



AFTER THE COURSE

Checklist of Items to Return to GAR

- Facilitator Evaluation Form
- Student Course Evaluations
- Attendance Verification Form (*signed by Lead Facilitator – It is the responsibility of the Lead Facilitator to enter Yes or No in the CE Credit column. If No is entered, include a note as to why CE credit is being denied, i.e., No-late at 9:24 am, No-phone call, No-left at 11:30 a.m.*)
- Check

FEE STRUCTURE FOR CE COURSES*

THREE-HOUR COURSE: GAR’s fee is \$25 per student with a minimum fee of \$400 and a maximum fee of \$650, regardless of the amount the Sponsor charges the student.

SIX- HOUR COURSE: the course fee paid by the Sponsor to GAR is \$40 per student, with a minimum fee of \$600 and a maximum fee of \$800.

A minimum of 10 students is required to hold a course. Otherwise a class will be cancelled. GAR must be notified up to two business days prior to the date of a class that there will not be 10 students or the sponsor will incur a financial penalty. If a class is cancelled with less than two business days prior to the date of the class, the sponsor will pay GAR a \$100.00 cancellation penalty fee and, in turn, GAR will pay that fee to the instructor. The instructor has the option of accepting or waiving this penalty fee. The instructor must be notified of a class cancellation by electronic notice or other written method

Sponsor must pay GAR a fee for each student, whether or not the student is licensed, a member, or a non-member and whether or not CE credit is earned. (The exception is for the GAR Certified Facilitator.)

Examples of how to calculate course fees for a three-hour course:

Example #1: A Sponsor charges a registration fee of \$10 per student and has 13 students in attendance, collecting \$120. (No charge for the GAR Certified Facilitator/student.) The total fee due to GAR is \$400 (minimum fee).

Example #2: A Sponsor charges a registration fee of \$30 per student and has 19 students in attendance, collecting \$540. (No charge for the GAR Certified Facilitator/student.) The total fee due GAR is \$450 (18 students times \$25 per student).

Example #3: A sponsor charges a registration fee of \$40 per student with 32 students in attendance, collecting \$1,200. (No charge for the two GAR Certified Facilitators/students.) The total fee due to GAR is \$650 (maximum fee).

GAR Fee Per Student 3 hrs	Number of Students	Total Due to GAR Min \$400 Max \$650
Example #1 - \$25	12 + 1 facilitator	\$400
Example #2 - \$25	18 + 1 facilitator	\$450
Example #3 - \$25	30 + 2 facilitators	\$650

Make check payable to: Georgia Association of REALTORS®. Upon receipt of payment, GAR staff will enter CE credit with the GREC. (*Note: License numbers and signatures on Attendance Verification Form are required to enter CE credit.*)

Mail to: Georgia Association of REALTORS®; Attn: Association Services Department; 3200 Presidential Drive; Atlanta, Georgia 30340 Phone: 770-451-1831 Fax: 770-458-6992