

PROFESSIONAL ENHANCEMENT SCHEDULE - DECEMBER 2009

Agency: The Law (MD Agency) Meets Maryland 3 hour Legislative Requirement & DC 3 hour elective			
DATE	TIME	LOCATION	INSTRUCTOR
12/1/2009	9:00–12:00	Crofton Education Center	Mary Chieppa
Ethics & Standards of Conduct (VA Ethics) Meets Virginia 3 hour CE/PL Requirement			
12/7/2009	9:00–12:00	Vienna Sales Office	Mary Chieppa
Consumer Rights and Rentals MD 3 hr. elective / VA 3 hr. CE/PE / DC 3 hr. elective			
12/3/2009	1:00–4:00	Timonium Education Center	Mary Chieppa
Fair Housing—Shared Neighborhoods, Equal Opportunities (NRT Course) Meets MD 1.5 hr. mandatory & 1.5 hr. elective/ VA 3 hr. Fair Housing CE/PL / *DC 3 hr. elective			
12/3/2009	9:00–12:00	Timonium Education Center	Mary Chieppa
12/8/2009	9:00–12:00	Columbia Education Center	Mary Chieppa
CBRB Free Continuing Education			
FHA Loans MD 1.5 hour elective/ VA 1 hr elective/ DC 1.5 elective			
12/2/2009	2:00–3:30	Owings Mills Sales Office send registrations to: rschultz@cbmove.com	Kandi Miller
From Contract to Closing MD 2 hr elective/ VA 2 hr elective/ DC 2 hour elective			
12/8/2009	1:00–3:00	Columbia Education Center	Mary Chieppa
12/7/2009	1:00–3:00	Vienna Sales Office	Mary Chieppa
12/9/2009	10:00–12:00	Catonsville Sales Office send registrations to : sgriffin@cbmove.com	Laurie Nice
Title Insurance MD 3 hr elective/ VA 3 hr elective/ DC 3 hr elective			
12/10/2009	10:30–1:30	Crofton Sales Office send registrations to: wwinter@cbmove.com	Lee Snyder
12/9/2009	10:00–1:00	Leesburg Sales Office send registrations to: bwhritenour@cbmove.com	Sarah Tyndall Bodsford
The Settlement Process MD 2 hr elective/ VA 2 hr elective/ DC 2 hr elective			
12/10/2009	10:00–12:00	Hampstead Sales Office Send registrations to: scallahan@cbmove.com	Michelle Fine

*****Management of class schedule, materials and instructors makes it important to pre-register for any class. Please check the bulletin board located on www.cbrbschool.com before attending a class for general information. The student is held responsible to check for any class changes.*****

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Continuing Education Procedures	
1	When registering for a continuing education class, the approved registration form must be used. The approved form can be found at https://www.cbinside.com/Departments/Education/ContinuingEducation/tabid/157/Default.aspx . Other forms cannot be accepted.
2	The cost for continuing education classes is: \$8.00 per credit hour with registration received by 5:00 p.m. two business days before the scheduled class. \$10.00 per credit hour if registration occurs less than the two business days before the scheduled class. Forms received after 5:00 p.m. two business days prior to the scheduled date of the class do not qualified as registered. Completion of a registration form at the price of \$10.00 per credit hour will be required on-site the day of the scheduled class.
3	Payment for continuing education classes may be made by personal check (payable to Coldwell Banker Residential Brokerage), MasterCard or VISA. Payment must be submitted at the time of registration. Trident charges or cash cannot be accepted.
4	Telephone registrations cannot be accepted. Registration forms may be submitted by Fax to 410-480-1550 or via courier/mail to Coldwell Banker Residential Brokerage, Education Department, 6031 University Boulevard, Suite 140, Columbia, MD 21043.
5	Day of Class: (1) Students should plan to arrive for class at least 15 minutes prior to the scheduled start time. (2) Upon arriving, a student should be sure to sign the sign-in sheet next to their name. (3) Non-registered students are required to complete an on-site registration form (including payment information), print their name on the sign-in sheet and sign next to their printed name. (4) Regulations prevent the issuance of continuing education credit to any student failing to sign the sign-in sheet. (5) Regulations prevent the issuance of continuing education credit to any student arriving 10 or more minutes after the start of the class, leaving the classroom during the class, or leaving the class early. (6) The use of PDA's, personal computers or cell phones during a continuing education class will prevent the issuance of continuing education credit.
6	Credit for a paid class not attended cannot be transferred to another class. A refund will be issued for the paid class within 30 days of receipt of a cancellation as follows: (1) Full refund if the cancellation is received by 5:00 p.m. two full business days prior to the scheduled class date. (2) A 90% refund if a cancellation is received after 5:00 p.m. two full business days prior to the scheduled class date.
<p>Classes offered through the Coldwell Banker Residential Brokerage School of Real Estate are approved for continuing education by the Maryland Real Estate Commission and/or the DC Board of Real Estate and/or the Virginia Real Estate Board and/or the Delaware Real Estate Commission.</p>	

HOW CONTINUING EDUCATION CREDIT HOURS ARE REPORTED			
Delaware	District of Columbia	Maryland	Virginia
A Continuing Education Certificate will be sent for each appropriate class. Certificates are sent to your branch office via courier.	A Continuing Education Certificate will be sent for each appropriate class. Certificates are sent your branch office via courier. Continuing education credit hours are also uploaded to a central database maintained by the District of Columbia.	A Continuing Education Certificate will be sent for each appropriate class. Certificates are sent to your branch office via courier.	A Continuing Education Certificate will be sent for each appropriate class. Certificates are sent your branch office via courier. Continuing education credit hours are uploaded to a central database maintained by the State of Virginia.
<p>If a licensing jurisdiction does not accept credit hours via upload to a central database, the Continuing Education Certificate is your <u>only proof</u> of earning continuing education credit. Keep your certificates in a safe place. Duplicate certificates cannot be issued without the date of the class, name of the class and class location. Duplicate certificates are \$10 per certificate.</p>			

Education Center Addresses

Crofton	Columbia	Salisbury	Timonium
1071 Rt 3 North, Suite 202 Gambrells, MD 21054	6031 University Blvd Ellicott City MD 21043	1131 S Salisbury Boulevard Salisbury, MD 21801	22 W Padonia Road Suite A-212 Timonium, MD 21093