



# 2009 EDUCATION SCHEDULE

GNAR welcomes all sales agents to enroll in classes. Classes are held at the GNAR Education Center, 4540 Trousdale Dr., Nashville, TN 37204 unless otherwise noted. For additions to the schedule or to register online visit <http://www.gnar.org/> (choose "Education" then "Course Registration"). GNAR members can choose the "Members Only" link on the GNAR home page, log in using your NRDS number, then go to the Education section and open the "Sign up New Class" section. Each class will require a separate registration. You may cancel a post-license class without charge with a faxed cancellation notice to 615-256-1353 at least three business days in advance. (Keep your confirmation that fax was sent.)

*NOTE: All classes are approved by the Tennessee Real Estate Commission. To earn credit hours (noted with each course) you must arrive on time!*

Snacks and lunch (at daylong classes) are our treat. Lots of free parking too!

## — July —

**July 16; 9 a.m. - 4 p.m.**

**MS PowerPoint 2002 (XP) Level Two (TREC 4304)**

**6 Hours CE • Lunch Provided**

**GNAR Members \$100; All Others \$115**

Hands on. Learn the intermediate features of PowerPoint. Includes using masters and templates, applying animation features, preparing presentations. Agents will also learn how to design presentations for the Web. Prerequisites: Windows Introduction and PowerPoint Level One or equivalent experience.

**July 21; 1 - 5 p.m.**

**TREC CORE 09/10**

**Instructor: Bill Schlueter, GRI, ITI**

**4 Hours CE**

**GNAR Members \$40; All Others \$55**

TREC CORE 09/10 is a specific four-hour course required of certain affiliate brokers in order to renew a license. GNAR offers the course in the classroom, online and in paper and pencil formats.

**July 22; 9 a.m. - 1 p.m.**

**Getting The Most From Your FREE Qualifier IIIX Calculator (TREC 3944)**

**Class Limited to 30 Students**

**Instructor: Dave Floyd, GRI, ITI**

**4 Hours CE**

**GNAR Members \$70; All Others \$85**

Includes FREE Qualifier Plus IIIX calculator, workbook and CD. Learn to use the Qualifier IIIX to solve common real estate financing problems and take the calculator home with you!

**July 23; Noon - 3 p.m.**

**FHA Basics for Real Estate (TREC 4858)**

**Instructor: Faye Reid**

**3 Hours CE (NOTE: COURSE ORIGINALLY ADVERTISED AS 4 HOURS CE)**

**NEW PRICE! All Students \$20**

Learn about the first-time home buyer tax credit for a down payment or closing costs on a FHA-insured mortgage as well as the purpose of FHA resources and HUD Real Estate Owned Properties; FHA Financing—types of FHA Loans, advantages, processing, underwriting and closing guidelines; buying and selling HUD Homes, website information; and HUD initiatives.

**July 27; 8:30 a.m. - 5 p.m.**

**Orientation (TREC 2467 and 2490)**

**6 Hours CE • Lunch Provided**

**For GNAR Applicants Only**

**July 29 - 30; 8:30 a.m. - 5 p.m.**

**CRS 202: Effective Buyer Sales Strategies for the Residential Specialist (TREC 3321)**

**Instructor: Gee Dunsten, CRS\***

**16 Hours CE • Lunch Provided**

**GNAR Members \$275; All Others \$300**

**Audit \$150 (CRS designees only)**

Top sales associates enjoy a competitive advantage because they understand what motivates and influences customers. Learn the strategies that make sales quick and efficient. Students will learn how to work with today's new buyer through counseling, salesmanship and negotiation. \*Instructor subject to change.

Course Content: Understanding buyer motivation; Eliminating sales resistance; Creating trust and loyalty from buyers; Negotiating skills

## **— August —**

**August 4 - 5; 8:30 a.m. - 5 p.m.**

**“ABR” Accredited Buyer Representative Designation Course (TREC 2723)**

**Instructor: Frank Mears, ABR, CRB, GRI**

**16 Hours CE • Lunch Provided**

**GNAR Members \$275; All Others \$300**

**Audit \$150 (ABR designees only)**

The Benchmark of Excellence in Buyer Representation. Covers agency; service delivery; marketing and promotion; negotiation and risk management.

**NEW PRICE! All Realtors Save \$60**

**August 6; 8:30 a.m. - 5 p.m.**

**Short Sales and Foreclosures: What Buyer's Representatives Need to Know  
(Formerly named Foreclosure: Prevention and Opportunities)  
(TREC 5344)**

**Instructor: Frank Mears, ABR, CRB, GRI**

**8 Hours CE • Lunch Provided**

~~**GNAR Members \$125; All Others \$140**~~

**Realtors: \$65; All Others \$120**

Thanks to a grant from the National Association of Realtors and the 'Right Tools Right Now' initiative, the fee for the Foreclosure course has been reduced from \$125 to an all new \$65 for all Realtors. *This course can be used as the elective for the ABR designation.*

For many real estate professionals, short sales and foreclosures represent the new "traditional" real estate transaction. Knowing how to maneuver the complexities of short sales as well as how to identify the distinct real estate opportunities in foreclosure are not merely good skills to have in today's market, they are critical. Helps agents evaluate all available options for distressed homeowners and identify components of an effective short sale package. Looks at how real estate professionals can counsel buyer-clients in the purchase of foreclosed properties. Show students how consumers can avoid foreclosure in the future.

**August 10 - 14; 8:30 a.m. - 5:30 p.m.**

**CI 102: Market Analysis for Commercial Investment Real Estate (TREC 1182)**

**Instructor: Mark Cypert, CCIM and  
Tennyson Williams, CCIM**

**39 Hours CE • Lunch Provided**

*Prerequisite: CI 101.* Cutting edge analysis tools and unparalleled knowledge enable investors, institutional funds, retailers, developers, brokers and other real estate professionals to evaluate the ideal market for a site, and the ideal site for a project. Successful real estate professionals understand the importance of market analysis when making commercial real estate decisions. Economic Base Analysis, an important starting point for forecasting the future of a market area, will be introduced and applied throughout the course.

**August 13; 9 a.m. - 4 p.m.**

**MS Word 2002 (XP) Level Two (TREC 4300)**

**6 Hours CE • Lunch Provided**

**GNAR Members \$100; All Others \$115**

Hands on. Intermediate training with Word including page setup, laying out and formatting characters and paragraphs, sectioning a document, adding graphics and lists, creating and formatting tables, inserting charts and diagrams, exploring Web features in Word and using revision tools to collaborate with others. Prerequisite: MS Word Level One or equivalent experience.

**August 19; 9 a.m. - 1 p.m.**  
**First Time Home Ownership (TREC 2525)**  
**Instructor: Debbie Reeves**  
**4 Hours CE**  
**All Students \$40**

Learn more about the Tennessee Housing Development Agency's (THDA) First Time Homebuyer programs. THDA is a state agency created in 1973 to provide safe, sanitary, decent and affordable housing. Includes criteria for THDA home ownership programs, application process and documentation requirements.

**August 20; 9 a.m. - 1 p.m.**  
**TREC CORE 09/10**  
**Instructor: Bill Schlueter, GRI, ITI**  
**4 Hours CE**

**GNAR Members \$40; All Others \$55**

TREC CORE 09/10 is a specific four-hour course required of certain affiliate brokers in order to renew a license. GNAR offers the course in the classroom, online and in paper and pencil formats.

**August 24; 8:30 a.m. - 5 p.m.**  
**Orientation (TREC 2467 and 2490)**  
**6 Hours CE • Lunch Provided**  
For GNAR Applicants Only

**August 25, 26, September 1, 2; 8:30 a.m. - 5 p.m.**  
**Office and Brokerage Mgt. Course (TREC 2040)**  
**Instructors: Jack Dugger, CRS, GRI, ITI**  
**Dave Floyd, GRI, ITI, Bill Schlueter, GRI, ITI**  
**GNAR Members \$175; All Others \$185**  
**• Lunch Provided**

You must attend all four days. Required course prior to taking the Broker's licensing exam.

**August 27; 9 a.m. - 4 p.m.**  
**MS Outlook 2002 (XP) Level One (TREC 4301)**  
**6 Hours CE • Lunch Provided**  
**GNAR Members \$100; All Others \$115**

Hands on. Students will learn the introductory features of Outlook. Topics covered include working with email, using mail management tools, working with contacts, managing time with Calendar, and using tasks and notes.

## — September —

**September 3; 9 a.m. - 4 p.m.**  
**Accelerated Broker's Exam Review**  
**Instructor: Dave Floyd, GRI, ITI**  
**GNAR Members \$65; All Others \$75**  
**No Continuing Education Credit Hours**  
**• Lunch Provided**

An accelerated review session to prepare for the Broker's exam. Note, this course does NOT replace the Office and Brokerage Mgt. Course.

**September 10, 11, October 1, 2; 8:30 a.m. - 5 p.m.**

**Investment in Excellence**

**Facilitator: Don Klein**

**Fee \$400**

**No CE • Lunch Provided**

Investment in Excellence® is The Pacific Institute's powerful flagship curricula, delivering the tools for growth and change in a variety of media formats. Investment in Excellence, featuring Lou Tice and facilitated by GNAR Chief Executive Officer Don Klein, provides concepts and tools to allow you to move from potential to performance. Contains information on how personal beliefs and attitudes affect an organization's culture. Course originator Lou Tice teaches via video to the "whole person," presenting how the curriculum concepts affect not only the individual, but the family, workplace, community, nation and the world.

**September 17; 9 a.m. - 4 p.m.**

**MS Outlook 2002 (XP) Level Two (TREC 4302)**

**6 Hours CE • Lunch Provided**

**GNAR Members \$100; All Others \$115**

Hands on. Intermediate features of Outlook including using mail features, organizing items, exploring contacts and the journal, and integrating Outlook and Office.

Prerequisites: Windows Introduction, Outlook Level One or equivalent experience.

**September 21; 8:30 a.m. - 5 p.m.**

**Orientation (TREC 2467 and 2490)**

**6 Hours CE • Lunch Provided**

For GNAR Applicants Only

**NEW PRICE!**

**September 22 - 23; 9 a.m. - 5:30 p.m.**

**Accredited Staging Professional**

**Real Estate Designation**

**16 Hours CE • Lunch Provided**

**Call 1-800-392-7161 ext. 104 to Register**

**Course Fee ~~\$349~~**

**New Course Fee \$295**

You can earn your ASP designation by simply attending this 2-day course. Includes: How to improve your listing presentation; overcoming client objections to Staging; Staging techniques detailed lecture, marketing ideas, slide shows of before and after photos of what can be accomplished in Staging; Group discussion, questions, and business planning skills. Includes the experience of Staging a home on the market with other class participants. Agents will be able to market Staging to their clients and provide better suggestions of ways to improve the home for listing presentation. Course details and ASP designation information available at [www.stagedhomes.com](http://www.stagedhomes.com)

**September 24; 9 a.m. - 5:30 p.m.**  
**ASPTM Professional Home Stager Designation**  
**Course Fee \$1,795 (Includes AHP Course)**  
**Call 1-800-392-7161 ext. 104 to Register**

If you are interested in charging for your Staging services or building a Home Staging business, you are required to attend the full three-day course to become an ASP Home Stager. Attend the Sept. 22-23 Accredited Staging Professional course, then receive a full day's instruction on how to successfully start and operate your own Staging business (day three). Details and ASPTM designation information available at [www.stagedhomes.com](http://www.stagedhomes.com)

**September 24; 9 a.m. - 4 p.m.**  
**MS PowerPoint 2002 (XP) Level One (TREC 4303)**  
**6 Hours CE • Lunch Provided**  
**GNAR Members \$100; All Others \$115**

Hands on. Learn the introductory features of PowerPoint. Topics include creating presentations, working with slide masters, working with visual elements, such as how to add clip art and to draw shapes. Prerequisite: Windows Introduction or equivalent experience.

**September 25; 9 a.m. - 1 p.m.**  
**TREC CORE 09/10**  
**Instructor: Paul Gaddes, ABR, e-PRO, ITI**  
**4 Hours CE**  
**GNAR Members \$40; All Others \$55**

TREC CORE 09/10 is a specific four-hour course required of certain affiliate brokers in order to renew a license. GNAR offers the course in the classroom, online and in paper and pencil formats.

## — October —

**October 5 - 6; 9 a.m. - 4 p.m.**  
**Green Designation Course**  
**Instructor: Curtis Hall, ABR, CRS, GRI**  
**12 Hours CE • Lunch Provided**  
**GNAR Members \$275; All Others \$300**

The National Association of Realtor's Green Designation core course provides real estate professionals with knowledge and awareness of green building principles applied in residences, commercial properties, developments, and communities. Includes marketing to green consumers, financial advantages of eco friendly properties, significance of LEED, Energy Star and other rating systems, regulatory issues, land planning and more.

To earn the Green Designation, successfully complete the Green Designation 2-day Core Course and one of three elective courses: Green Residential Real Estate, Green Commercial Real Estate, Green Property Management.

**October 7; 9 a.m. - 4 p.m.**

**Green Designation Residential Elective**

**Instructor: Curtis Hall, ABR, CRS, GRI**

**6 Hours CE • Lunch Provided**

**GNAR Members \$125; All Others \$140**

The National Association of Realtors Green Designation Residential Elective Course provides real estate professionals with knowledge and awareness of green building principles applied in residences so that they can guide buyer-clients in purchasing and retrofitting green homes as well as help sellers by listing and marketing green properties. The course encourages the real estate professional to be an advocate for green principles in the design and use of homes and a positive force for creating sustainable communities.

**NEW PRICE!**

**October 8 ; 9 a.m. - 4 p.m.**

**Innovative Marketing Techniques**

**for Buyer's Reps (TREC 3489)**

**Instructor: Curtis Hall, ABR, CRS, GRI**

**6 Hours CE • Lunch Provided**

~~**GNAR Members \$125; All Others \$140**~~

**GNAR Members \$105; All Others \$120**

*Save \$20 on your course registration fee thanks to the National Association of Realtors Right Tools Right Now initiative. The intent is to put more NAR tools and resources into member's hands.*

One of the reasons for only modest success of licensees is their inability to focus on the consumer's needs and to market their services accordingly. With a clear vision of the consumer's needs, an awareness of marketing principles, and a solution oriented approach the practitioner can better serve their clients and enjoy a greater level of success in their careers.

**October 8; 9 a.m. - 4 p.m.**

**MS Outlook 2002 (XP) Level One (TREC 4301)**

**6 Hours CE • Lunch Provided**

**GNAR Members \$100; All Others \$115**

Hands on. Students will learn the introductory features of Outlook. Topics covered include working with email, using mail management tools, working with contacts, managing time with calendar, and using tasks and notes.

**October 14; 8:30 a.m. - 5 p.m.**

**Networking and Referral Systems (TREC 5345)**

**Instructor: Robert Morris, ABR, CRB, CRS, GRI**

**8 Hours CE • Lunch Provided**

**GNAR Members \$125; All Others \$140**

Counts as an elective for Resort & Second-Home Property Specialist (RSPS) certification. Can be used for the PMN designation.

Between networking and referrals are the relationships we build and manage. The goal of this course is to provide Realtors with the information and tools needed to make the transition from a salesperson making cold calls to a professional, knowledgeable consultant with a steady stream of advocates and referrals.

Course Content:

Approaching networking as building relationships; maximizing the networks you already belong to; increasing networking competence; discovering the opportunities in everyday situations; learning how to work leads to generate more leads; transitioning to a pro-active referral mind set; making networking and referral generation (incoming and outgoing) an intentional part of your business plan and more.

**October 19 - 20; 5 - 9 p.m. (Night)**  
**Orientation (TREC 2467 and 2490)**  
**6 Hours CE • Snack Dinner Provided**  
For GNAR Applicants Only

**October 22; 9 a.m. - 1 p.m.**  
**TREC CORE 09/10**  
**Instructor: Bill Schlueter, GRI, ITI**  
**4 Hours CE**  
**GNAR Members \$40; All Others \$55**

TREC CORE 09/10 is a specific four-hour course required of certain affiliate brokers in order to renew a license. GNAR offers the course in the classroom, online and in paper and pencil formats.

**October 22; 9 a.m. - 4 p.m.**  
**MS PowerPoint 2002 (XP) Level Two (TREC 4304)**  
**6 Hours CE • Lunch Provided**  
**GNAR Members \$100; All Others \$115**

Hands on. Learn the intermediate features of PowerPoint. Includes using masters and templates, applying animation features, preparing presentations. Agents will also learn how to design presentations for the Web. Prerequisites: Windows Introduction and PowerPoint Level One or equivalent experience.

## — November —

**November 2 - 6; 8:30 a.m. - 5:30 p.m.**  
**CI 103: User Decision Analysis for Commercial Investment Real Estate**  
**(TREC 2860)**  
**Instructor: Richard Fulton, CCIM**  
**and Joe Larkin, CCIM**  
**38 Hours CE • Lunch Provided**

Prerequisite: CI 101. Considered by many to be the most comprehensive course on comparative lease analysis available anywhere. By the end of this course you will have acquired the skills to:

- Apply the transaction management process to investor and user representation.
- Master comparative lease analysis techniques.
- Negotiate leasing terms and complete the transaction.
- Value leasehold interests and subleases.

Participants will also learn strategies needed to counsel clients on the critical decision of leasing versus owning, building versus buying, as well as alternative strategies to a conventional lease. Examples of lease options will be addressed through several real-world case studies.

**November 12; 9 a.m. - 4 p.m.**  
**MS Outlook 2002 (XP) Level Two (TREC 4302)**  
**6 Hours CE • Lunch Provided**  
**GNAR Members \$100; All Others \$115**

Hands on. Intermediate features of Outlook including using mail features, organizing items, exploring contacts and the journal, and integrating Outlook and Office.  
Prerequisites: Windows Introduction, Outlook Level One or equivalent experience.

**November 16; 8:30 a.m. - 5 p.m.**  
**Orientation (TREC 2467 and 2490)**  
**6 Hours CE • Lunch Provided**  
For GNAR Applicants Only

**November 17; 9 a.m. - 1 p.m.**  
**TREC CORE 09/10**  
**Instructor: Bill Schlueter, GRI, ITI**  
**4 Hours CE**  
**GNAR Members \$40; All Others \$55**

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**November 18 - 19; 8:30 a.m. - 5 p.m.**  
**CRS 204: Creating Wealth Through Residential**  
**Real Estate Investments (TREC 631)**  
**Instructor: Dale Carlton, CRS**  
**16 Hours CE • Lunch Provided**  
**GNAR Members \$275; All Others \$300**  
**Audit \$150 (CRS Designees Only)**

Financial calculator required. Agents who want to learn the specific secrets to smart real estate investments can discover them in this course. Learn to identify the right opportunities, compare real estate with other investments and create additional wealth. This high-energy course explores another way to generate sales that has been overlooked.

## — December —

**December 3; 9 a.m. - 1 p.m.**  
**TREC CORE 09/10**  
**Instructor: Bill Schlueter, GRI, ITI**  
**4 Hours CE**  
**GNAR Members \$40; All Others \$55**

TREC CORE 09/10 is a specific four-hour course required of certain affiliate brokers in order to renew a license. GNAR offers the course in the classroom, online and in paper and pencil formats.

**December 14; 9 a.m. - Noon**

**Instructor: Bruce Aydt, ABR, ABRM, CRB, SRS**  
**2010 Officers and Directors Training**

**December 14; 1 - 4 p.m.**

**Instructor: Bruce Aydt, ABR, ABRM, CRB, SRS**  
**Ethics Dilemmas and Practices (TREC 3686)**  
**3 Hours CE**

No Charge. Pre-registration required.

Meets NAR Quadrennial Ethics course requirement.

**DISTANCE LEARNING OPTIONS (INCLUDING TREC CORE 09/10)**

GNAR offers a wide selection of distance learning courses to aid your professional development. All GNAR distance learning courses are approved for continuing education credit by the Tennessee Real Estate Commission. To access our distance learning options go to [www.gnar.org](http://www.gnar.org), choose the Real Estate Education link, and click on the distance learning link. GNAR checks the distance learning site during regular office hours, submits rosters daily to the Tennessee Real Estate Commission and mails students a completion certificate for recordkeeping.