

GREAT FALLS ASSOCIATION OF REALTORS®

Section 19: EDUCATION POLICIES (BOD 03-10)

Manning Foundation

- Established in October 1978 to honor the memory of Robert E. Manning.
- Purpose is to provide educational opportunities to members of the GFAR
- Funds are managed by the GFAR
- The GFAR may make an annual contribution to the Manning Foundation as prescribed by the Board of Directors

Annual Education Fees

- GFAR has an Opt-In, Opt-Out education policy for Realtor members (BOD 10-08)

Opt-In Policy – Member annual education certificate fee is \$100 for 2012

- Opt-In members pay a one time annual fee and can take all GFAR sponsored classes at no additional charge with the exception of a designation class which may mean an additional charge for the royalty fee to NAR
- Annual fees shall be determined by the Budget/Finance Committee with final Board approval as part of the annual budget process
- Annual fees shall be paid and are due at the same time as annual membership dues
- Annual education fees will not be prorated
- No refunds will be issued for paid annual education fees
- Opt-In members must pre-register for each class they wish to attend
- Staff will provide a confirmation number to the member for each confirmed reservation
- Opt-In members will receive priority seating at each class if they are pre-registered. If they did not pre-register they will be seated after Opt-Outs and Non-Members who paid in advance of the class

Opt-Out Policy – Nonmembers will be charged \$25 per credit hour for 2012

- Opt-Out members pay for each class they attend in advance of the class
- Opt-Out members must pre-register for each class they wish to attend
- Staff will provide a confirmation number to the member for each confirmed reservation
- Opt-Out members who pre-registered and paid in advance will receive priority seating at each class. Opt-Out members who did not pre-register and/or pay in advance will be seated based on availability the day of the class
- GFAR Registration Refund Policy applies for cancelled registrations
- Opt-Out members cannot elect to pay the annual education fee once the annual payment deadline has passed. The annual Opt-In deadline is determined by the Board of Directors.

New Member Policy

- New members can elect to Opt-In or Opt-Out of education at the time they apply for membership.
- New members must pay the annual education fee at the same time they sign up for membership and pay other membership fees related to the application process.

Non Member Policy – nonmembers pay \$25 per credit hour

- GFAR sponsored classes are only open to licensed real estate agents, appraisers, and property managers.
- Must pre-register and pay in advance for each class
- GFAR Registration Refund Policy applies for cancelled registrations
- Staff will provide a confirmation number to the non-member for each confirmed reservation
- Non-members who did not pre-register and/or pay in advance will be seated based on availability the day of the class

Education Registration Refund Policy

- Class registration fees should be paid in advance of the class by GFAR Opt-Out and Non-members. Payment options will be specified on each registration form.
- Should a registrant for an education session cancel his/her registration or be unable to attend the education session the following cancellation rules will be in effect:
- If cancellation is made 4 calendar days prior to the class, a full refund, less the \$10 Administration Fee, will be provided
- Cancellation made 48 hours prior to schedule class, a refund of 50%, less the \$10 Administration Fee, will be provided
- Cancellations made less than 24 hours prior to schedule class will forfeit any refund

Education Topics

- The Association will sponsor at least one three-hour session in one of the four topics of agency, anti-trust, fair housing, and Code of Ethics in rotation during its annual continuing education program to assist Realtors in meeting license renewal requirements.

Certificates of Completion

- Educational Certificates shall be provided to all attendees, upon successful completion of the course per Board of Realty Regulation Guidelines, following Association sponsored seminars.
- Should any attendee need to have the certificate replaced, the cost shall be \$5 per certificate.

Reporting Credits

- GFAR Staff will enter continuing education credits into the BRR online website for all licensees that take a GFAR sponsored class within 20 days of the class being held.
- GFAR Staff will enter into the NAR database all continuing education credits for Realtor members who take a GFAR sponsored class

Class Monitor

- GFAR will have a monitor all GFAR sponsored Education classes. That individual will be responsible for supervision and for enforcing the Board of Realty Regulation guidelines for education classes. An attendance report shall be provided to the Chief Executive Officer following the class.
- The cost incurred for hiring of the class monitor shall be charged to the Education expense line item of the GFAR Annual Budget and included in the fee charged for the class.
- Cell phones are to be shut off during the class instruction. Time is provided at breaks for conducting business.
- Computers can only be used for note taking and class specific purposes if the instructor allows it.