

# Third Quarter 2019 Education Calendar



**LEARN & EARN**  
REALTORS WHO LEARN MORE, EARN MORE

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[www.cparmls.com](http://www.cparmls.com)

# JULY

## GRI 101 - Professionalism & Law

Instructor: Patti Ketcham

<b>11th &amp; 12th</b>	8:00 AM - 5:00 PM	<p>Topics Covered: Professional Standards, Fair Housing &amp; Diversity, and Law</p> <p>*Fulfills the requirement for the REALTOR Code of Ethics and Core Law</p> <p>*Completion of the GRI 100 Series will fulfill the requirement for 45 Sales Post-Licensing hours for 1st time license renewal.</p>	11CE
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## MLS Advanced

Instructor: Richard Gibbens

Topic: Time Saver Tips

<b>16th</b>	8:30 AM - 11:30 AM	<p>Make Flex work for YOU! Learn how to set custom options in Flex to make your life easier on a day to day basis. We will cover custom quick searches, custom views, custom overlays, saved searches, and some of the general preferences and other settings available in the MLS. Take a little time to set it up how you like it now, and it can save you HOURS in the future!</p>	0CE
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## GRI 102 - Starting Your Business

Instructor: Patti Ketcham

Topics Covered: Contacts to Contracts, Business Planning and Goal Setting

<b>23rd &amp; 24th</b>	8:00 AM - 5:00 PM	<p>*Completion of the GRI 100 Series will fulfill the requirement for 45 Sales Post-Licensing hours for 1st time license renewal</p>	11CE
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## GRI 103 - Maximixe Your Profitability

Instructor: Patti Ketcham

Topics Covered: Finance, Law, Negotiating and Counseling

<b>30th &amp; 31st</b>	8:00 AM - 5:00 PM	<p>*Completion of the GRI 100 Series will fulfill the requirement for 45 Sales Post-Licensing hours for 1st time license renewal</p>	11CE
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# AUGUST

## New Member Orientation - Including Code of Ethics

Instructor: Patricia Sherman

<b>7th</b>	8:30 AM - 12:30 PM	<p>This class fulfills the 3 hours of Ethics and Business Practices license requirement. Every REALTOR must complete the NAR Mandatory REALTOR Code of Ethics Training between January 1, 2019 and December 31, 2020. REALTORS who do not meet the requirement will have their REALTOR status suspended on January 1, 2021. This is a nationwide requirement for all REALTORS.</p>	3CE
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## Preparing a Listing Contract

Instructor: Patricia Sherman

<b>7th</b>	1:00 PM - 5:00 PM	<p>Listing contracts are most certainly an important part of Realtors day to day activities. This course is perfect for outlining the various types of listing agreements and the duties of each, identifying the protected classes under the Fair Housing Act, and understanding details about fees. Designed for new members, but open for everyone.</p>	4CE
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## New Member Contracts Class

Instructor: Franklin Harrison

<b>8th</b>	9:00 AM - 12:00 PM	<p>This course will familiarize students with the most widely used contract form in Florida. Students will discuss the riders that can be used in circumstances where the standard contract by itself won't accomplish the objectives of the parties. Designed for new members, but open to all if space permits. Come and learn from one of our own local Power Partners.</p>	0CE
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## New Member MLS Basics

Instructor: Richard Gibbens

<b>8th</b>	1:00 PM - 4:00 PM	<p>NEW MEMBERS ARE REQUIRED TO ATTEND BASIC TRAINING WITHIN 90 DAYS OF MEMBERSHIP START DATE</p> <p>Designed for anyone who will be entering or editing listings in the MLS for themselves or others in the office or company. Also, it will be helpful for those whose tasks include monitoring MLS listings or searches. The class will include instructions on entering new listings, editing, adding media and mapping listings.</p>	0CE
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## MLS Advanced

Instructor: Richard Gibbens

Topic: Map Search, Map Overlays, and Saved Views

<b>21st</b>	9:00 AM - 12:00 PM	<p>Learn how to use the map search function, create your own overlays , and share your overlays with others. Also learn how to create a custom view to see what is most important to you in your search lists.</p>	0CE
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# AUGUST

## Getting Started with RPR

Instructor: Josh Mata

<b>27th</b>	9:00 AM - 10:30 AM	RPR's dynamic data and client-friendly reports help REALTORS® achieve professional success. In this free workshop will you will learn to: *Search hundreds of datasets on more than 160 million on-and-off market properties *Create the ultimate listing package with RPR's Comp Analysis tool *Calculate the ROI for your client's home improvement *Research a property's history *Send customized and branded reports anywhere, anytime **REALTOR® member benefit - included in your REALTOR® dues	OCE
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## Lunch and Learn - "CPAR 101"

Instructor: Richard Gibbens

<b>28th</b>	11:30 AM - 1:00 PM	This class will cover the basics of interacting with your association. We will cover paying your dues and other functions of the member portal, finding the information you need on our website, and taking advantage of the technology products available to you. We will also discuss how to join committees and what they do, as well as how to stay up to date on all of the classes and events going on at CPAR. *Lunch Provided	OCE
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# SEPTEMBER - REALTOR® SAFETY MONTH

## Real Estate Safety Matters: Safe Business = Smart Business

Instructor: Denis Milonas

<b>3rd</b>	9:00 AM - 12:00PM	The goal of this course is to instill safety awareness and habits as second nature so that real estate professionals, as well as their clients and customers, know how to avert or respond to dangerous situations and avoid harm as they practice their profession.	3CE
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## iCE Virtual Class - Instagram & Snapchat for Real Estate

Instructor: Christy Edgar

<b>6th</b>	8:00 AM - 11:00 AM	While many licensees are familiar with Facebook and Twitter for low or no cost social media marketing, you may not be as familiar with two of the most popular and fastest growing social media platforms: Snapchat and Instagram. Snapchat and Instagram can pay huge dividends by raising your profile in your local market.	3CE
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## 14 Hour Continuing Education

Instructor: David Collins

<b>11th &amp; 12th</b>	9:00 AM - 5:00 PM	This course meets your 8 Hr Specialty Credits, 3 Hr Core Law credits, & 3 Hr Ethics & Business Practices required by DBPR for Licensing Renewal Topics to be covered: * Lead Generation * Learn New Prospecting Techniques * Learn Lead Conversion Techniques * Understand how to really Qualify Buyers * The Art of Negotiating through Persuasion * Techniques in Negotiating * Learn the Conversion Process * Learn how and when to Close * Writing Great Contracts * In-depth Study on the Contract (CRSP12/ FAR-Bar) * Understand the Procuring Cause Process * Core Law * Code of Ethics * Update of all FS475 and 61J2 Rules -- *2 DAY COURSE SEPTEMBER 11TH & 12TH	14CE
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## MLS Basics

Instructor: Richard Gibbens

<b>17th</b>	8:30 AM - 11:30 AM	Designed for anyone who will be entering or editing listings in the MLS for themselves or others in the office or company. Also, it will be helpful for those whose tasks include monitoring MLS listings or searches. The class will include instructions on entering new listings, editing, adding media and mapping listings.	OCE
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## Form Simplicity

Instructor: Kaz Cisowski

Course Description: Three 2CE Classes

<b>18th</b>	9:00 AM - 4:00 PM		2CE Each Class
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## Lunch and Learn - "Realtor Safety"

Instructor: Sgt McQuen

<b>19th</b>	11:30 AM - 1:00 PM	Come have lunch with Sgt. Stephen McEuen from the Bay County Sheriff's Office and learn about crimes happening in our community and how to protect yourself from them. There will also be Q& A. *Lunch Provided	OCE
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## Active Shooter Class

Instructor: David Thomasee

<b>25th</b>	10:00 AM - 12:00 PM	Description: This course will outline the right and wrong things to do when an active shooter situation arises in the workplace.	OCE
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SEPTEMBER CONTINUED ON BACK

# SEPTEMBER - REALTOR® SAFETY MONTH

## Civilian Handgun Safety

Instructor: Sgt McQuen

**27th** 9:00 AM - 2:00 PM Participants will learn about laws pertaining to firearms and gain hands-on experience in firing a weapon. OCE  
Individuals participating in the handgun training will need to provide weapon, 50 rounds of ammunition and eye protection. Limited Space .Approved traing course.

## Self Defense Class

Instructor: Sgt McQuen

**30th** 1:00 PM - 4:00 PM Members will learn how to avoid potentially dangerous situation and defend themselves when faced with physical OCE  
violence. Sneakers required.

## REGISTER TODAY!

## CPAR Course Registration & Attendance Policies

<p><b>Online on your member portal:</b></p> <ul style="list-style-type: none"> <li>--Login to FlexMLS</li> <li>--Click Menu</li> <li>--Under Products click on "Education Calendar"</li> <li>--At the top, hover over Education, then click "Upcoming Courses"</li> <li>--Select the class you want to register for and click Register</li> </ul>	<p><b>Attendance:</b></p> <p>In order to receive CE credits for any Continuing Education courses, participants must:</p> <ol style="list-style-type: none"> <li>1. Check in with CPAR Staff and sign morning/afternoon attendance sheets</li> <li>2. FREC requires a licensee attend 90% of each of the classroom hours.</li> <li>3. Physical attendance is required for the duration of the class</li> <li>4. Refrain from using cell phone except during designated break times</li> </ol> <p>**Full payment required with registration</p>
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## Check out these upcoming GRI Designation programs at CPAR

<p><b>GRI 100 Series: Essential Real Estate Techniques</b></p> <p>July 11th &amp; 12th - <b>GRI 101</b> July 23rd &amp; 24th - <b>GRI 102</b> July 30th &amp; 31st - <b>GRI 103</b></p> <p>Check-in begins at 7:30 on 1st day of module</p> <p>8:00 AM - 5:00 PM on Day 1 8:00 AM - 4:00 PM on Day 2 4:15 PM - 5:45 PM on Day 2 - Closed Book Exam</p> <p>Pricing: \$139 CPAR Members; \$169 Non-Members Per 2-day module</p>	<p><b>Instructor for 100 Series: Patti Ketchum</b></p> <p><b>About the Program:</b></p> <p><b>GRI 101: Standards of Practice</b> Topics Covered: Professional Standards, Fair Housing &amp; Diversity, Law</p> <p><b>GRI 102: Starting Your Business</b> Topics Covered: Contacts to Contracts, Business Planning and Goal Setting</p> <p><b>GRI 103: Maximize Your Profitability</b> Topics Covered: Finance, Law, Negotiating and Counseling.</p> <p>** Each 2-Day Module has a 50 question exam you must pass with a 75% or better</p> <p>**Courses are valid for 5 years. A one-time only processing fee of \$15 is required when you submit your Petition to Graduate. Once approved, there are no annual dues in order to use the GRI Designation</p> <p>*Completion of the GRI 100 Series (6 days) provides 45-hour Sales Associate Post-licensing (SPL) credits.</p> <p>*Completion of the 2-day modules, GRI 101 and 103 provides 14CE credit hours (11 hours of "specialty" CE credits plus 3 hours of Core Law.)</p> <p>* Completion of the 2-day module, GRI 102 will provide 11 hours of "specialty" CE credit hours.</p>	
<p><b>GRI 300 Series: Real Estate Specialties</b></p> <p>October 2nd &amp; 3rd - <b>GRI 301</b> October 10th &amp; 11th - <b>GRI 302</b></p> <p>Check-in begins at 8:30 on 1st day of module</p> <p>9:00 AM - 5:00 PM on Day 1 8:00 AM - 5:00 PM on Day 2 5:15 PM - 6:45PM on Day 2 - Closed Book Exam</p> <p>Pricing: \$139 CPAR Members; \$169 Non-Members Per 2-day module</p> <p>*Completion of the GRI 300 Series will fulfill the requirement for 30 Brokers Post-Licensing hours for license renewal</p>	<p><b>GRI 301 Instructors:</b> <b>Denis Milonas and Patti Ketchum</b></p> <p><b>About the Program:</b></p> <p><b>GRI 301: It's More Than Just Sales</b> Topics Covered: Appraisals, Property Management, Common Ownership &amp; exchanging.</p> <p><b>GRI 302: Thinking Outside The Box</b> Topics Covered: Taxes and The Real Estate Licensee, Technology, Tools and Resources and Investments.</p> <p>**Each Two Day Module has a 50 question exam you must pass with at least 75% or better.</p> <p>**GRI 301 and GRI 302 are each a 15 hour course with a 1.5 hour exam approved for 11 hours of continuing education specialty credit of 15 hours of broker post licensing credit per module</p> <p>**Courses are valid for 5 years. A one time only processing fee of \$15 is required when you submit your petition to graduate. Once approved, there are no annual dues to use the GRI designation.</p>	<p><b>GRI 302 Instructor:</b> <b>Joanne Chando</b></p>

Visit [cpar.us/classes](http://cpar.us/classes) to view our classes online.  
If you have any further questions contact [education@cpar.org](mailto:education@cpar.org)