLUETER

**COMPANY/AFFILIATION:** American Heritage, Inc.

**COURSES TAUGHT:** Code of Ethics, Pre-Licensing, TREC CORE

**CREDENTIALS:** GRI, ITI

**EMAIL:** [schluete@realtracs.com](mailto:schluete@realtracs.com)

**PHONE:** 615-298-9200

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## SHERRY SCOTT-CHAMBERS

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

**COURSES TAUGHT:** Agency in Tennessee, Contracts 101, GRI

**CREDENTIALS:** ABR, AHWD, C2EX, CRB, CRS, GRI, RENE, SFR

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**PHONE:** 901-260-5844

---

## PHILIP SEAGRAVES

**COMPANY/AFFILIATION:** Blue Raider Realty

**COURSES TAUGHT:** Real Estate Contracts, Real Estate Finance, Real Estate Property Management, Real Estate Investment

**CREDENTIALS:** CFIS, MSRE, RSPS

**EMAIL:** [philip@raiderrealtyllc.com](mailto:philip@raiderrealtyllc.com)

**PHONE:** 404-808-0376

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## PATRICIA SHEPHERD

**COMPANY/AFFILIATION:** EXIT Realty Pros

**COURSES TAUGHT:** Agency in Tennessee, Code of Ethics, Contracts 101, TREC CORE, GRI 401, 403, 404, 405

**CREDENTIALS:** GRI

**EMAIL:** [homes@movetotn.com](mailto:homes@movetotn.com)

**PHONE:** 865-803-8013

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## BLAIR SMITH

**COMPANY/AFFILIATION:** N/A

**COURSES TAUGHT:** Agency (2 or 4 hours), Code of Ethics, Contracts 101, Fair Housing, RPR class

**CREDENTIALS:** Over 40 years as a license Real Estate Agent and over 25 years experience in adult education.

**EMAIL:** [BlairCSmith@outlook.com](mailto:BlairCSmith@outlook.com)

**PHONE:** 678-557-0246

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## BRIAN STEWART

**COMPANY/AFFILIATION:** One Stop Realty & Auction, LLC

**COURSES TAUGHT:** Code of Ethics, CORE

**CREDENTIALS:** ABR, AHWD, C2EX, CRS, e-PRO, PSA, RENE, SRS

**EMAIL:** [bstewart@realtracs.com](mailto:bstewart@realtracs.com)

**PHONE:** 615-822-0750

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## 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](mailto:sturner@crye-leike.com)

**PHONE:** 901-485-3029

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## RODNEY TATE

**COMPANY/AFFILIATION:** Assured Real Estate Services

**COURSES TAUGHT:** ABR, Code of Ethics, RPR

**CREDENTIALS:** ABR, AHWD, C2EX, e-PRO, PSA, RENE

**EMAIL:** [rtate@rodenytatejr.com](mailto:rtate@rodenytatejr.com)

**PHONE:** 901-286-8770

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## AARON TAYLOR

**COMPANY/AFFILIATION:** Keller Williams Johnson City

**COURSES TAUGHT:** Agency in TN, Code of Ethics, CORE, Contracts 101

**CREDENTIALS:** C2EX, Master GRI, RRC

**EMAIL:** [aarontaylorrealtor@gmail.com](mailto:aarontaylorrealtor@gmail.com)

**PHONE:** 423-914-1200

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## SHERRI TEEPEN

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

**COURSES TAUGHT:** Real Estate Contracts, Real Estate Finance, Real Estate Property Management, Real Estate Investment

**CREDENTIALS:** ABR, AHWD, C2EX, CRB, CRS, GRI, RENE, SFR

**EMAIL:** [teepens@gmail.com](mailto:teepens@gmail.com)

**PHONE:** 931-787-8732

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## 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](mailto:angie@exitrealtystumbo.com)

**PHONE:** 423-342-5790

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## HAROLD "BUDDY" VAUGHN

**COMPANY/AFFILIATION:** American Heritage, Inc.

**COURSES TAUGHT:** TREC CORE, TREC Principal Broker CORE

**CREDENTIALS:** ABR, AHWD, GRI, SRES

**EMAIL:** [hbvaughn2420@gmail.com](mailto:hbvaughn2420@gmail.com)

**PHONE:** 615-969-1555

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## 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](mailto:jordan@jordanvaughn.com)

**PHONE:** 615-207-6558

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## NIKI WALKER

**COMPANY/AFFILIATION:** Keller Williams West Knoxville

**COURSES TAUGHT:** CORE, working on NAR Certifications/Designations

**CREDENTIALS:** C2EX, RENE, SFR

**EMAIL:** [nikiwalker2@gmail.com](mailto:nikiwalker2@gmail.com)

**PHONE:** 865-333-2722

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## RON WILLS

**COMPANY/AFFILIATION:** RE/MAX Carriage House

**COURSES TAUGHT:** Property Management

**CREDENTIALS:** MPM, RMP

**EMAIL:** [ron@weleasenashville.com](mailto:ron@weleasenashville.com)

**PHONE:** 615-690-5650

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## PATTI WHALEN

**COMPANY/AFFILIATION:** EXIT TLC Realty

**COURSES TAUGHT:** Buffini Courses, Contracts, Ethics, Transaction Desk, Negotiations

**CREDENTIALS:** ABR, C2EX, CRB, e-PRO, MRP, PMN, PSA, RENE, SFR, SRES, SRS

**EMAIL:** [whalen.patti@gmail.com](mailto:whalen.patti@gmail.com)

**PHONE:** 865-228-9421

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## KEVIN WILSON

**COMPANY/AFFILIATION:** PARKS | COMPASS RE

**COURSES TAUGHT:** Jumpstart Your Business with RPR

**CREDENTIALS:** RPR Certified Trainer

**EMAIL:** [kevin.wilson@compass.com](mailto:kevin.wilson@compass.com)

**PHONE:** 615-390-5065

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## 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](mailto:woodr@realtracs.com)

**PHONE:** 615-506-3554

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## MISTY WOODFORD

**COMPANY/AFFILIATION:** Daniel-Christian Real Estate

**COURSES TAUGHT:** ABR, Code of Ethics, CORE

**CREDENTIALS:** ABR, C2EX, CRS, e-PRO, GRI, SFR, SRS

**EMAIL:** [mistywoodford@gmail.com](mailto:mistywoodford@gmail.com)

**PHONE:** 615-790-6107

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## 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:

### Designation Courses

- Accredited Buyer's Representative (ABR®)
- Certified International Property Specialist (CIPS)
  - » Global Real Estate: Local Markets
  - » Africa and International Real Estate
  - » 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 Course
- Seniors Real Estate Specialist (SRES®) Designation Course

### Certification Courses

- Pricing Strategies: Mastering the CMA Course
- Resort & Second Home Property Specialist
- At Home with Diversity
- Short Sales and Foreclosure Certification
- e-Pro Certification
- Military Relocation Professional (MRP) Certification Core Course
- Home Finance Resource (HFR) Certification

### Certificate Courses

- Corporate Relocation: The Next Move
- Marketing Strategy and Lead Generation
- Buyers by Generation: Success in Every Segment
- New-Home Construction and Buyer Representation
- Real Estate Investing: Build Wealth Representing Investors and Becoming One Yourself
- Bias Override: Overcoming Barriers to Fair Housing
- Planning & Zoning Resource

### REBI Courses

- RENE Certification Course
- Seller Representative Specialist (SRS) Designation Course
- Real Estate Professional Assistant (REPA) Certificate

### NAR Royalty Free Courses

- Employer-Assisted Housing Course
- Expanding Housing Opportunities Course
- Putting REALTOR® Safety First: Safety Strategies for the Modern REALTOR®



Please send the completed CRD Course Offering form to Kristen Mosley at [kristen.mosley@tnrealtors.com](mailto:kristen.mosley@tnrealtors.com).

## Course Royalties

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

Course royalties are due for anyone who is physically present in the course. If a student does not have a M1 number, please use the number **60100000** on the roster.

*All checks payable to **CRD** should be sent to:*  
**430 North Michigan Avenue**  
**Chicago, IL 60611**

**See page 12 for ACH and wire instructions**

### Royalties Payable to CRD

| Course                                                                   | Royalty Fee             |
|--------------------------------------------------------------------------|-------------------------|
| Accredited Buyer's Representative (ABR®)                                 | \$63/student            |
| At Home with Diversity® (AHWD)                                           | \$33/student            |
| Bias Override: Overcoming Barriers to Fair Housing                       | \$10/student            |
| Buyers by Generation: Success in Every Segment                           | \$22/student            |
| Corporate Relocation: The Next Move                                      | \$22/student            |
| CIPS Course Royalty                                                      | \$53/student per course |
| CIPS Institute Royalty<br>(Save \$100 when you offer 5 consecutive days) | \$158/student           |
| e-PRO® Certification Course                                              | \$63/student            |
| Home Finance Resource (HFR) Certification                                | \$33/student            |
| Investing in Real Estate: Becoming an Investor                           | \$22/student            |
| Marketing Strategy and Lead Generation                                   | \$22/student            |
| Military Relocation Professional (MRP)                                   | \$33/student            |
| NAR Green Designation                                                    | \$63/student            |
| NAR Safety Course 3-hour                                                 | Royalty Waived          |
| Employer-Assisted Housing                                                | Royalty Waived          |

| Course                                          | Royalty Fee    |
|-------------------------------------------------|----------------|
| Expanding Housing Opportunities                 | Royalty Waived |
| New Home Construction                           | \$22/student   |
| Pricing Strategy Advisor (PSA)                  | \$33/student   |
| Resort & Second-Home Property Specialist (RSPS) | \$33/student   |
| Seniors Real Estate Specialist® (SRES)          | \$63/student   |
| Short Sales & Foreclosure Resource (SFR)        | \$33/student   |

## Royalties Payable to REBI

### For REBI courses (SRS, RENE, REPA):

Please fill out all fields on the rosters that are provided on the CPR page and submit to [rosters@rebinstitute.com](mailto:rosters@rebinstitute.com). Instructor evaluations can be emailed to the same address or sent via mail to:

REBI  
430 N. Michigan Avenue  
Chicago, IL 60611

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

## Student Designation & Certification Fees

NAR® Certifications have a one-time application fee. Certification holders can place the certification initials behind their name if they complete all the requirements, pay the one-time application fee, and remain an active member of NAR®. Designations require annual dues to maintain—with exception of the first year, which is generally included within the application fee.

Students will have **3 years** after the date of their course to complete the application process for a designation or certification if they aren't automatically enrolled. After that point, they will need to retake the course to earn the credential. Further, if a student lapses in their annual payments for a designation, they have **5 years** to reenroll before they'll need to take the course again. *Note that a reactivation fee will be applied for those who have lapsed in payment.*

STUDENTS CAN PAY THEIR CERTIFICATION FEES AND ANNUAL DESIGNATION DUES AT:

<http://bit.ly/csrepayment>.

### One-Time Certification Fees:

| Certification                                   | Application Fee |
|-------------------------------------------------|-----------------|
| Home Finance Resource (HFR)                     | \$79.00         |
| Short Sales & Foreclosure Resource (SFR)        | \$175.00        |
| Resort & Second-Home Property Specialist (RSPS) | \$102.00        |
| Pricing Strategy Advisor Certification (PSA)    | \$179.00        |
| Military Relocation Professional (MRP)          | \$195.00        |
| At Home with Diversity® (AHWD)                  | \$79.00         |
| Real Estate Negotiation Expert (RENE)           | \$159.00        |
| e-PRO                                           | \$149.00        |

### On-Going Designation Dues:

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

| Revenues                          | Total Income       |
|-----------------------------------|--------------------|
| 50 Students @ \$295.00 per person | <b>\$14,750.00</b> |

| 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          |
| <b>Estimated Total Expenses</b>                  | <b>\$7,300.00</b> |

| Totals                                        | Net Profit        |
|-----------------------------------------------|-------------------|
| Total Revenue                                 | \$14,750.00       |
| (Total Expenses)                              | -\$7,300.00       |
| <b>ESTIMATE NET PROFIT TO COURSE PROVIDER</b> | <b>\$7,450.00</b> |

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.

## Co-Sponsoring CRD Courses

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If an association is small (usually under 1000 members), CRD will give them the option of cosponsoring a course with a larger association that holds the necessary license. This is an excellent way for small boards or companies to earn revenue and usually a win-win situation for both parties involved.

To co-sponsor a course, the interested association would need to contact a licensed provider in their state. CRD will provide them a list, or they can visit <http://www.training4re.com/instructors/> finding-teaching-opportunities. The two parties would then negotiate terms to ensure that both sides agree.

Important elements to discuss when considering co-sponsoring a course include:

- Promotion of the course
- Who will print the materials, manuals, forms, etc.
- Contacting and hiring of an instructor
- Location of course site
- Assistance in grading of exams

The actual licensed provider is ultimately responsible for returning all the necessary paperwork to CRD within 10 days. That includes rosters, applications, exam answer sheets, instructor evaluations and royalty fees per student.

The licensed provider is also responsible for contacting CRD with the dates and location of course so that it may be advertised on [Training4RE.com](http://Training4RE.com).

Please see the next page for examples of co-sponsorship materials that have proven beneficial to both parties in the process.

### **When hosting a non-NAR® course—this will come up time to time when you get calls from instructors/course providers—please note the following:**

Many are not aware of what is in the NAR® bylaws regarding the delivery of courses and non-NAR® courses— you should have this as a reference in case you ever get a question.

#### **Article V of NAR® bylaws states in Section 10 that:**

- A. No Member Board shall sponsor, endorse, recognize, or award, directly or indirectly, any professional designation or certification that is confusingly like those available through the National Association, the Center for Realtor® Development, or the Institutes, Societies, and Councils of the National Association.
- B. In the event a Member Board sponsors, endorses, recognizes or awards, directly or indirectly, any professional designation or certification that is not offered by the National Association, such Member Board shall clearly and affirmatively state in all course materials and related advertising and promotional materials that the professional designation or certification is not affiliated with or endorsed by the National Association of REALTORS®.

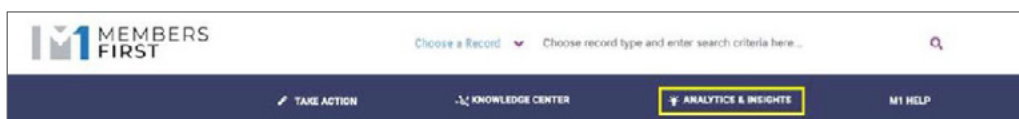
## Running Reports for Designations and Certifications

Many times, we get questions from associations about running reports of their members who have designations and certifications. This can be done through the M1 system. In M1 you have the capability to run different types of reports directly. If you have any questions, please call the M1 Helpline at **1-800-868-3225** and ask for help on the M1 dashboards.

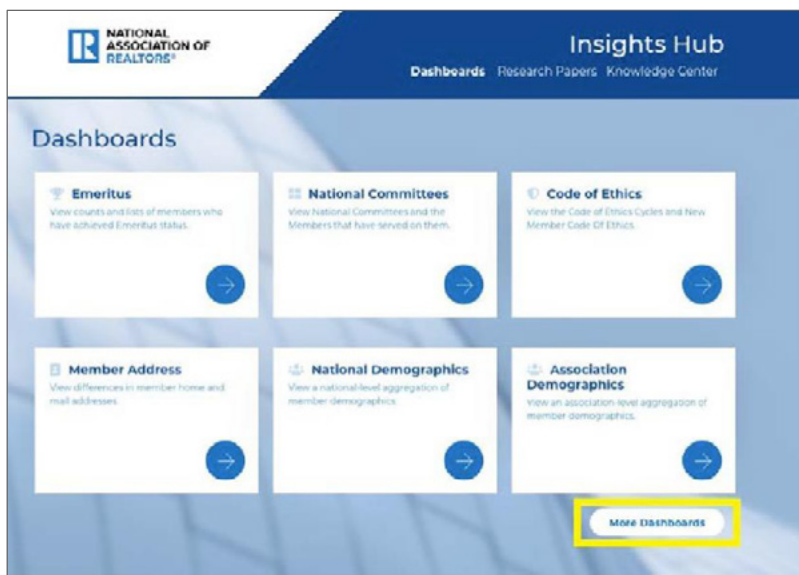
***Note that only a designated POE person from each association may access the M1 dashboards. If you do not have access, please contact your POE designee or call the helpline number above.***

Below is a short tutorial provided by M1.

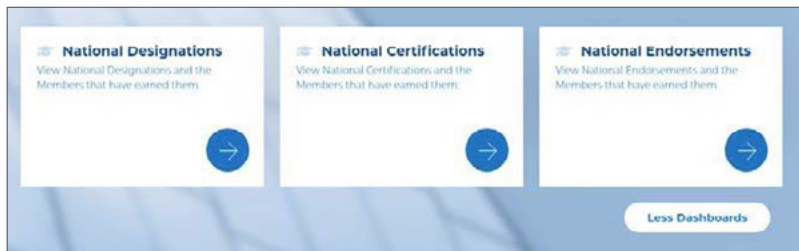
1. Log into the M1 site at <https://nar.m1.realtor>. Your username should be your previous NRDS number with M1 in front instead of NRDS. (e.g., M10123)
2. Click on the “Analytics & Insights” link in the top navigation bar



3. Click on the button for “More Dashboards”



4. From these links you can run reports on your members with Designations and Certifications among other data.



## Fairhaven Marketing Materials and Reports

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### Marketing Resources

A wealth of Fairhaven images and promotional resources available at the link below:

<https://www.nar.realtor/fair-housing/fairhaven/fairhaven-assets>

Further, here are a few articles written on Fairhaven with some descriptive language:

- **Confront Discrimination in NAR's New Simulation Training**  
<https://magazine.realtor/daily-news/2020/11/05/confront-discrimination-in-nar-s-new-simulation-training>
- **Welcome to FairHaven**  
<https://www.nar.realtor/realtor-ae-magazine/welcome-to-fairhaven>
- **NAR Announces Innovative Simulation Training to Tackle Discrimination in Real Estate**  
<https://www.nar.realtor/newsroom/nar-announces-innovative-simulation-training-to-tackle-discrimination-in-real-estate>

### Fairhaven Completion Reports and Certificates of Completion

We are excited to announce updates to Fairhaven that will help you track member completions and help members share their achievement.

#### Fairhaven Completion Reports

Associations can now track member completions through the Fairhaven portal by following the instructions below:

1. Log in at [fairhaven.realtor](https://fairhaven.realtor) (this is the same login and password you use for [nar.realtor](https://nar.realtor)).
2. Click on the menu in the upper right corner (it looks like three stacked horizontal lines).
3. Click on "Staff Admin." You will now see a list of all association members who have accessed Fairhaven.
4. The "Attempt Status" column will tell you whether the member's attempt passed, failed, or is still in progress.
5. Click on "download CSV" to get a spreadsheet with member completion information.

#### Certificates of Completion

Certificates of completion are now available for anyone who has completed Fairhaven. Simply log in to [fairhaven.realtor](https://fairhaven.realtor), and click "Print Certificate" to get your personalized certificate. Certificates will be automatically generated for anyone who completes Fairhaven in the future.

#### Sharing on Social Media

Share your accomplishment on Facebook, Twitter, or LinkedIn! Log in to Fairhaven.realtor and click on "Share on Social Media," right below the "Launch" button.

Fairhaven will be accepted for Fit Training.











# TREEF



TENNESSEE  
REAL ESTATE  
EDUCATIONAL  
FOUNDATION



[tnrealtors.com](http://tnrealtors.com)