

PROFESSIONAL ENHANCEMENT SCHEDULE - AUGUST/SEPTEMBER 2010

Agency: The Law (MD Agency) Meets Maryland (A) 3 hour Legislative Requirement & DC 3 hour elective				
DATE	TIME	LOCATION	INSTRUCTOR	COST
9/9/2010	1:00–4:00	Towson	Mary Chieppa	\$24.00
9/15/2010	9:30–12:30	Columbia	Mary Chieppa	\$24.00
9/28/2010	1:00–4:00	Westminster	Mary Chieppa	\$24.00
10/14/2010	9:30–12:30	Inner Harbor	Mary Chieppa	\$24.00
10/26/2010	9:30–12:30	Bethesda	Mary Chieppa	\$24.00
DC Fair Housing and Predatory Lending Meets DC 3 hour Fair Housing requirement				
10/26/2010	1:00–4:00	Bethesda	Mary Chieppa	\$24.00
Ethics & Standards of Conduct Meets Virginia 3 hour Ethics requirement				
9/14/2010	9:30–12:30	Arlington	Mary Chieppa	\$24.00
Fair Housing—Shared Neighborhoods, Equal Opportunities (NRT Course) <i>Meets MD (C) 1.5 hr. Fair Housing & 1.5 hr. elective // VA 2 hr. Fair Housing CE/PL & 1 hr. elective // DC 3 hr. elective</i>				
9/14/2010	1:00–4:00	Arlington	Mary Chieppa	\$24.00
9/21/2010	9:30–12:30	Lake Ridge	Mary Chieppa	\$24.00
10/7/2010	1:00–4:00	Towson	Mary Chieppa	\$24.00
Real Estate Contracts Meets Virginia 1 hour Contracts requirement & 2 hour elective				
9/21/2010	1:00–4:00	Lake Ridge	Mary Chieppa	\$24.00
Real Estate Ethics Including Illegal Flipping & Predatory Lending Meets MD (D) 3 hour Ethics requirement/ DC 3 hour elective				
9/28/2010	9:30–12:30	Westminster	Mary Chieppa	\$24.00
9/21/2010	9:30–12:30	Roland Park	Lee Snyder	\$24.00
10/14/2010	1:00–4:00	Inner Harbor	Mary Chieppa	\$24.00
Residential Contract Review MD (F) 3 hour elective / DC 3 hour elective				
9/22/2010	9:30–12:30	Columbia	Mary Chieppa	\$24.00

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CBRB FREE Continuing Education

DATE	TIME	LOCATION	INSTRUCTOR	COST
1031 Tax Deferred Exchange & The IRS MD (F) 2 hour elective // VA CE/PLE 2 hr elective				
9/23/2010	10:00–12:00	McLean Sales Office Send registrations to: Scott.Mozingo@trgc.com	Scott Mozingo	Free
From Contract to Closing MD (F) 2 hour elective // VA CE/PLE 2 hr elective				
9/8/2010	6:15–8:15	Crofton Education Center Send registrations to: wwinter@cbmove.com	Stu Stern	Free
9/9/2010	10:30–12:30	Crofton Education Center Send registrations to: wwinter@cbmove.com	Lynn Henley	Free
10/5/2010	9:30–12:30	Inner Harbor Sales Office Send registrations to: Carl.herber@cbmove.com	Lee Snyder	Free
Real Property Rights & Public Records VA 2 hr Elective				
9/15/2010	10:00–12:00	Manassas Sales Office Send registrations to: CBRBSchool@cbmove.com	TBD	Free
Safety in Real Estate VA 1 hr Elective				
9/16/2010	10:00–11:00	Fairfax Sales Office Send registrations to: CBRBSchool@cbmove.com	TBD	Free
Short Sale Strategies MD (F) 3 hr elective // VA 3 hr CE/PLE elective // DC 3 hour elective				
10/7/2010	9:30–12:30	Roland Park Sales Office Send registrations to: gtyler@cbmove.com	Michelle Fine	Free
The ABC's of Home Warranty MD (F) 2 hr elective // VA 2 hr CE/PLE elective // DC 2 hour elective				
9/16/2010	1:00–3:00	Owings Mills Sales Office Send registrations to: rschultz@cbmove.com	Craig Wolf	Free
9/22/2010	10:00-12:00	Capitol Hill Sales Office Send registrations to: ddenton@cbmove.com	Tony Kinch	Free
9/22/2010	6:00–8:00	White Marsh Sales Office Send registrations to: kwoodell@cbmove.com	Craig Wolf	Free
9/23/2010	10:30–12:30	Crofton Education Center Send registrations to: wwinter@cbmove.com	Tony Kinch	Free

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DATE	TIME	LOCATION	INSTRUCTOR	COST
The ABC's of Home Warranty <i>MD (F) 2 hr elective // VA 2 hr CE/PLE elective // DC 2 hour elective</i>				
10/5/2010	10:00–12:00	Annapolis Plaza Send registrations to: cmorrisette@cbmove.com	Tony Kinch	Free
10/5/2010	10:00–12:00	White Marsh Sales Office Send registrations to: kwoodell@cbmove.com	Craig Wolf	Free
10/5/2010	3:00–5:00	Severna Park Sales Office Send registrations to: kbrooks@cbmove.com	Tony Kinch	Free
The Settlement Process <i>MD (F) 2 hr elective // VA 2 hr CE/PLE elective</i>				
9/23/2010	10:30–12:30	Crofton Education Center Send registrations to: wwinter@cbmove.com	Lynn Henley	Free
Title Insurance <i>MD (F) 3 hr elective // VA 3 hr elective</i>				
9/9/2010	10:00–1:00	Arlington Sales Office Send registrations to: CBRBSchool@cbmove.com	TBD	Free
10/12/2010	9:30–12:30	Annapolis Plaza Send registrations to: cmorrisette@cbmove.com	Lee Snyder/Laurie Nice	Free
10/14/2010	10:30–1:30	Crofton Education Center Send registrations to: wwinter@cbmove.com	Lynn Henley/Laurie Nice	Free

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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 http://www.cbrbschool.com/documents/CERegFormOther.pdf . 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 qualify 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 are required 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 if required), 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.

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.

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.	Continuing education credit hours are 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 also uploaded to a central database maintained by the State of Virginia.

If a licensing jurisdiction does not accept credit hours via upload to a central database, the Continuing Education Certificate is your only proof 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.**

Annapolis Church Circle Sales Office	Annapolis Plaza Sales Office	Columbia	Crofton	Dale City Sales Office
4 Church Circle Annapolis MD 21401	170 Jennifer Road, Suite 102 Annapolis MD 21401	6031 University Blvd Ellicott City MD 21043	1071 Rt 3 North, Suite 202 Gambrills, MD 21054	14140 Minnieville Rd Woodbridge VA 22193
Dupont Sales Office	Greenspring Sales Office	Harford County Regional Sales Office	Leesburg Sales Office	Owings Mills Sales Office
1606 17th St NW Washington DC 20009	10807 Falls Rd Ste 300 Lutherville MD 21093	2023 Emmorton Rd Bel Air MD 21015	545 A E Market Street Leesburg VA 20176	7920 Mcdonogh Rd Owings Mills MD 21117
Salisbury	Timonium	Westmingster Sales Office	White Marsh Sales Office	Vienna Sales Office
1131 S Salisbury Boulevard Salisbury, MD 21801	22 W Padonia Road Suite A-212 Timonium, MD 21093	1130 Baltimore Blvd Westminster MD 21157	7939 Honeygo Blvd White Marsh MD 21236	465 Maple Ave. West Vienna VA 22180

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