
2020 Course Catalog

Clarksville Association of REALTORS®

Updated: June 17, 2020

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Registration Information

Course Registration Options:

Online: Members can log into Member Access site at clarksvilleportal.ramcoams.net;

Phone: Call the Education Coordinator at CAR 931-552-3567;

Email: education@clarksvilleaor.com.

Location:

In Person Classes are held at Center Pointe Hall (downstairs at the CAR office) at 115 Center Pointe Drive, Clarksville, TN 37042, unless otherwise noted.

Virtual Classes are held through Zoom; a link will be sent out two days prior to the class.

Parking:

If it is a full class and parking is limited, DO NOT park at any of the neighboring businesses. Doing so puts you at risk of having your vehicle towed at your own expense. There is ample parking on the street up and down Center Pointe Drive.

Payment:

All regular Continuing Education is free to CAR members.

Designation/Certification Courses and Non-Members who pay for continuing education must be paid in full by check or credit card prior to the start of the course.

No Show Policy:

Effective May 1, 2017: Cancellations for class attendance are accepted up to 24 hour prior to the beginning of class. If you fail to cancel and do not attend, you will be assessed a Seat Fee equal to the cost of the class for non-members.

To cancel, you can do so either by email to the Education Coordinator education@clarksvilleaor.com (email is preferred) or by phone (931) 552-3567 to the Google Voice line specific to our Education offerings.

Designation/Certification Course Refunds:

Cancellations are ONLY accepted until the end of the Registration period for a full refund of registration costs per designation or certification course.

Attendance and Check in:

You are asked to arrive ON TIME for class. The Tennessee Real Estate Commission requires that you attend 100% of the course to receive CE credit. If you are late, you will be allowed, and encouraged, to remain and take the course for your professional development but you will be denied CE credit.

Continuing Education Credit:

Hours of continuing education credit (CE) are subject to approval of the Tennessee Real Estate Commission. TREC rules require that you are in class 100% of the courses less than 8 hours in length to receive credit. If you arrive late, you may be allowed to attend the remainder of the class at the instructor's discretion but will be denied CE credit.

Course Material:

CAR does not print materials for regular CE courses. All materials are available no later than 48 hours before the course on the CAR website under the Course Materials section. You are welcome to either print and bring your own or bring your laptop/ tablet to class to follow along.

<http://www.clarksvilleaor.com/realtor-education/>

CAR will have a small number of course material packets available for purchase at \$5.00 each set.

Inclement Weather:

In the event of inclement weather, classes will be canceled if the Montgomery County Schools are canceled. If a class canceled more than 24 hours before the scheduled start time you will be notified via email. If it is less than 24 hours, you will receive a text message and an email.

Disabilities:

If you have any disability requiring special accommodation, including the provision of auxiliary aids and services, contact us prior to the class at (931) 552 3567.

Continuing Education Requirements

What to Take and When to Take It

NATIONAL ASSOCIATION OF REALTORS®



REALTOR®

Date Code of Ethics
Training Completed

Due No Later Than
December 31, 2021

NAR requires 2.5 hours of Code of Ethics training every **3 years** for all REALTOR® members (2018, 2021, 2024, etc.)

This can be any qualifying Code of Ethics course that CAR has determined meets the NAR guidelines. If you take a course from a provider other than CAR, send that information to our Education Coordinator to investigate its qualifying content.

If this Code of Ethics class carried continuing education credit with the Tennessee Real Estate Commission, it can also be a component of your TREC required 16 hours. (NOTE: The Kentucky Real Estate Commission does not give state credit for Code of Ethics classes.)

The only members who do not need to complete the Code of Ethics requirement are those that have been granted Emeritus status by the NAR Board of Directors for continuous membership and service of 40 years.

TENNESSEE REAL ESTATE COMMISSION

For those that hold a Broker's License

If you received your Broker's license before January 01, 2005, you have no further requirements of the Tennessee Real Estate Commission.

If you received your Broker's license on or after January 01, 2005, you must complete 120 hours of continuing education within 3 years of obtaining the license. Beginning with the first renewal period after your 3rd year of holding a Broker's license, 16 hours of continuing education are required for every 2-year renewal period. These 16 hours are to include the 6-hour TN Core Course and at least 10 hours of elective courses.

For those that hold an Affiliate Broker's License

If you received your Affiliate Broker's license before July 01, 1980, you have no further requirements of the Tennessee Real Estate Commission.

If you received your Affiliate Broker's license on July 01, 1980 and after, 16 hours of continuing education are required for every 2-year renewal period. These 16 hours are to include the 6-hour TN Core Course and at least 10 hours of elective courses.



Date of License
Expiration:

Date Core Course
Completed:

Date 10 Hours of
Electives
Completed:

Questions?

Education Coordinator
(931) 552-3567
education@clarksvilleaor.com



KENTUCKY REAL ESTATE COMMISSION



For all Kentucky Licensees (Broker and Sales Associate)

If you received your license before June 19, 1976, you have no further requirements of the Kentucky Real Estate Commission.

If you received your license on June 19, 1976 and after, you must complete 6 hours of continuing education every year. Of those 6 hours, a minimum of 3 hours must be of real estate law.

Once every 4 years, you are required to complete the Kentucky Core Course. This Core Course satisfies your annual 6 hours for that year. You must take the Core Course on years determined by your month of birth:

January, February, March
2015, 2019, 2023, 2027

April, May, June
2016, 2020, 2024, 2028

July, August, September
2017, 2021, 2025, 2029

October, November, December
2014, 2018, 2022, 2026

**Date License
Issued**

**Year of Next Core
Requirement**

**3 Hour Law
Requirement
Completed (or
Core)**

**Remaining 3 Hours
Completed**

**48 Hour Post
Licensing Deadline**

Additionally, if you received your license on January 01, 2016 or after, you must complete 48 hours of post-licensing education within 2 years of receiving your license. The 48 Hours Post-License course curriculum consists of 32 Mandatory hours and 16 Elective hours. For information on the mandatory courses and a tracking tool, visit krec.ky.gov/Education/Post-License

After the 2-year post licensing period is complete, the annual 6 hour requirement of all licensees applies.

This is a summary of your MINIMUM requirements to maintain your Tennessee and Kentucky licenses and your REALTOR memberships.

Questions

Education Coordinator
(931) 552-3567
education@clarksvilleaor.com



Local Education Providers

Clarksville Area Real Estate School (CARES)

The Clarksville Area Real Estate School, as presented and managed by the CAR, will provide an effective foundation of real estate education in an organized classroom environment for those persons seeking to obtain a real estate license and for those that wish to expand their knowledge of the general real estate profession.

60-Hour Fundamentals of Real Estate Course, 30- Hour Course for New Affiliates, 60 & 30- Hour Bundled, and Tennessee Real Estate Law Refresher Courses available for purchase online at: www.clarksvillereschool.com

Ward Elliott Institute

Ward Elliott offers Kentucky Continuing Education classes at Center Pointe Hall. Please visit the website provided for more information and registration: <http://www.wardelliottinstitute.com/>

By Phone:

Toll Free: 1-888-371-7000

Or: (270) 991-0612

Email: weiofre@aol.com

Real Estate School of Clarksville

60 hour Pre-License Course, 30 Hour New Affiliate Course as well as Continuing Education Workbooks are available at the following address:

www.resoc.org

(931) 368-9387

266 Sango Drive

Clarksville, TN 37043

Professional Development Awards

Educational Achievement Award

Purpose

Each year, the Educational Achievement Award will be given to the top 5 Realtors who submit an application. This is a self-nomination award with documentation of support to show continuing education hours completed. The following must be met:

- Applicant must be a member of the Clarksville Association of REALTORS for a minimum of 6 months.
- Qualifying educational credit to have been earned in the period November 1, 2019 through October 31, 2020.
- The award will be determined by the Education Committee and Affirmed by the Board of Directors.
- For the applicant to be considered the applicant must have a minimum of 100 points.
- All supporting documentation is to be included with the application to include certificates of completion, copy of TREC record, etc.

Distinguished Education Award

Purpose

The Distinguished Education Award is to recognize those REALTOR members that excel in expanding their professional knowledge above and beyond the minimum state and association required training by fully utilizing the educational opportunities offered by the Clarksville Association of REALTORS. This award is unique from the Educational Achievement Award in that it only gives credit for courses and trainings offered by the Clarksville Association of REALTORS.

Objectives

The Distinguished Education Awards are to be presented quarterly at the General Membership Meetings to the individuals who achieve the required number of “credits”. The Education Coordinator will devise and maintain a system to track the credits and identify individuals who have achieved award status. The Education Coordinator will recommend these members to the Education Committee at the earliest possible opportunity for review and approval. Exceptions to the described criteria can only be granted by the Education Committee with approval by the Board of Directors.

Award Criteria

Distinguished Education Award: Credits for the Distinguished Education Award are earned by taking courses offered by the Clarksville Association of REALTORS. Duplicate courses will only be counted once. Members are to achieve a minimum of 100 credits to be eligible for the award. New Members that are eligible for the New Member Education Award are not eligible for the distinguished Education Award. The credits are awarded as follows: 1-3 CE hours = 5 points, 4-8 CE hours = 10 points, 6-8 CE Hours = 20 points, 12-16 CE hours = 25 points, Lunch and Learns= 5 points. This award is given quarterly.

New Member Education Award

Purpose

The New Member Education Award is to recognize those REALTOR members in their first year of licensing that excel in expanding their professional knowledge above and beyond the minimum state and association required training by fully utilizing the educational opportunities offered by the Clarksville Association of REALTORS. This

award is unique from the Educational Achievement Award in that it only gives credit for courses and trainings offered by the Clarksville Association of REALTORS and unique from the Distinguished Education Award as it is only available to the newest members.

Objectives

The New Member Education Awards are to be presented quarterly at the General Membership Meetings to the individuals who achieve the required number of hours. The Education Coordinator will devise and maintain a system to track the credits and identify individuals who have achieved award status. The Education Coordinator will recommend these

members to the Education Committee at the earliest possible opportunity for review and approval. Exceptions to the described criteria can only be granted by the Education Committee with approval by the Board of Directors.

Award Criteria

New members (new licensees that have never been licensed to sell real estate before in any state) that are in their first licensing period are eligible. Hours for the New Member Education Award are earned by taking courses offered by the Clarksville Association of REALTORS. Duplicate courses will not be counted. New Members that achieve a minimum of 40 hours of continuing education within their first 12-months of being licensed will be eligible for the award and awarded at the next general membership meeting.

Education Tracks

Purpose

We are proud to announce education tracks which will help you achieve different goals to help you grow in your profession. There are 6 education tracks for target audiences; each color coded for easy reference:

	GETTING STARTED: New(er) members who are looking for classes that will help them at the beginning stages of their real estate career.
	SAFETY & RISK MANAGEMENT: Members who are looking for information on risk management and safety.

	TECHNOLOGY: Members who are looking to expand their horizon in the use of technology.
	#NEXTLEVEL: Members with more experience and who want to better themselves. It includes more in-depth classes and designations/certifications.
	GOING GREEN: Members looking to learn about issues of energy efficiency and sustainability in real estate.
	DESIGNATIONS/CERTIFICATIONS: All classes that are designations and/or certifications. Most classes can be taken by any Realtor, new or experienced. These classes do carry a registration fee.
	LUNCH & LEARN: Members who want to learn a little more about certain topics. The Lunch & Learns Series do NOT carry any CE Hours.

2020 Education Calendar

January

14: NAR Code of Ethics

9:00-12:00

3 CE Hours

Instructor: Bobbie Noreen

Satisfies NAR's Ethics Requirement

29: New Member Orientation

9:00-12:00

0 CE Hours

Instructor: Deb Haines-Kulick

For NEW MEMBERS ONLY

27: TAR Forms 101

9:00-1:00

4 CE Hours

Instructor: Susan Barnette

29: Code of Ethics for New Realtors

1:00-4:00

3 CE Hours

Instructor: Debbie Reynolds

Satisfies NAR's Ethics Requirement

For NEW MEMBERS ONLY

28: TAR Forms 102


9:00-4:00


7 CE Hours


Instructor: Susan Barnette


2020 Education Calendar

February


 5: 1031 Exchanges
11:00-1:00
2 CE Hours
Instructor: Luke Hays

 18: High Anxiety:
Marijuana & Real Estate
9:00-12:00
3 CE Hours
Instructor: Greg Glosson

 10: TREC Core
9:00-4:00
6 CE Hours
Instructor: Bobby Wood
Satisfies TREC's Requirement for CE


 19: Contracts 101
9:00-1:00
4 CE Hours
Instructor: Greg Glosson

14: Financial Friday: Taxes
11:00-1:00
0 CE Hours
Instructor: SRH

 26: Contracts for Success
9:00-1:00
4 CE Hours
Instructor: Misty Woodford

2020 Education Calendar

March




9: New Member Orientation

9:00-12:00

0 CE Hours

Instructor: Deb Haines-Kulick

For NEW MEMBERS ONLY



9: Code of Ethics for New Realtors

1:00-4:00

3 CE Hours

Instructor: Charles Pecka

Satisfies NAR's Ethics Requirement

For NEW MEMBERS ONLY

2020 Education Calendar

April



17: NAR Code of Ethics

9:00-12:00

3 CE Hours

Instructor: Bobby Wood Satisfies
NAR's Ethics Requirement



24: At Home with Diversity



8:30-4:30



7 CE Hours



Instructor: Susan Barnette



21: Realtor Safety



9:00-12:00



3 CE Hours

Instructor: Randy Worcester



27: Transaction Desk Basic



9:00-12:00

3 CE Hours

Instructor: Brent Maybank



22: Property Mgmt in TN



9:00-12:00

3 CE Hours

Instructor: Scott Abernathy



28: Transaction Desk Advanced



9:00-12:00

3 CE Hours

Instructor: Brent Maybank



29: TREC Core



9:00-4:00






6 CE Hours


Instructor: Bobbie Noreen Satisfies
TREC's Requirement for CE



2020 Education Calendar

May



 13: New Member Orientation
9:00-12:00
0 CE Hours
Instructor: Deb Haines-Kulick
For NEW MEMBERS ONLY

 18: CRS: 7 Things Successful Agents
 Do Differently
8:00-5:00
8 CE Hours
Instructor: Monica Neubauer CRS
Certification Course

 13: Code of Ethics for New Realtors
1:00-4:00
3 CE Hours
Instructor: Debbie Reynolds
Satisfies NAR's Ethics Requirement
For NEW MEMBERS ONLY


 21: THDA
 12:00-4:00
4 CE Hours
Instructor: Debbie Reeves


15: Financial Friday: Budgeting
11:00-1:00
0 CE Hours
Instructor: SRH


 26: Fair Housing
 9:00-12:00
3 CE Hours
Instructor: Susan Barnette

2020 Education Calendar

June


 15: Professionalism: Play Nice, Play Fair, Play by the Rules
12:00-4:00
4 CE Hours
Instructor: Debbie Reynolds


 25: Professionalism: A Lost Art in Real Estate
9:00-11:00
2 CE Hours
Instructor: Brent Maybank



 19:TREC Core
9:00-4:00
6 CE Hours
Instructor: Bobby Wood
Satisfies TREC's Requirement for CE


2020 Education Calendar



July

 14: NAR Code of Ethics
9:00-12:00
3 CE Hours
Instructor: Bobbie Noreen
Satisfies NAR's Ethics Requirement

 21: New Member Orientation
9:00-12:00
0 CE Hours
Instructor: Deb Haines-Kulick
For NEW MEMBERS ONLY


 15: 1031 Exchanges
 11:00-1:00
2 CE Hours
Instructor: Luke Hays


 21: Code of Ethics for New Realtors
1:00-4:00
3 CE Hours
Instructor: Charles Pecka
Satisfies NAR's Ethics Requirement
For NEW MEMBERS ONLY


 30: Good Gossip: Get People
 Talking About YOU!
10:00-11:30
1 CE Hour
Instructor: Jessi Sgarlata


2020 Education Calendar


August


 3: Property Management: Basic
Policies & Procedures
9:00-4:00
6 CE Hours
Instructor: Scott Abernathy

 5: TREC Core
9:00-4:00
6 CE Hours
Instructor: Bobbie Noreen
Satisfies TREC's Requirement for CE

 18: Facebook Unleashed
9:00-12:00
3 CE Hours
Instructor: Susan Barnette

 18: RESPA
1:00-4:00
3 CE Hours
Instructor: Susan Barnette

 21: THDA
12:00-4:00
4 CE Hours
Instructor: Debbie Reeves

 25: CRS: Technology and Plans
for Success
8:00-5:00
8 CE Hours
Instructor: Monica Neubauer
CRS Certification Course

2020 Education Calendar

September

21: NAR Green Designation Day 1

8:00-5:00

8 CE Hours

Instructor: Greg Glosson

23: New Member Orientation

9:00-12:00

0 CE Hours

Instructor: Deb Haines-Kulick

For NEW MEMBERS ONLY

25: NAR Green Designation Day 2

8:00-5:00

8 CE Hours

Instructor: Greg Glosson

23: Code of Ethics for New Members

1:00-4:00

3 CE Hours


Instructor: Debbie Reynolds


Satisfies NAR's Ethics Requirement


For NEW MEMBERS ONLY

2020 Education Calendar

October




 19: Realtor Safety
9:00-12:00
3 CE Hours
Instructor: Randy Worcester


 28: TREC Core
9:00-4:00
6 CE Hours
Instructor: Bobby Wood
Satisfies TREC's Requirement for CE


 26-27: SRES Designation
8:30-4:30 Both Days
14 CE Hours
Instructor: Monica Neubauer

2020 Education Calendar

November




 9: MRP Certification
 9:00-4:00
 8 CE Hours
Instructor: Robert Morris


 20: Code of Ethics for New Members
9:00-12:00
3 CE Hours
Instructor: Charles Pecka
Satisfies NAR's Ethics Requirement
For NEW MEMBERS ONLY


 20: New Member Orientation
1:00-4:00
0 CE Hours
Instructor: Deb Haines-Kulick
For NEW MEMBERS ONLY


2020 Education Calendar

December

 9: TREC Core
 9:00-4:00
 6 CE Hours
Instructor: Bobbie Noreen
Satisfies TREC's Requirement for CE

 15: NAR Code of Ethics
1:00-4:00
3 CE Hours
Instructor: Bobby Wood
Satisfies NAR's Ethics Requirement

 15: NAR Code of Ethics
9:00-12:00
3 CE Hours
Instructor: Bobby Wood
Satisfies NAR's Ethics Requirement

 16: Peer-to-Peer: Enforcing the Realtor
Code of Ethics
12:00-3:00
3 CE Hours
Instructor: Deb Haines-Kulick
Does NOT Satisfy NAR's
Ethics Requirement

Course Descriptions

1031 Exchanges – 2 CE Hours

5 points

Safety & Risk Management Track

#NextLevel Track

A course offering a deep dive into 1031 exchanges. Provides the basic understanding, why they are used and how to be better prepared to assist investors who have investment properties locally and nationally.

At Home with Diversity – 7 CE hours

10 points

Getting Started Track

Safety & Risk Track

#NextLevel Track

Designation/Certification Track

*NAR Certification Course. Explores techniques for working with a diverse client/customer base and reviews Equal Opportunity and Fair Housing laws. This course teaches how to assess and understand attributes of diversity in local markets, understand basic competencies to earn the confidence of potential buyers and sellers, and build a business plan. *Counts as electives for: ABR, GRI, CIPS, and PMN designations**

Code of Ethics for New Realtors – 3 CE hours

5 points

Getting Started Track

To educate new REALTOR members on the history and background of the Code of Ethics, Preamble and structure of the Code, the Grievance Committee, Professionals Standards Committee, arbitration and mediation, and the Pathways to Professionalism.

	Getting Started
	Safety & Risk Management
	Technology
	#NextLevel
	Designations/Certifications
	Lunch & Learn Sessions
	Going Green

Contracts 101 – 4 CE hours**10 points****Getting Started Track****Safety & Risk Track****#NextLevel Track**

This course will resolve common problems, misconceptions, and misunderstanding related to the Tennessee Realtors Purchase and Sale Agreement and provide guidance to its proper use and well as the use of other TAR forms. Students will practice filling out a sample contract and learn how to explain its various provisions. We will also cover the new changes made and released in the 2019 version.

Contracts for Success – 4 CE hours**10 points****Getting Started Track****Safety & Risk Track****#NextLevel Track**

Understanding the TN Realtors forms and their intended use is vital to your success as an agent. We will do an overview of the 4 main contract documents used by residential agents: Buyer Representation Agreement, Listing Agreement, Purchase and Sale Agreement, and the Compensation Agreement. Students will learn who the parties are to each agreement and how to best negotiate the terms in each agreement. The course also covers auxiliary documents to support a successful transaction.

	Getting Started
	Safety & Risk Management
	Technology
	#NextLevel
	Designations/Certifications
	Lunch & Learn Sessions
	Going Green

CRS: Technology & Plans for Success – 8 CE hours

20 points

Technology Track

#NextLevel Track

Designation/Certification Track

This course examines the changing role of real estate agents in the rapidly-evolving technology age and provides guidance on the technologies needed to effectively work with today's connected consumers. You will leave the class with templates, strategies, and tools to identify, evaluate, and select appropriate technologies to enhance your communication, productivity, and efficiency, while keeping your clients' data safe.

CRS: 7 Things Successful Agents Do Differently – 8 CE hours

20 points

#NextLevel Track

Designation/Certification Track

This course demonstrates those things that successful agents do different from the average agent. It gives specific strategies and marketing systems to move their business to the next stage of success both professionally and financially. Attendees will learn how to organize their real estate career like a business, learn how to leverage their market statistics, learn how to plan for retirement and learn how to implement marketing to make these things happen. Agents of all experience level will find benefit in discovering how to take their business to the next stage of success.

Dot Loop: Managing Online Transactions – 3 CE hours

5 points

Technology Track

This is a 3-hour course which focuses on real estate tech-education, application, and meeting customer needs and expectations. The seminar will give the attendee the opportunity to understand the technological concepts of an evolving real estate industry while also learning how to use them in their day-to-day transactions.

	Getting Started
	Safety & Risk Management
	Technology
	#NextLevel
	Designations/Certifications
	Lunch & Learn Sessions
	Going Green

Facebook Unleashed – 2 CE hours**5 points****Getting Started Track****Technology Track****#NextLevel Track**

Do you have a Facebook business page? Join us to learn why you need one and if you have one - does it meet TREC and Code of Ethics requirements! Are you creating "brand awareness" and/or value with amazing content on your business page or just posting your listings? This course will cover all of these things and more!

Fair Housing – 3 CE hours**5 points****Getting Started Track****Safety & Risk Track**

Upon completion of the course the student will be able to identify the essential elements of fair housing practices. The participant will be able demonstrate skills promoting professionalism and reducing risk from legal liabilities associated with them.

GRI 401: Doing Things the Right Way: Ethics & Professionalism – 6 CE Hours**10 Points****Safety & Risk Track****#NextLevel Track****Designation/Certification Track**

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.

	Getting Started
	Safety & Risk Management
	Technology
	#NextLevel
	Designations/Certifications
	Lunch & Learn Sessions
	Going Green

GRI 402: Staying in Business and Out of Court – 6 CE Hours**10 Points****Safety & Risk Track****#NextLevel Track****Designation/Certification Track**

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 reduction topics – including the penalties for violations of various state and federal laws.

GRI 403: Working More Effectively with Buyers – 6 CE Hours**10 Points****Safety & Risk Track****#NextLevel Track****Designation/Certification Track**

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 404: Working More Effectively with Sellers – 6 CE Hours**10 Points****Safety & Risk Track****#NextLevel Track****Designation/Certification Track**

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.

	Getting Started
	Safety & Risk Management
	Technology
	#NextLevel
	Designations/Certifications
	Lunch & Learn Sessions
	Going Green

GRI 405: Mastering Forms & Contracts – 6 CE Hours**10 Points****Safety & Risk Track****#NextLevel Track****Designation/Certification Track**

This one-day course will cover the ins and outs of all of Tennessee REALTORS® standard forms (in their current version) ...the forms that are most often needed and used in residential transactions, as well as the most frequent forms – related pitfalls that REALTORS® encounter using them. The goal here is mastery of – and comfort with – the paperwork, as well as sufficient knowledge to explain various forms to customers and clients.

GRI 406: Tips, Tools, & Technologies for Your Business – 6 CE Hours**10 Points****Safety & Risk Track****#NextLevel Track****Designation/Certification Track**

This one-day course will cover business development and networking strategies, with a special focus for most of the course on the smarter practices, communications, and business tools, Internet sites and services and technologies that can enhance participants' professional products and services.

High Anxiety: Marijuana and Real Estate – 3 CE hours**5 points****Safety & Risk Track****#NextLevel Track**

With legalization of marijuana becoming more common, this course will identify and discuss legal issues that may need to be addressed, property management disclosures and adaptation of some lease agreements that might be considered. We'll also discuss the changing values of properties as a result of legalization.

	Getting Started
	Safety & Risk Management
	Technology
	#NextLevel
	Designations/Certifications
	Lunch & Learn Sessions
	Going Green

I'm Licensed: Now What? – 3 CE hours

5 points

Getting Started Track

You've taken the course, passed the exam, received your license and affiliated with a firm. Now What? It's time to get to work building your real estate business, but where do you begin? Practical, cost effective ideas are discussed to help you get the word out about your new career. You'll learn about farming, leads and how to get yourself in front of as many people as possible (many with little or no cost!)

MRP – 8 CE Hours

20 points

Safety & Risk Track

#NextLevel Track

Designation/Certification Track

The Military Relocation Professional (MRP) certification is for real estate professionals who want to work with current and former military service members. The MRP certification program educates REALTORS® about working with U.S. service members and their families and veterans to find the housing solutions that best suit their needs and to take full advantage of available benefits and support.

NAR Code of Ethics – 3 CE Hours

5 points

Safety & Risk Management Track

Identify key aspirational concepts in the Preamble to the NAR Code of Ethics. Describe "general business" Ethics and compare & contrast them with the Realtors Code of Ethics.

	Getting Started
	Safety & Risk Management
	Technology
	#NextLevel
	Designations/Certifications
	Lunch & Learn Sessions
	Going Green

NAR Green – 16 CE Hours

25 Points

Going Green Track

Certification/Designation Track

A two-day program that gives you the solid foundation of skills you need to build a better business focused on green real estate. Our program explores the resource-efficient home and sustainable homebuyers from the inside out—uncovering consumer motivations and how they impact the market.

Day 1 defines resource-efficient home features, smart home technology, and green home certifications like Energy Star or LEED. You'll also examine how homeowners can improve the resource efficiency of their home—from low-cost fixes to big-budget remodels—and the value REALTORS® can bring to the design and build teams of new-construction green homes and existing properties.

Day 2 provides practical ways to apply your knowledge of green housing trends in your local market; explores how green lifestyles and values—such as affordability and walkability—impact consumer decisions; and shows you how to build an effective team of experts to help you better represent buyers and sellers of green homes.

New Member Orientation – 0 CE Hours

0 points

Getting Started Track

This course is only for new members of CAR and will give them an overview of the structure, services and benefits of membership in the Clarksville, Tennessee and National Associations of REALTORS.

	Getting Started
	Safety & Risk Management
	Technology
	#NextLevel
	Designations/Certifications
	Lunch & Learn Sessions
	Going Green

Peer-to-Peer: Enforcing the Realtor Code of Ethics – 3 CE Hours

5 points

Safety & Risk Management Track

The student will be able to examine the code of ethics and current revisions, gain a clear understanding of the roles and responsibilities of Grievance & Professional Standards committees, and explore peer enforcement of the code of ethics. This course is designed to refresh & train students who serve on those committees and meet the requirement of most boards and associations for this purpose as well.

Professionalism: A Lost Art in Real Estate – 2 CE hours

5 points

Getting Started Track

Safety & Risk Track

Professionalism and customer service in real estate seems to be heading in the wrong direction as we incorporate more and more technology into our industry. Real Estate is a personal business as we interact with Buyers, Sellers, Customers and each other on a daily basis and build relationships that hopefully last for life...or at least our career!

Professionalism: Play Nice, Play Fair, Play by the Rules – 4 CE hours

10 points

Getting Started Track

Safety & Risk Track

#NextLevel Track

This course will show agents that when playing by the rules things work out better for all parties, especially when it comes to following and complying with TREC rules and Laws, the Code of Ethics and MLS Rules

	Getting Started
	Safety & Risk Management
	Technology
	#NextLevel
	Designations/Certifications
	Lunch & Learn Sessions
	Going Green

Property Management: Basics Policies & Procedures – 6 CE Hours

10 points

Safety & Risk Track

#NextLevel Track

This course identifies not only the pros and cons of getting into Property Management but what education is required; laws to be abide by, maintenance, etc. It gives the ins and outs of undertaking a venture such as this.

Property Management in the TN Landlord Act – 3 CE Hours

5 points

Safety & Risk Track

#NextLevel Track

This class is an in depth discussion of the inner workings of the Tennessee Residential Landlord and Tenant Act. We will explore where it came from, who it applies to and what you need to do to comply. You will learn how to stay out of the traps that can cause you a lot of pain, money and even jail time. This class is a must for anyone who owns and/or manages rental properties in Tennessee.

	Getting Started
	Safety & Risk Management
	Technology
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	Going Green

REALTOR Safety Course – 3 CE Hours

5 points

Getting Started Track

Safety & Risk Track

#NextLevel Track

Our personal safety is something we all need to keep in mind, every single day. That's why it's important to provide this training—to help the agent stay safe in common situations they face regularly. A major part of an agent's job involves meeting strangers about whom they know nothing. We hope this presentation will increase the agent's knowledge and awareness. There are three sections to this training: safety in the office, safety with clients, and safety at home. By the end of the training, the agent should have a better understanding of:

- 1. Safety concerns that are unique to our profession.*
- 2. Safety at the office, with clients, and at home.*
- 3. Our responsibility for protecting our clients' belongings and personal information.*
- 4. Actions we can take to incorporate safety awareness into our personal and professional lives. (1 hour and 3 hours courses available.)*

RESPA – 3 CE Hours

5 points

Getting Started Track

Safety & Risk Track

Designed to enhance understanding and compliance with the Real Estate Settlement Procedures Act, or RESPA. The primary focus of the workshop will be RESPA's anti-kickback provisions, or Section 8. Students will be asked to participate in a variety of activities designed to increase their ability to distinguish between RESPA violations of the anti-kickback provisions and situations that comply with RESPA. The exercises, along with the information provided through instruction, will better equip students to recognize and address any areas in their professional day-to-day operations or relationships that may be at risk for violating RESPA.

	Getting Started
	Safety & Risk Management
	Technology
	#NextLevel
	Designations/Certifications
	Lunch & Learn Sessions
	Going Green

SRES (Senior Real Estate Specialist) Designation – 14 CE Credits

25 points

#NextLevel Track

Certification/Designation Track

The SRES® Designation course seeks to instill knowledge, understanding, and empathy for real estate clients and customers aged 50 and above. Gain the knowledge and expertise to counsel clients age 50+ through major financial and lifestyle transitions, including relocating, refinancing or selling the family home.

TAR Forms 101 – 4 CE Hours

10 points

Getting Started Track

Safety & Risk Track

This course will review the TAR Purchase and Sale agreement as well as some of the forms that go hand-in-hand with the agreement and the proper use of each form to keep you and your client out of hot water!

TAR Forms 102 – 7 CE Hours

10 points

Getting Started Track

Safety & Risk Track

This course will review the TAR Purchase and Sale agreement as well as some of the forms that go hand-in-hand with the agreement and the proper use of each form to keep you and your client out of hot water!

	Getting Started
	Safety & Risk Management
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	Going Green

THDA - “Great Choices Program” – 4 CE Hours**10 points****Getting Started Track****#NextLevel Track**

The THDA class will cover the THDA mortgage loan programs from a realtor's perspective and will answer the following questions: How does a buyer obtain a THDA loan? What are the guidelines for a THDA loan, and who sets those guidelines? What are the exceptions?

Transaction Desk Basic – 3 CE Hours**5 points****Getting Started Track****Technology Track**

With Transaction Desk “in the cloud,” you can access and manage all your real estate forms, contracts, documents and contracts from any computer with internet access. You will always have your “virtual” real estate office with you. Remember to bring your laptop or smart device!

Transaction Desk Advanced – 3 CE Hours**5 points****Technology Track****#NextLevel Track**

The ADVANCED course briefly summarizes the use of Transactions and then integrates the use of DocBox, AuthentiSign, and InstanetFax - ALL in one location.

TREC Core – 6 CE Hours**10 points****Getting Started Track****Safety & Risk Track****#NextLevel Track**

TN Real Estate Commission course required for all licensees every renewal cycle. Addresses legal issues and regulations of the Tennessee Real Estate Commission.

	Getting Started
	Safety & Risk Management
	Technology
	#NextLevel
	Designations/Certifications
	Lunch & Learn Sessions
	Going Green

Meet Our Instructors



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GRI, RMP

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Teaching Classes: Property Management in TN,
Property Management Basic Procedures & Policies



Susan Barnette

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Teaching Classes: TAR Forms, AHWD, Fair Housing, RESPA, Facebook
Unleashed



Jodi Bugter

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Teaching Classes: 1031 Exchange



Greg Glosson

CRB, CRS, ABR, CIPS, SRS, SRES, Master GRI, GREEN,

PMN, AHWD, e-Pro, MRP, PSA, RENE, RSPS, SFR

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Teaching Classes: Contracts 101, High Anxiety: Marijuana & Real Estate,
I'm Licensed: Now What?, GRI, NAR Green Designation

Meet Our Instructors



Luke Hays

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Teaching Classes: 1031 Exchange



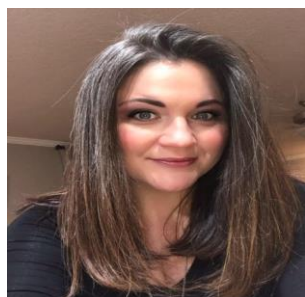
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Teaching Classes: Transaction Desk Basic

Transaction Desk Advanced, Professionalism: A Lost Art
Real Estate



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Teaching Lunch and Learns



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Teaching Classes: MRP



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Teaching Classes: CRS, SRES

Meet Our Instructors



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Teaching Classes: Dot Loop: Managing Online Transactions



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Teaching Classes: TREC Core, NAR Code of Ethics



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Teaching Classes: Code of Ethics for New Realtors



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Teaching Classes: THDA "Great Choices Program"



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Teaching Classes: Code of Ethics for New Realtors,
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Meet Our Instructors



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Teaching Financial Fridays



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Teaching: Contracts for Success



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Teaching Classes: Realtor Safety Course