



GEORGIA REALTORS®

Partners in Education Program

SPONSOR'S MANUAL

*Revised 3-2021*

GAR Sponsor's Manual

## PURPOSE OF THE GAR PARTNER'S IN EDUCATION PROGRAM

The purpose of the Georgia Association of REALTORS® (GAR) Partners in Education (PIE) program is to provide high quality and affordable education for Georgia REALTORS®. The courses offered through the GAR PIE program are in partnership with participating qualified Instructors, local boards/associations, member brokers and real estate organizations.

Courses and Instructors are approved and evaluated by GAR's Professional Development Committee and courses are approved for Continuing Education (CE) credit by the Georgia Real Estate Commission (GREC). GAR will maintain a school approved by the GREC and provide continuing education certification through that school for all successful class attendees. GAR shall also maintain all required records and make all required reports to the GREC.

The Sponsor shall be responsible for compliance with the current Sponsor Manual. The most current manual may be downloaded from the GAR website, [click here](#). (garealtor.com >> Education tab >> Partners in Education Program (PIE) >> Host a Class).

GAR may also offer education outside of the PIE program. Policies for those offerings are set course by course by the Sponsor, GAR and the certifying authority, such as NAR's councils (REBAC for example), societies and institutes.

For NAR-affiliated Designation & Certification information, [click here](#) (www.nar.realtor/education/designations-and-certifications).

GAR will also provide education periodically which is not part of the PIE program, such as education at conventions and through the Graduate, REALTOR® Institute (GRI) Program. Policies for these programs are not covered by PIE guidelines. For information on the GRI Program, [click here](#) (garealtor.com >> Education tab >> GRI).

# **COURSE REQUESTS**

## **WHO MAY REQUEST A COURSE**

A Sponsor may be a:

- local board association executive (AE)
- local board president
- REALTOR® company broker
- real estate-related organization

## **HOW TO REQUEST A COURSE**

### **Step 1**

Sponsor should go to the GAR website – [click here](http://garealtor.com) (garealtor.com >> Education tab >> Partners in Education Program (PIE) >> Host a Class).

### **Step 2**

Search for an available course or search by instructor. Once the Sponsor has decided what class to offer, the Sponsor should contact the Instructor to agree on a class date and time. In addition, the Sponsor and the Instructor should agree upon the class format – in-classroom or Livestream. For the latest information on Livestream classes, [click here](http://garealtor.com) (garealtor.com >> Education tab >> Partners in Education Program (PIE) >> Host a Class - see the Livestream Classes information on that page).

### **Step 3**

Once the Instructor and the Sponsor have agreed upon a class date, time, and format, complete an online course request. Go [to http://pie.garealtor.com](http://pie.garealtor.com) and click on the appropriate link:

- If the course is a regular Continuing Education (CE class), click the “Partners in Education Course” link.
- If the course is a designation or certification course, click the “Designation Course” link.
- If the Course is for a GRI Core Course, click the “GRI Core Course” link.

### **Step 4**

A "Request Received" confirmation email will be sent to the Sponsor.

### **Step 5**

GAR will send an Instructor Agreement to the instructor. This agreement must be signed and returned to GAR; otherwise, no continuing education (CE) credit will be available through GAR and the class will not be scheduled.

## Step 6

Once the Instructor Agreement has been signed and returned to GAR, GAR will post the class details on the [GAR registration site \(Member Portal\)](#) (garealtor.com >> Education tab >> Search Upcoming Classes), (unless a Sponsor requests otherwise) and send an email to the Sponsor stating that the class has been officially scheduled.

## Step 7

The class is official and the Sponsor may begin advertising the class. In addition, the Sponsor may begin accepting class registrations if handling that process. Otherwise, registrations will be accepted on the [GAR registration site \(Member Portal\)](#) (garealtor.com >> Education tab >> Search Upcoming Classes).

## Step 8

Follow the information provided in the Class Approved email. Steps are different for in-classroom vs. Livestream classes. For example, for in-classroom classes, you will need to download and either copy or email the handout to all registered students.

## Facilitator Information

For information on GAR-Certified Facilitators (for in-classroom classes), [click here](#) (garealtor.com >> Education tab >> Partners in Education Program (PIE) >> Facilitator Information).

## FEE STRUCTURE

### NON-DESIGNATION COURSES – BOTH IN-CLASSROOM AND LIVESTREAM

FOR A THREE-OR FOUR-HOUR COURSE, the course fee paid by the Sponsor to GAR is calculated at \$30 per student with a minimum fee of \$540 and a maximum fee of \$840.

FOR OFFERING TWO THREE-HOUR COURSES THE SAME DAY WITH THE SAME INSTRUCTOR, A THREE-HOUR AND A FOUR-HOUR COURSE, or A SIX-HOUR COURSE, the course fee paid by the Sponsor to GAR is calculated at \$30 per student with a minimum fee of \$960 and a maximum fee of \$1,440.

**Please note the expenses are less per class when requesting two classes with the same instructor on the same day at the same location.** Instructor travel costs can be expensive as they are contracted to move throughout the state, but by offering two classes on the same day in the same location, the expenses per class are reduced. That cost savings is passed on to the Sponsor.

**The Sponsor must pay GAR the Sponsor fee for each Partners in Education student, regardless of whether the student is licensed, a member, a non-member, or eligible for CE credit. (The exception is for the GAR-Certified Facilitator in in-classroom, non-designation courses – no fee is owed to GAR for the in-classroom GAR-Certified Facilitator.)**

The registration fee charged to students by the Sponsor for the non-designation CE course is determined by the Sponsor. Some Sponsors use education courses as a member service, and others use them as a source of non-dues revenue. GAR-Certified Facilitator(s) working on behalf of GAR for the non-designation class(es) cannot be charged a student fee for the class.

### **HOW TO CALCULATE COURSE FEES FOR A THREE- (3) OR FOUR- (4) HOUR NON-DESIGNATION COURSE**

#### ***Example #1***

A Sponsor charges a registration fee of \$10 per student and has 13 students including a GAR-Certified Facilitator in attendance, collecting \$120. (No charge for the GAR-Certified Facilitator/student.) The total fee due to GAR is \$540 (minimum fee).

#### ***Example #2***

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

#### ***Example #3***

A Sponsor charges a registration fee of \$40 per student with 32 students including two GAR-Certified Facilitators in attendance, collecting \$1,200. (No charge for the two GAR-Certified Facilitators/students.) The total fee due to GAR is \$840 (maximum fee).

#### ***Examples Chart***

<b>GAR Fee Per Student</b>	<b>Number of Students</b>	<b>Total Due to GAR</b> Min \$540 Max \$840
Example #1 - \$30	12 + 1 Facilitator	\$540
Example #2 - \$30	18 + 1 Facilitator	\$540
Example #3 - \$30	30 + 2 Facilitators	\$840

## **HOW TO CALCULATE COURSE FEES FOR TWO COURSES IN THE SAME DAY WITH THE SAME INSTRUCTOR AND LOCATION OR A 6-HOUR NON-DESIGNATION COURSE**

### ***Example #1***

A Sponsor schedules two three-hour courses in the same day with the same Instructor and charges a registration fee of \$20 per student for each course. The morning course has 14 students and the afternoon course has 12 students total of 26 students including two GAR-Certified Facilitators, collecting \$480. The total fee due to GAR is \$960 (minimum fee).

### ***Example #2***

A Sponsor schedules two three-hour courses in the same day with the same Instructor and charges a registration fee of \$30 per student for each course. The morning course has 19 students and the afternoon course has 23 students total of 42 students including two GAR-Certified Facilitators, collecting \$1,200. The total fee due to GAR is \$1,200. (40 students times \$30 per student)

### ***Example #3***

A Sponsor schedules two three-hour courses in the same day with the same Instructor and charges a registration fee of \$40 per student for each course. The morning course has 32 students and the afternoon course has 24 students total of 56 students including three GAR-Certified Facilitators, collecting \$2,120. The total fee due to GAR is \$1,440 (maximum fee).

### ***Examples Chart for Two Courses – Same Day with Same Instructor***

GAR Fee Per Student	Total Number of Students	Total Due to GAR
		Min \$960    Max \$1,440
Example #1 - \$30	24 + 2 Facilitators	\$960
Example #2 - \$30	40 + 2 Facilitators	\$1,200
Example #3 - \$30	53 + 3 Facilitators	\$1,440

**Upon receipt of all payment and required materials from Sponsor, GAR staff will enter CE credit with the GREC. (Note: License numbers and signatures on Attendance Verification Form for In-Classroom classes are required for GAR to enter CE credit. For Livestream classes, the facilitator must certify that each student has attended the entire class and was on camera the entire time and the student must complete the electronic Affidavit of attendance.)**

### **PROCESSING OF REGISTRATIONS BY GAR (OPTIONAL) FOR NON-DESIGNATION CLASSES**

If the Sponsor requests GAR to register the students for PIE classes, there will be a \$50.00 fee charged to the Sponsor. This amount is for administration and processing costs.

For GAR to handle online registrations, the Sponsor must check the appropriate box on the online Partners CE Request Form. After the class, GAR will either:

- Rebate to the Sponsor the difference between registrations dollars collected less the \$50.00 processing fee and the amount the Sponsor would owe GAR for the class,

OR

- Send the Sponsor an invoice for the difference the Sponsor owes, including the \$50.00 processing fee.

A day or two before the class, GAR will email the Sponsor the sign-in sheet with the student names filled in. Any last-minute students will need to go online to register or contact GAR ([PIE@garealtor.com](mailto:PIE@garealtor.com)) so GAR may collect the registration fee.

**Note:** If GAR handles the registrations, the database recognizes all Georgia REALTORS® as "members." If a local board as the Class Sponsor offers classes at a lower fee to their *local board members only* and not to all Georgia REALTORS®, you must notify GAR so the registrations fees may be adjusted accordingly. If a member is a secondary member of the local board but should receive the discount, he/she will need to contact GAR to register as the registration fee will not recognize that member as eligible for the lower fee.

## **DESIGNATION / CERTIFICATION / SPECIALTY COURSES**

**For purposes of this manual, “designation” courses will refer to all designation, certification, and specialty courses, other than GRI Core Courses. (For information on GRI Core Courses, [click here](#) garealtor.com >> Education tab >> GRI >> About GRI).**

1. There is no Sponsor Fee for a Sponsor to host a Designation course. The costs that may be incurred by the Sponsor are facility fees and refreshments, for example, but GAR does not charge the Sponsor for hosting a Designation course.
2. The Sponsor should have a minimum of ten (10) students to host a designation course. In the event the registration is for less than ten (10) students, a decision will be made by the Class Sponsor, Instructor and GAR staff as to whether the course will be held or canceled. For the course to be held, it must be, at a minimum, revenue neutral for GAR.

3. The Sponsor will receive a rebate for the number of students over ten at:
  - a. \$15 per additional student for one-day courses, or
  - b. \$25 per additional student for two-day courses.
4. Student registration fees will be charged according to the GAR schedule. Please consult staff for further information.
5. Registrations will be handled through on the [GAR registration site \(Member Portal\)](http://garealtor.com) (garealtor.com >> Education tab >> Search Upcoming Classes).

**Students must pay GAR the registration fee whether a member, or non-member, not licensed, or not receiving CE credit. The Facilitator will pay the tuition fee in full and then receive a rebate. The rebate will equal the Early Bird tuition fee less the Council Fee then divided by two.**

**Note:** Registration fees for **designation courses** differ from CE courses due to Instructor fees and expenses, royalty fees, cost of materials, etc. Contact GAR staff for current information at [PIE@garealtor.com](mailto:PIE@garealtor.com).

## **COURSE CANCELLATION POLICY**

*At the discretion of the Professional Development Committee, the timeframes in the Cancellation Policy may be adjusted.*

As a courtesy to Instructors who reserve time to present a course, **the Sponsor must advise GAR staff in writing if a course is canceled or rescheduled.** Cancellation of a course may not relieve the Sponsor of the obligation to pay a fee.

### **NON-DESIGNATION COURSES**

A class may be canceled in writing up **to two business days prior to the date** of a class without financial penalty to the Sponsor. If a class is canceled within 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.

**Example:** A class is scheduled for a Thursday. If the class needs to be canceled, GAR must be notified by two business days prior, so GAR should be notified by that Monday at the close of business.



## DESIGNATION COURSES

A class may be canceled in writing up to forty-eight (48) hours prior to the commencement of a class without financial penalty to the Sponsor. All written cancellations must be received by GAR to be effective. Electronic cancellations are acceptable. If a class is canceled with less than forty-eight (48) hours notice, the Sponsor will pay GAR a \$100.00 cancellation fee and, in turn, GAR will pay that fee to the Instructor. The Instructor must be notified of a class cancellation by electronic notice or other written method.

In the event the registration is for less than ten (10) students, a decision will be made by the Sponsor, Instructor and GAR staff as to whether the course will be held or canceled. For the course to be held, it must be no less than revenue neutral for GAR.

## SPONSOR RESPONSIBILITIES

For Livestream classes, please [click here](#) (garealtor.com >> Education tab >> Partners in Education Program (PIE) >> Host a Class). See the Livestream information on that page.

The Sponsor will: (some provisions below will not apply for Livestream classes)

- Provide the handicap-accessible site.
- Promote the course.
- Contact the Instructor for audio-visual requirements.
- Process registrations for non-designation CE classes unless otherwise arranged with GAR.
- Handle onsite registrations.
- Handle refreshments. It is allowed to have a sponsor other than the Class Sponsor for refreshments.
- Provide a GAR-Certified Facilitator for in-classroom classes. (GAR recommends one Facilitator per 25 students.)
- Provide a Livestream facilitator for Livestream classes. This facilitator is one that has been trained for Livestream facilitating. Generally, the first Livestream class for each Class Sponsor will be co-facilitated by that Class Sponsor and GAR. After that, the Class Sponsor will be responsible for facilitating classes (using GAR's Zoom account).
- Copy and distribute the handouts provided by GAR to students for PIE classes. *Sponsor may email handouts to each student, provided the email*

*clearly states that the material is protected by copyright by GAR and/or the Instructor and may not be used at any other time.*

- Print out GAR attendance sheets for students to sign into the class if an in-classroom class. Or, complete the Livestream Attendance form for Livestream classes. (When GAR handles the registrations, GAR will prepare the attendance sheets and forward to the Class Sponsor.)
- Receive from GAR, the student materials for designation courses. (The Instructor may bring the materials or GAR may ship them to the Sponsor for in-classroom courses.)
- Email the sign-in sheets, evaluations, exam answers sheets (if any) and any other forms, such as Council-required forms to [PIE@gareator.com](mailto:PIE@gareator.com).

## **PRIOR TO COURSE**

Following are requirements and guidelines to host a course:

- Meeting rooms must be set up classroom style with tables and chairs.
- Promotion - Once GAR has confirmed the Instructor, begin promoting the course using either the flyer GAR provides or the flyer the Sponsor-produced flyer. All Sponsor-produced flyers must be approved by GAR before being distributed to advertise a class.
- Pre-registration is recommended: 1) for assuring good attendance, and 2) to get proper documentation for GAR. GAR requires full name and license number to post the GREC CE credit.
- A financial supporter may be obtained by the local board/association holding the course. The financial supporter should never be a real estate company, as that would appear to be recruiting. A financial supporter may have a banner or similar advertisement, preferably outside the classroom. No sales of products or services may be conducted in the classroom, but a sales table may be outside.
- Contact the Instructor for audio-visual requirements. Order equipment needed, if necessary.
- Breaks/Refreshments – It is the policy for GAR to follow GREC Rules and guidelines at a minimum. The GREC allows for a minimum 50-minute hour in calculating student time for CE certification. Each clock hour must include at least 50 minutes of instruction. All three-hour courses offered through the GAR PIE Program will have one fifteen-minute break. Six-hour courses will have two fifteen-minute breaks. Breaks usually occur in the middle of a course's morning and afternoon sessions. According to GREC rules, no more than two hours of instruction may occur without a 15-minute break. For

a three-hour course, no student may be certified for three hours of CE without attending at least three (3) clock hours (including breaks) of the scheduled class time. For a six-hour CE course, the student must attend the full six hours of the scheduled class time.

- For each course, the student can only receive full or zero credit.
- Prior to the course, call the Instructor to discuss details and make sure Instructor has good directions to the course location.
- Provide a GAR-Certified Facilitator to monitor the course as it pertains to CE credit for in-classroom classes. Provide a trained Livestream facilitator for Livestream classes.
- For in-classroom non-designation courses, GAR will email the Sponsor a link to a hidden Sponsor website page. The Sponsor will download the handout and other forms as listed in the automated Class Approved email and in the automated Class Reminder email to distribute to students. For Livestream classes, GAR will send the Class Sponsor information that should be emailed to the students. This material is protected by copyright by GAR and/or the Instructor and may not be used at any other time. Any materials required for in-classroom designation courses will be delivered to the Sponsor for distribution to students on the day of the course. Any materials required for Livestream designation courses will be emailed to the students the business day before the course start date.

## **DAY OF THE COURSE**

### ***Room Set Up – for In-Classroom Courses***

The Sponsor will:

- Start room set-up at least one hour prior to the course start time.
- Count chairs to be sure there are seats for everyone who pre-registered.
- Have a central table for display materials, if applicable. If materials are for sale, the table must be outside of the classroom.
- Set the registration area with adequate table space and chairs for the Facilitator and Sponsor representative.
- Be prepared for on-site registration.
- Check the audio-visual equipment in the classroom that was requested by the Instructor. Make sure equipment is in good working condition and that there is extra equipment available, if needed.
- Place all markers, pens, transparencies, etc. in the appropriate place.

- Locate volume and other controls for the microphone and sound system – ensure they are working properly.
- Locate light switches and be sure to know where to access them if needed.
- Locate climate control switches. In some facilities, an authorized employee may have to operate the controls, be sure to find out who this person is and how to contact them if needed.
- Locate restrooms.
- At the lunch break – if applicable – check to see if the classroom is refreshed.

### ***Student Sign-in and Onsite Registration Procedures – In-Classroom Courses***

The Sponsor will:

- Have the sign-in and registration materials ready. These materials include:
  - GAR's Attendance Verification Form
  - Pens/Pencils – Sponsor provides
  - Name Badges and/or Table Tent Cards (*optional*)
  - Course Materials/Handouts
  - Walk-In Registration forms for courses with registration through GAR
- If space and materials are available, take on-site registrations. If not sure there is space for walk-in registrations, accept pre-registered students first.
- Ask each student their full name and check them in. (This responsibility is usually delegated to the Facilitator.)
- Have students sign the GAR Attendance Verification Form, checking accuracy of name and Georgia real estate license number. ***To receive course credit, the student MUST sign in and provide an accurate license number.*** (This responsibility is usually delegated to the Facilitator.)
- Give each student one set of course materials.
- Count the number of registrants and count heads to see if everyone has checked in at the desk.

### ***Livestream Courses***

- The Sponsor will provide a Livestream facilitator.

## **AFTER THE COURSE**

### ***Checklist of Items to Return to GAR***

- Facilitator Evaluation Form
- Send the After-the-Class email with the evaluation link and, for Livestream classes, the affidavit link to all students eligible for CE. These links and email text will be sent to you three (3) business days before the date of the class in an automated email from [PIE@garealtor.com](mailto:PIE@garealtor.com). Please be sure to check your spam folder if you cannot find it. If not there, contact [PIE@garealtor.com](mailto:PIE@garealtor.com) to ask for the information.
- Attendance Form (signed by Facilitator). Upon receipt of required materials from the Sponsor, GAR staff will enter CE credit with the GREC.
- Pay GAR the Class Sponsor fee. Class Sponsor may pay by check, payable to Georgia REALTORS® with a note to the respective class(es). Mail to GAR Headquarters (see below). If the Class Sponsor prefers to pay by credit card, let the Professional Development Department know and payment may be made that way.

**The Sponsor must pay GAR the Sponsor fee for each Partners in Education student, regardless of whether the student is licensed, a member, a non-member, or eligible for CE credit. (The exception is for the GAR-Certified Facilitator in in-classroom, non-designation courses – no fee is owed to GAR for the in-classroom GAR-Certified Facilitator.)**

## **GEORGIA REALTORS® CONTACT INFORMATION**

### ***Mailing Address***

Georgia REALTORS®  
Professional Development Department  
6065 Barfield Road, Suite 200  
Atlanta, GA 30328

### ***GAR General Phone Number***

770-451-1831

***Professional Development Department Email: [PIE@garealtor.com](mailto:PIE@garealtor.com)***