



CONNECTICUT ASSOCIATION OF
REALTORS[®]
INC.

Register online: www.ctrealtor.com/education

Mail form & payment: CAR, Education Registration
Attn: Abby Krist
111 Founders Plaza, Suite 1101
East Hartford, CT 06108
FAX: (860) 290-6615
Questions? Call us at 800-335-4862

Name: _____

Company: _____

Company Address: _____

City: _____ State: _____ Zip: _____

License #: _____ Salesperson Broker

Phone: _____ Fax: _____

E-mail: _____

Check Enclosed (made payable to CAR)

MasterCard Visa AMEX **TOTAL: *** _____

Card # _____ Exp: _____

V Code _____

(Last 3 digits on the back for Visa/MC or 4 digits on the front of AMEX)

Credit Card Billing

Address: _____

City: _____ State: _____ Zip: _____

Name on Card: _____

Signature: _____

I have read and understand CAR's Education Policies & Procedures on the back of this form.

I am registering for GRI to satisfy my elective credit for Broker Pre-Licensing. (Check to have certificate sent)

The course prices listed represent an early registration discount. To qualify for the early bird pricing, registration must be received at least 14 days prior to the first day of the course.

* An additional \$25 charge will be added to the cost of a course if registration is received within 14 days prior to the first day of the course.

* An additional \$50 fee will be added to any walk-in registration.

CT Association of REALTORS® reserves the right to cancel or postpone courses due to low registration or weather conditions.

Signature (Required) My signature indicates that I have read, understand and consent to the above and to CAR's Education Policies and Procedures.

2012 Course Schedule

Dates	Course	Location	Cost
February 15, 21, 23, 28, March 1	Appraisal-1	Westport	\$350 <input type="checkbox"/>
February 27, 29, March 5, 7	GRI-1	Franklin	\$399 <input type="checkbox"/>
March 19, 21, 26, 28	GRI-3	Waterbury	\$399 <input type="checkbox"/>
March 27, 29	SRES	North Haven	\$295 <input type="checkbox"/>
April 2	GREEN 100	Bridgeport	\$119 <input type="checkbox"/>
April 4	GREEN 200	Bridgeport	\$119 <input type="checkbox"/>
April 9	GREEN 300	Bridgeport	\$119 <input type="checkbox"/>
April 10, 12, 17, 19, 24, 26, May 1, 3, 8 & 10	Principles & Practices	East Hartford	\$325 <input type="checkbox"/> \$495 <input type="checkbox"/>
April 23, 25, 30, May 2	GRI-2	New Canaan	\$399 <input type="checkbox"/>
May 16	SFR	Fairfield	\$119 <input type="checkbox"/>
September 10, 12, 24, 26	GRI-1	West Hartford	\$399 <input type="checkbox"/>
September 11, 18, 25, October 2, 9	Appraisal-1	Old Saybrook	\$350 <input type="checkbox"/>
September 20	SFR	Waterbury	\$119 <input type="checkbox"/>
October 3	HAFA	West Hartford	\$119 <input type="checkbox"/>
October 15, 17, 22, 24	GRI-3	Derby	\$399 <input type="checkbox"/>
November 5, 7, 12, 14	GRI-2	Old Saybrook	\$399 <input type="checkbox"/>
November 13 & 15	SRES	Waterbury	\$295 <input type="checkbox"/>



EDUCATION POLICIES AND PROCEDURES

By registering for any CAR Education program, you are indicating that you understand/agree to the following policies:

REGISTRATION: Registration for courses requires pre-payment according to the posted schedule on the registration form. Confirmation letters and directions will be e-mailed approximately one week prior to the start of class. By mail, you can register with check or credit card. Fax registrations can only be accepted with credit card payment. Secure, online registration through our website is also available. Your payment must clear before the day of class so please keep that in mind if you plan to pay by company/personal check. Telephone registrations cannot be accepted.

ATTENDANCE: Attendance is closely monitored in all CAR Education programs and 100% attendance is required. It is up to the student to contact the Member Services Department if a conflict or emergency arises to make transfer/make-up arrangements for a future program. A \$40 transfer fee will apply (see below).

NOTE: The P&P attendance policy is explained in more detail on that page of our website.

EXAMS: In many cases, the programs we offer have exams associated with them. Minimum passing grades vary for each:

Principles & Practices – 70% GRI (each exam/Series) – 70% HAFA/SRES/GREEN/SFR – 80% Appraisal-I – 70%

Students are not eligible to sit for an exam until any missed time is made up. If any portion of a program is missed, the student is responsible for arranging with a staff person in the Member Services Department to make up the time and take the exam within one year. Final grades and course completion notices will be sent out within three weeks of course completion. **Grades WILL NOT be given over the phone.**

For anyone who may not pass an exam the first time, a re-take option is available. Exams must be re-taken within one year at the CAR office or at your local board if available. There is a \$20 re-take fee per attempt and arrangements must be made in advance with the Member Services Department. If an exam is not passed within one year, the student will have to re-take the course. Posted fees on the current schedule would apply.

CANCELLATIONS/TRANSFERS: For record keeping purposes, your request for cancellation must be made in writing to the Member Services Department. A simple e-mail or fax is sufficient.

Please note: Having someone else take your place qualifies as a cancellation/transfer and the same fees apply.

It is a student's responsibility to contact CAR's Member Services Department to ensure proper record keeping.

Cancellation up to 14 Days Prior	Cancellation within 14 Days of Start Date
Full refund minus \$20 cancellation fee.	No refunds. Course value minus \$40 cancellation/transfer fee can be transferred to a future CAR course. Credit is valid for 3 years.

If CAR cancels a course, your payment will be refunded in full or you can transfer to a future program and no fee will be incurred.

COURSE COMPLETION: A completion notice will be issued via mail or e-mail within 3 weeks of a completed course. Your CE course information will then be uploaded to a centralized database. Each request for issuance of a CE course completion notice will be subject to the following fees:

Normal Re-Issue (10 Business Days)	Expedited Re-Issue (5 Business Days)	1 Electronic Transmission to the Real Estate Commission	Replacement of GRI Diploma
\$25	\$50	\$75	\$15

INCLEMENT WEATHER/CANCELLATION: If we are experiencing inclement weather, call the CAR office at (800) 335-4862 AFTER 6:30 a.m. the morning of class. Our voice mail system recording will have instructions, if any. If class has not been cancelled, drive with caution and allow yourself plenty of time to reach your destination. Attendance policies still apply in inclement weather. Course enrollment fees will not be refunded unless CAR has cancelled a course.

We recommend that you refer to the GRI FAQ's available on our website for additional important information pertaining specifically to the GRI Designation Program.

CONTACT THE CAR OFFICE WITH ANY QUESTIONS

PHONE 1-800-335-4862 ♦ FAX (860) 290-6615
WWW.CTREALTOR.COM

Abby Krist, Member Programs Administrator - KRISTA@ctrealtor.com
Brett Moody, Member Programs Coordinator - MOODYB@ctrealtor.com