

# Fourth Quarter 2019 Education Calendar



**LEARN & EARN**  
REALTORS WHO LEARN MORE. EARN MORE

4952 W Hwy 98, Panama City, FL, 32401 | 850-763-8078 | [education@cpaor.org](mailto:education@cpaor.org)  
[www.CPAR.realtor/classes](http://www.CPAR.realtor/classes)

## October

- 2ND & 3RD GRI 301 - It's More Than Just Sales - 11CE**  
**8:00 AM to 5:00 PM**      **Instructor:** Patti Ketcham & Denis Milonas  
Topics Covered: Appraisals, Property Management, Common Ownership, and Exchanging  
\*Completion of the GRI 300 Series will fulfill 30 Broker Post-Licensing hours for license renewal
- 10TH & 11TH GRI 302 - Thinking Outside The Box - 11CE**  
**8:00 AM to 5:00 PM**      **Instructor:** Joanne Chando  
Topics Covered: Land, Environment & Private Property Rights, International, Residential Construction, & Brokerage Management  
\*Completion of the GRI 300 Series will fulfill 30 Broker Post-Licensing hours for license renewal
- 17TH New Member Contracts Class - OCE**  
**9:00 AM to 12:00 PM**      **Instructor:** Carlotta Appleman Thacker  
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.
- 17TH New Member MLS Basics- OCE**  
**1:00 PM to 4:00 PM**      **Instructor:** Richard Gibbens  
NEW MEMBERS ARE REQUIRED TO ATTEND BASIC TRAINING WITHIN 90 DAYS OF MEMBERSHIP START DATE 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.
- 22ND MLS Advanced - Topic: CMA's in FlexMLS Come learn all there is to know about CMAs in FlexMLS! - OCE**  
**1:00 PM to 2:30 PM**      **Instructor:** Richard Gibbens  
We will cover the technical aspects of running a CMA in FlexMLS - choosing properties, applying adjustments, setting up your own auto-adjustments, editing the fields that are used, and different ways to configure the final report.
- 23RD New Member Orientation - Including Code of Ethics - 3CE**  
**8:30 AM to 12:30 PM**      **Instructor:** Patricia Sherman  
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.
- 23RD Preparing A Listing Contract - OCE**  
**1:30 PM to 4:30 PM**      **Instructor:** Patricia Sherman  
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.
- 24TH iCE Virtual Class - Newly Licensed, Now What? - 3CE**  
**12:00 PM to 3:00 PM**      **Instructor:** Sal DiStefano  
You have done it. You have passed a classroom and state exam that allows you to now practice real estate. So what is next? This course has been designed to set you up to succeed by answering some of the most important "What's next?" questions.

## November

- 5TH Getting Started with RPR- OCE**  
**2:00 PM to 3:30 PM**      **Instructor:** Josh Mata  
RPR's dynamic data and client-friendly reports help REALTORS® achieve professional success. In this free workshop 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

## November

- 12TH Lunch & Learn - Topic: Taxes, Opportunity Zones - OCE**  
**11:30 AM to 1:00 PM** **Instructor:** Jay Moody, CPA with Warren Averett  
Enjoy lunch while learning from a local CPA on Tax topics relevant to Realtors.
- 15TH iCE Virtual Class - Success Series: Time Management - 3CE**  
**8:00 AM to 11:00 AM** **Instructor:** Deb Diesing  
Better time management is one of the keys to help you meet both you own goals, and the goals of your company. Learn how to make more effective use of your time, so that you can achieve your personal and career goals.
- 20TH MLS Advanced - Topic: Reports and Marketing - OCE**  
**9:00 AM to 12:00 PM** **Instructor:** Richard Gibbens  
Want to make yourself stand out from the crowd? Learn how to customize the flyers, business cards, and reports in Flex that you send to your customers to match your style and stand out from everyone using the default settings. We will cover updating your Business Card, Tessera Reports, and touching on some of the various market reports you can run in FlexMLS.

## December

- 4TH New Member Orientation - Including Code of Ethics - 3CE**  
**8:30 AM to 12:30 PM** **Instructor:** David Collins  
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.
- 4TH Preparing A Listing Contract - OCE**  
**1:30 PM to 4:30 PM** **Instructor:** David Collins  
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.
- 5TH New Member Contracts Class - OCE**  
**9:00 AM to 12:00 PM** **Instructor:** Brandon Burg  
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.
- 5TH New Member MLS Basics - OCE**  
**1:00 PM to 4:00 PM** **Instructor:** Richard Gibbens  
NEW MEMBERS ARE REQUIRED TO ATTEND BASIC TRAINING WITHIN 90 DAYS OF MEMBERSHIP START DATE 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.
- 10TH MLS Advanced - Topic: Time Saver Tips - OCE**  
**9:00 AM to 10:30 AM** **Instructor:** Richard Gibbens  
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!
- 17TH Lunch & Learn - Topic: Home Inspection Caluse - 2CE**  
**9:00 AM to 10:30 AM** **Instructor:** David Collins  
Join us for lunch while learning how to successfully negotiate the home inspection clause

## Register Today

Online in your Member Portal  
Log In to Flex MLS  
Click Menu  
Under Products click on  
Education Calendar  
At the top, hover over Education  
then click Upcoming Courses  
Select the class you want  
to register for and click register!

Printed 7-31-19 \* Classes & times subject to change

\* Classes may be cancelled if registration requirements not met

\*Please check your Member Portal for up to date class information

## Attendance Policy

In order to receive CE credits for any Continuing  
Education courses participants must:

- Check in with CPAR Staff & sign morning & afternoon attendance sheets
- FREC requires a licensee attend 90% of each of the classroom hours
  - Physical attendance is required for the duration of the class
- Refrain from using cell phone except during designated break times
- Full payment is required with registration

## Thank You To Our 4th Quarter Education Sponsors



## Power Partner Sponsorship Opportunities

### Education Classes

\$200 Breakfast or Lunch Sponsor

Includes Sponsor Swag & Demo Table, Speaking Opportunity, Class Roster Mailing List & Logo Signage

### New Member Orientation

\$300 Breakfast or Lunch Sponsor

Includes Sponsor Swag & Demo Table, Speaking Opportunity, Class Roster Mailing List & Logo Signage