

Georgia Association of REALTORS®

*EXPEDITION:
EXCELLENCE*

2012 Inaugural Meeting
Grand Hotel Marriott Resort, Golf Club & Spa
Point Clear, Alabama • February 8-11



Education Sessions K & P
GAR Certified Facilitator Training
(No CE Credit available)

Thursday, February 9, 2012
and/or
Friday, February 10, 2012

NO CONTINUING EDUCATION CREDIT IS AVAILABLE FOR THIS EDUCATION SESSION.

Due to seating capacities dictated by local fire code ordinances, seating for all education sessions will be based on a first come-first serve basis. GAR will not be allowed to have attendees sitting on the floor or standing up once the room's seating is full.

In order to foster a spirit of camaraderie and to avoid the appearance of recruitment, no nametags or clothing with a company logo will be allowed in the education courses. Should an attendee have one on at the time of entering an education course, the facilitators will kindly ask you to remove the name badge or place a blank nametag over the company logo. We appreciate your cooperation in regards to this matter!



GAR CERTIFIED FACILITATOR TRAINING

MAIN ROLE

The GAR Certified Facilitator's main role is to certify Georgia Continuing Education Credits to GAR so GAR can certify to the Georgia Real Estate Commission (GREC) that the students have attended the whole class, arriving on time both at the start of the class and after the break(s) and did not leave until the end of class.

Without the facilitator, no Continuing Education credit could be granted. The facilitator is GAR representative!

BENEFITS OF FACILITATING

As a thank you for assisting GAR, facilitators receive 3-hour continuing education classes *in which they facilitate* for free. For specialty courses, such as certification and designation courses, a rebate of between $\frac{1}{4}$ and $\frac{1}{2}$ of the fee is paid to the facilitator. For the exact rebate amount of a specific course, contact GAR.

Before Class Date

Approximately two weeks before the class, the facilitator receives a copy of the email sent to the class sponsor confirming the class date, time and location. This email also includes a facilitator checklist, a facilitator evaluation form and an instructor bio among other documents. The rest of this email is just a reminder to the facilitator. The class sponsor handles the printing out and copying the handouts, evaluation forms, bio, etc. There is no need for the facilitator to print out any of the materials / forms. However, reviewing the documents ahead time will help remind the facilitator of the responsibilities and what materials will be provided at the class.

Day of Class – Prior to start of class

1. Arrive 45 minutes before class start time.
2. Make sure there is a sign-in sheet and instructor bio.
3. Introduce yourself to the instructor.
4. Ask instructor if he/she wants time signals as break and class end times near.
5. Ask instructor if there is anything you can do to assist.
6. Ask Sponsor what you can do to assist.
7. Welcome students.
8. Ask students to sign the sign-in/verification sheet (Facilitator must also sign in as a student to receive continuing education credit.)
9. Ask each student to verify that the sign-in sheet has the correct license number.
10. Distribute handouts
11. Be sure the walk-in registrants fill in their names and license numbers on the sign-in sheet and sign the sheet – otherwise no continuing education credit will be earned. Usually a staff person will handle the payment duties for walk-ins.
12. Make sure no recruiting takes place. If a student has a corporate logo on apparel or a name badge, but be either covered up or removed. (For example, turning a golf shirt inside out or putting an address label over the logo. Or, taking a name badge off.)
13. If instructor has materials for sale, remind the instructor that the sales and materials must be outside of the classroom.

A Minute or Two Before the Class Start Time

1. Walk to front of the classroom and introduce yourself.
2. Paraphrase the Student Notice which is the second page of the student handout, pointing out that the Notice is in their handout. Emphasize that students must attend the *whole* class to receive CE credit.

3. Remind students to turn off cell phones, tell where restrooms are, etc. (Speaking of restrooms – students can leave for a few minutes to go to the restroom if they cannot wait until the break or end of class. HOWEVER, if a student is out a while, the facilitator needs to check on the student and be sure the student is okay and is not talking on the phone, etc. CE credit depends on this!)
4. Mention that there will be a 15-minute break in about the middle of the class. All must return *on time* to receive CE credit.
5. Mention that at the end of the class, students need to complete and turn in the Course/Instructor Evaluation Form that is the last page of their handout.
6. Introduce instructor using instructor bio. (Class begins.)

During the Class

1. If a student is late to class, (comes after the *published* start time of the class), note the time of arrival on the sign-in sheet. Notify the student that no CE will be earned. (Welcomed to stay for class, but no CE will be granted.)
2. Facilitator sits near the entrance of the room at the facilitator/registration table to be able to monitor the classroom.
3. Check attendance after the break to be sure all have returned to the class on time.
4. If student steps out to the restroom (can't wait until the break or the end of the class), be sure the time out of the class is as short as possible as this could put the CE credit at risk for that student.)
5. Maintain decorum in the classroom – keep distractions to a minimum.
6. Signal 2, 5 and 10 minute alerts to when the break or end of class is near – if the instructor has said he/she wants that assistance.
7. Ask sponsor for assistance for audio/visual equipment if the instructor has a problem with it.
8. **EMERGENCIES:** Remain calm. Locate / contact the staff person in at the course. (Send a student if you need to attend to the emergency.) *If possible, a staff person should be the one to contact emergency services* – they know address, best routes to location, etc. If necessary, you should contact emergency services. If class is stopped due to the emergency, the instructional time must be made up. Therefore, the class would need to end later than originally scheduled in order for students to receive CE credit.

End of Class

1. Thank the instructor and remind students to complete and turn in to you (not the instructor) the Course/Instructor Evaluation Form that is the last page of the handout.
2. If an instructor tries to end a class before the full 3 hours, politely state that the class must continue until the specific time. Ask the instructor to answer more questions, clarify a topic, etc. (½ day classes are 3 hours PLUS a 15 minute break. Full day classes are 6 hours PLUS a morning and after 15-minute break PLUS a lunch break.)
3. Collect Course/Instructor Evaluation Forms at the end of class and, if applicable, exams/answer sheets, etc. (The instructor should not collect the evaluation forms.)
4. Return all the evaluation forms and exams/answer sheets (if applicable) and all the leftover materials, sign-in sheets, evaluations, etc. to the class sponsor. Do not leave them in the classroom.
5. Sign the bottom of each page of the sign-in sheet/verification sheet to certify that all students who signed the sheet should receive Continuing Education Credit. *If a student should not receive credit, “no” should be noted on the sheet in the far right column and a **specific reason why** credit was not earned.* For example, “Arrived at 9:18” if class started at 9:00.

QUESTIONS?

Contact the Association Services staff.

Amy Asher, Education Manager: 678-597-4124, aasher@garealtor.com

Michael Young, Association Services Coordinator: 678-597-4128, myoung@garealtor.com

THANK YOU FOR TAKING ON THE RESPONSIBILITY OF BEING A GAR CERTIFIED FACILITATOR!



Continuing Education Attendance Verification Form

Sponsor: _____ C.E. Credits: _____ Date/Time: _____

Topic: _____ Course Code # _____ Instructor: _____

	Name <i>(Print)</i>	License Number <i>(Required)</i>	Signature <i>(Required)</i>	FACILITATOR USE ONLY
1				For Facilitator Use Only
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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22				
23				
24				
25				

Print Name of Certified Facilitator: _____ Date: _____

Signature of Facilitator certifying completion of attendance
requirement by students.



Partners In Education On-Site Facilitator's Evaluation

Please be thorough and candid with your evaluation of the instructor. The success of the education program in Georgia depends on quality instruction. Your comments are valuable in the overall progress and quality maintenance.

Course Title _____

Date _____ Time _____

Instructor _____ Facilitator _____

Please circle or check the appropriate answer and write in any comments.

1. Professional Appearance of instructor was: Poor Fair Good Excellent

2. Instructor's Delivery of Subject Matter Included:

Lecture Only Varying Activities Effective Visual Aids Poor Visual Aids

3. Course Content: Outdated Material Current Material

 Appropriate for the Market Inappropriate for the Market

4. Was Assistance Needed in the Program? ___Yes ___No

5. Was the A/V Provided as Requested? ___Yes ___No

6. Was the Meeting Room Adequate for the Course and Attendance? ___Yes ___No

7. Student Response and Interest Level Was: Poor Fair Good Excellent

8. Should This Instructor Be Recommended for Future Classes? ___Yes ___No

9. Were the Course Objectives Covered? ___Yes ___No

10. What Improvements or Changes Would You Like To Recommend?

11. Total Number of Students in Attendance: _____

General Comments: _____



Facilitator Checklist CE Classes

- [] Make sure you have a *signature for every student* on the Attendance Verification Form before the class begins.
- [] 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
- [] Refer questions to the local board/association (or sponsor).