



EDUCATION PROGRAM SUBMISSION FORM

We are always seeking innovative trainers to complement our education program which delivers first-rate, targeted instruction to meet the learning needs of our diverse membership. If you've got what it takes to meet this challenge, we'd like to hear from you. Due to high number of inquiries received, only complete submissions will be reviewed and presented to our Professional Member Development Committee. Class Submission Forms must be submitted for approval at least 60 days prior to the date of class.

Date: _____

Proposed Title of Class or Program: _____

Instructor's Name: _____

Instructor's Title: _____

Firm/Company: _____

Address: _____

Street

City

Zip Code

State

Contact Phone: _____ Website: _____

Email: _____

Will this class be offered for CE Credit? _____ If yes, what type? _____

DRE Sponsor Number: _____ Length of Class: _____

What category best describes your class? Rancho Southeast REALTORS® is actively seeking training that complements our education tracks:

_____ Transaction Fundamentals (Buying, Selling, Financing)

_____ Marketing and Building Your Business (Planning, Lead Generation, Scripts, Social Media Marketing)

_____ Technology and Multimedia Tools (Real Estate Apps, SaaS, CRMs, Cloud Computing)

_____ Running a Real Estate Office (Broker and Office Manager Specific Issues)

_____ Managing Your Risks (Personal and Cyber Security, Disclosures, Insurance)

_____ Niche Markets (Global, Green, Commercial, Luxury)

_____ Professional Standards and Leadership Development (Ethics, Mediation, Visioning and Planning)

Charge for Rancho Southeast REALTORS® members to attend: _____

If free to Rancho Southeast REALTORS® members, non-members will be charged a non-member fee; if there's a cost to members, charge for non-members will be determined by the Professional Member Development Committee.

STAFF USE ONLY: _____ APPROVED _____ DECLINED

ATTACHMENTS Only complete submissions will be reviewed by the Professional Member Development Committee.

Please send your completed submission form with:

- A class description (in Word format), which succinctly summarizes the key learning points and gives specifics on how attendees will benefit from the class. Please identify your target audience (broker, salesperson, new agent, office manager, etc.) (Required)
- Instructor biography (75 words or less) and recent digital headshot (Required)
- Any promotional materials you have created for the class (Optional)

CLASS SUBMISSION & APPROVAL PROCESS:

To assist Rancho Southeast REALTORS® Professional Member Development Committee in reviewing this application, we have provided the steps for you to understand the selection process. Please understand that the Committee will review more than 100 class submissions this year. Because of the number of inquiries received, only complete submissions will be reviewed and presented to the Professional Member Development Committee.

1. Presenter to complete an Education Program Submission Form.
2. Submit completed packet to Rancho Southeast REALTORS®.
3. Rancho Southeast REALTORS® Education Committee will review the Class Submission.
4. Presenter will be contacted after the committee reviews the Class Submission form. If the committee has given approval for the class to be offered at Rancho Southeast REALTORS®, class dates and class times will be discussed.

A well-written and complete application will greatly enhance the Committee's ability to evaluate your class offering. The Committee will be evaluating how your class will provide Rancho Southeast REALTORS® members with valuable knowledge or an in-demand skill set.

SIGNATURE

If selected as a presenter, I understand that:

- My presentation will focus on the learning experience and will not be promotional or self-serving in nature.
- No materials, products, or services are to be marketed to class participants without prior, written approval.
- I am responsible for paying any travel-related expenses.
- Rancho Southeast REALTORS® reserves the right to edit and format my class description/bio to meet its marketing needs.
- I will inform Rancho Southeast REALTORS® of any audio-visual needs well in advance of my class.
- I will direct students to fill-out Rancho Southeast REALTORS® Class Feedback form upon completion of the class.

Print Name: _____

Signature: _____

SUBMIT COMPLETED FORMS:

Please remember to save the PDF document to your computer before sending it back to Rancho Southeast REALTORS®.

Email your completed packet to Rancho Southeast REALTORS® at education@ranchosoutheast.com