



Facilitator Checklist

CE Classes

- [] Make sure you have a ***name, signature AND license number for every student*** on the Attendance Verification Form before the class begins.
- [] Make sure the ***name and license number are legible.***
- [] ***Student must attend entire class*** to earn CE Credit.
- [] ***In the “FACILITATOR USE ONLY” column,*** write “No” if the student did not earn the CE credit and write *the reason why* (if left early or arrived late, *note time*).
- [] ***Sign every page*** of the Attendance Verification Form to certify completion of attendance requirement.
- [] ***Collect and return to class sponsor:***
 1. Facilitator’s Instructor Evaluation
 2. Students’ Instructor Evaluations
 3. Attendance Verification Form(s)
 4. Payments from walk-in students (if you are the one collecting the payment)
- [] ***Refer questions to the GAR Professional Development Department*** – 770-451-1831 or PIE@garealtor.com.

Thank you for volunteering.