

Real Estate Online Continuing Education

24 Hours of Real Estate Continuing Education Required Each Four-Year Renewal Period

- All active licensees (with license number above 100,000) must complete at least 24 hours of approved continuing education coursework during each four year renewal period.
- Any licensee who seeks to activate a license which has been on inactive status for two (2) years or longer shall be required to attend a Commission approved course or courses of study totaling at least six (6) hours for each year the license was on inactive status.

Georgia MLS Training Institute offers a wide variety of online continuing education courses that are approved by the Georgia Real Estate Commission.

If you have access to the Internet on an IBM-compatible computer, then distance learning may be right for you! Our convenient online courses allow you to learn at your own pace from the comfort of your computer.

These professionally developed courses contain information that is essential for you to maintain a successful real estate career. Learning at your own pace has never been so affordable and convenient!

BEST COURSE SELECTION ON THE WEB!

Georgia MLS Training Institute offers a wide selection of online courses that include Georgia specific, up-to-date and relevant topics in today's market!

Georgia Specific Topics Include:



2011GAR Contract: Stay Up-To-Date

GAR Amendments and Exhibits

Timely Topics Include:

Demystifying Real Estate Short Sales

Environmental Issues



Foreclosures

Going Green

and more!

Enroll online at www.GeorgiaRealEstateSchool.com for instant access to your online course. If you prefer, you can fax, mail or bring the attached enrollment form to our Corporate Center.

GAMLS Corporate
1414 Montreal Road
Tucker, Georgia 30084
770-493-9000
770-621-2211 Fax

GAMLS Training Institute
@ Metro South Association
of REALTORS®(MSAR)
1671 Adamson Parkway
Morrow, Georgia 30260
770-961-2203

GAMLS Training Institute
@ Northeast Atlanta Metro
Association of
REALTORS®(NAMAR)
2145 Duluth Hwy.
Duluth, Georgia 30097
770-493-9000

GAMLS Training Institute
@ Cherokee Association of
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1600 River Park Blvd.
Suite 104
Woodstock, Georgia 30188
770-493-9000


Toll Free 1-800-289-1214

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www.GeorgiaRealEstateSchool.com

ML013012

THREE-HOUR COURSES

Course Title / Description	Format	Vendor	Credit Hours	Cost
NEW! 2011 GAR Contract: Stay Up-To-Date***	Online	Hondros Learning	3 Hours	 \$30 \$25

This exclusive course reviews the Georgia Association of REALTORS® (GAR) Purchase and Sale Agreement F20. You will learn how to correctly complete each of the changed paragraphs, identify recent changes in the contract and explain important sections to clients. This paragraph-by-paragraph guide includes references and real-world examples authored by Greg Dunn, ABR, GRI, a longtime member of the GAR Forms Committee.

ADA & Fair Housing	Online	Cengage CompuTaught	3 Hours	\$30
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ADA legislation affects the business of every real estate agent. Find out what the laws cover and how it pertains to you, while refreshing your knowledge of the Federal Fair Housing Laws.

Check It Out: Home Inspection in Real Estate Practice	Online	Cengage CompuTaught	3 Hours	\$30
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This course covers the importance of having a property inspected, different types of inspections and how to evaluate each type.

NEW! CMA vs. Appraisal***	Online	Hondros Learning	3 Hours	\$30
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This course is a must. Gain an understanding of how the sales comparison approach to property value can differ from other classic methods of property valuation.

Consensual Dual Agency	Online	Cengage CompuTaught	3 Hours	\$30
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This course describes agency relationships and the inherent conflicts of interest of each, followed by coverage of dual agency, agency policy and procedures for implementing, documenting and changing agency policy.

Demystifying Real Estate Short Sales	Online	Hondros Learning	3 Hours	\$30
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As short sales become more prevalent in today's market, many real estate professionals are expanding their business to help distressed homeowners who face foreclosure. Now is the time to gain valuable knowledge about the short sales process and strategies to ensure a successful short sales business.

Environmental Issues	Online	Hondros Learning	3 Hours	\$30
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Examines the various aspects of environmental issues and their impact on real estate. Begin by reviewing Federal environmental protection laws, to gain an understanding of how these laws can impact a property. Then, look at both man-made and natural hazards that can inflict a property, and create a stigma. The latest trends in environmentally conscience building construction with the incorporation of energy efficiency will be explored, and the real estate potential of brownfield redevelopment. Intra-national migration trends will be covered along with a discussion of the greenhouse effect and its potential to impact the future of real estate.

Ethics in Real Estate: A Review of the NAR Code of Ethics	Online	Cengage CompuTaught	3 Hours	\$30
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This course covers the National Association of REALTORS® (NAR) Code of Ethics and reviews case studies pertaining to the code. Sample scenarios are included as a decision making practice for licensees. All REALTORS® are required to complete Code of Ethics training every quadrennial.

Federal Law and Commercial Real Estate	Online	Cengage CompuTaught	3 Hours	\$30
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This course acquaints students to specific laws pertaining to commercial real estate ownership, transactions, and federal laws governing real estate agencies. Includes agency, contracts, deeds, easements, estates in land, zoning, restrictions, tenancy, liens, foreclosures, title transfer, leases, and court decisions.

Foreclosures	Online	Hondros Learning	3 Hours	\$30
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Discusses how different states deal with a borrower's default, what laws primarily govern foreclosure and the courts that take jurisdiction in this process. The course also explores court orders; what a borrower can do to avoid foreclosure, and borrower rights throughout the process. Finally, the roles of the lender, sheriff, trustee, receiver and buyer are explored.

An asterisk(s) after a computer-based Continuing Education course title identifies a course which contains a portion of text material presented in the computer-based Salesperson Postlicense Course. If a student has taken a computer-based Postlicense course, he or she may not take one of the corresponding computer-based Continuing Education courses for credit unless one (1) full year has passed since the completion of the Postlicense course.

*Advanced Topics for New Agents **Finance and Settlement Procedures ***Starting Your Georgia Real Estate Career

THREE-HOUR COURSES (Continued)

Course Title / Description	Format	Vendor	Credit Hours	Cost
NEW! GAR Amendments and Exhibits***	Online	Hondros Learning	3 Hours	\$30
This course will explain the difference between an exhibit and an amendment and help the agent to assess the necessary forms for various transactions. Many forms are covered in detail. The course will enhance the agent's ability to identify the various provisions needed to complete an efficient ethical transaction. <i>This course is a great follow-up to the 2011 GAR Contract: Stay Up-to-Date course and a must for every licensee using the GAR forms!</i>				
NEW! Going Green	Online	Hondros Learning	3 Hours	\$30
Gain an understanding of environmental conservation, energy efficiency and how they can influence the marketability of a property. Energy efficiency and environmental features in a home add to its value. Both buyers and sellers want to work with real estate professionals that are up-to-date on these issues. Sellers want a distinct marketing point to separate their property from others and buyers want to find properties with added value based on lower utility costs, energy efficiency, and environmental conservation.				
NEW! Handling Earnest Money***	Online	Hondros Learning	3 Hours	\$30
This course will define the steps involved in the listing process. Discover how the Georgia Exclusive Seller Listing Agreement applies to relationships, duties, marketing and disclosure.				
Introduction to Commercial Real Estate	Online	Hondros Learning	3 Hours	\$30
This course illustrates how the value of commercial investments is determined. It explains what motivates the parties involved, demonstrates the risks that can affect real estate investments, distinguishes between each type of commercial investment property and the consideration investors make with respect to each, discusses the different types of leases including their terms and conditions, and illustrates how to calculate the profitability of a lease.				
Introduction to Real Estate Ethics	Online	Cengage CompuTaught	3 Hours	\$30
Fulfills the NAR requirement for <u>new members</u> . This course covers the NAR Code of Ethics and reviews case studies pertaining to the code. Sample scenarios are included as a decision making practice for licensees. All REALTORS® are required to complete Code of Ethics training every quadrennial.				
NEW! Investment Analysis for Commercial Properties	Online	Hondros Learning	3 Hours	\$30
Real estate licensees involved in investment real estate need to be knowledgeable about investment analysis. Analysis of investment property requires expertise in several areas, and the points of analysis and methodology are complex. Learn the special skills necessary to complete an analysis of investment property. This course will focus on the four key areas that comprise investment analysis: investor analysis, property analysis, lease analysis and value analysis.				
NEW! Listing the Buyer***	Online	Hondros Learning	3 Hours	\$30
This course will present the elements of a buyer agency relationship and compares the services offered to clients as well as customers. This course will help an agent formulate a compelling buyer agency presentation.				
Making FHA Loans	Online	Hondros Learning	3 Hours	\$30
FHA lending offers many advantages to the customer over conventional financing. Learn about these differences and the various loan products that FHA offers. Explore the history of FHA, future projected changes, the loan process and required documents, and qualifying criteria. Course also includes the most recent developments in the current high foreclosure market. Whether a real estate appraiser, licensee or mortgage broker, you will find this FHA loan information pertinent to your field.				
Maximize Your Buyer's Borrowing Power	Online	Cengage CompuTaught	3 Hours	\$30
This course covers some important topics related to finance and a buyer's ability to obtain a real estate loan.				
Principles of Commercial Real Estate	Online	Cengage CompuTaught	3 Hours	\$30
Understand the different types of commercial real estate including office space, retail space and storage facilities. Additional topics include industrial real estate brokerage, site selection, land development, and the effect of local and regional labor markets on commercial real estate.				

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*Advanced Topics for New Agents **Finance and Settlement Procedure ***Starting Your Georgia Real Estate Career

THREE-HOUR COURSES (Continued)

Course Title / Description	Format	Vendor	Credit Hours	Cost
Property Law	Online	Hondros Learning	3 Hours	\$30
Identifies the functions of the law. Distinguishes between the types of compensation available in a civil case and the three fundamental categories in civil law. Also distinguishes between the different sources of law, including how these sources create law, etc.				
Real Estate Math**	Online	Cengage CompuTaught	3 Hours	\$30
Covers math calculations involved in property measurement, commissions, return on investments, capitalization, loans, property cost and price. The course presents easy-to-remember formulas and numerous practice problems.				
Tax Free Exchanges*	Online	Cengage CompuTaught	3 Hours	\$30
Covers the basics of a tax-free exchange of residential investment property. Topics covered include requirements of a tax free exchange, types of exchanges and the methods for transferring title when an exchange takes place.				
Using the Internet in Your Real Estate Practice: An Introduction	Online	Cengage CompuTaught	3 Hours	\$30
The impact the Internet has on your business and the technology needed to get online is covered in this course. Learn to utilize the Internet and email to market your listings, manage leads, maximize exposure and locate valuable resources.				

SIX-HOUR COURSES

Course Title / Description	Format	Vendor	Credit Hours	Cost
Commercial Finance and Investment Analysis	Online	Cengage CompuTaught	6 Hours	\$40
The different types of financing available to commercial properties and their characteristics are explained in detail. Investment evaluation methods including property comparison, appraisal, capitalization rates, and the time value of money are also covered.				
Commercial Leases	Online	Cengage CompuTaught	6 Hours	\$40
This course analyzes the typical provisions of office, retail, and industrial leases. Formulas used to calculate rent, key negotiation points, and technical issues unique to industrial leases are also covered in great detail.				
Commercial Sales and Exchanges	Online	Cengage CompuTaught	6 Hours	\$40
Aspects of the commercial sales transaction and tax-deferred exchanges are covered in great detail. You will learn the essential elements of the contract, closing procedures, and documentation in a commercial sale plus the benefits of a tax-deferred exchange.				
Current Developments in Agency*	Online	Cengage CompuTaught	6 Hours	\$40
Starts with key definitions, types of agency relationships and history of agency. Then covers dual agency, conflicts of interest in agency relationships, risk reduction strategies and agency policy. Also covers BRRETA and the future of agency.				
FHA and VA Appraisal Basics	Online	Hondros Learning	6 Hours	\$40
Provides you with an understanding of the historical and present need for FHA and VA programs. It focuses on current FHA appraisal requirements. You will also learn how to get placed on FHA rosters and the essential information needed to complete the FHA appraiser application.				
Georgia Basic Real Estate Finance**	Online	Cengage CompuTaught	6 Hours	\$50
Get the answers to questions about finance without having to ask a loan officer!				
Georgia License Law and Rules	Online	Cengage CompuTaught	6 Hours	\$40
This course covers Georgia real estate license law, rules and regulations, providing an overall summary of the law in simple language, which is easy to read and understand.				

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SIX-HOUR COURSES (Continued)

Course Title / Description	Format	Vendor	Credit Hours	Cost
Legal Issues for Agents This course addresses several issues of concern to agents. The topic covered include antitrust, property disclosure, fair housing commissions, and license law violations in addition the course recommends guidelines for avoiding violations of the law.	Online	Cengage CompuTaught	6 Hours	\$40
Legal Issues in the Brokerage Office The legal issues brokers need to be aware of are outlined in this course. Some of the issues covered are trust accounting, advertising, commissions, government regulations and license law violations.	Online	Cengage CompuTaught	6 Hours	\$40
Licensees as Principal Learn what you need to know and do as a licensee when you are involved in your own real estate transaction.	Online	Cengage CompuTaught	6 Hours	\$40
Management in a Brokerage Office Covers the fundamentals of brokerage office management. Some of the topics covered include guidelines for office financial and human resource management as well as budgeting and business planning.	Online	Cengage CompuTaught	6 Hours	\$40
Methods of Residential Financing** All the various forms of residential real estate financing, including conventional, FHA, VA Loans, loan assumptions, purchase money mortgages, alternative financing are explained in this course. Lessons are also included on legislation relating to financing.	Online	Cengage CompuTaught	6 Hours	\$50
Mortgage Fraud: A Dangerous Business Mortgage brokers are on the hot seat for committing fraud in multiple ways, including altering paperwork to ensure mortgage approval, forging appraisals, disguising fees to homeowners, etc. This course is designed for real estate professionals, mortgage brokers, appraisers, and others to avoid pitfalls in lending procedures that make them vulnerable to criticism and litigation. Suggestions for helping consumers with information are also included.	Online	Hondros Learning	6 Hours	\$40
Pricing Property to Sell Presents methods and principles for pricing property. Covers pricing compared to appraisal, basic concepts of pricing property, principles of value, approaches to pricing property and application of the market data and replacement cost methods.	Online	Cengage CompuTaught	6 Hours	\$50
Property Management* Defines key terms and identifies types of tenancies and rental agreements. Covers procedures for handling rental agreement termination, assignment, subletting, security deposits, trust accounts and trust funds and other practical topics.	Online	Cengage CompuTaught	6 Hours	\$40
Structuring Ownership in Commercial Real Estate The many different types of ownership available in commercial real estate and their implications are covered in this course. Issues addressed include liability, taxes, regulations, set up, and management as well as the benefits and drawbacks to each.	Online	Cengage CompuTaught	6 Hours	\$40
Tax Advantages of Home Ownership* Course covers types of tax benefits for homeowners and how to calculate the taxes that will impact the purchase and sale of a home.	Online	Cengage CompuTaught	6 Hours	\$40
Understanding Net to Seller Forms Every line of the Net to Seller form is covered in this course. The program leads the student through detailed instruction on how to prorate items and compute taxes, insurance, expenses and credits.	Online	Cengage CompuTaught	6 Hours	\$40
Writing Contracts Reviews the fundamentals of writing contracts, using the GAR agreement forms. Topics include presenting offers, legal descriptions, suggested wording for the method of payment section, earnest money, special stipulations and problems to avoid.	Online	Cengage CompuTaught	6 Hours	\$40

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*Advanced Topics for New Agents **Finance and Settlement Procedures

9, 24 AND 60-HOUR COURSES

Course Title / Description	Format	Vendor	Credit Hours	Cost
Understanding Closing Statements	Online	Cengage CompuTaught	9 Hours	\$75

This course covers the Department of Housing and Urban Development (HUD) Settlement Statement form and the various calculations necessary to complete the form.

NEW! The Georgia 24-Hour Renewal Course***	Online	Hondros Learning	24 Hours	\$99
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This Georgia-specific course includes seven (7) topics: prospecting and marketing, seller and buyer agency, CMA vs. appraisal, handling earnest money, the GAR Purchase and Sale Agreement F20 and exhibits and amendments.

Broker Prelicense (60-Hour Course)	Online	Cengage CompuTaught	60 Hours	\$275
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A great way to meet your educational requirements! Start anytime, study at your home or office. The 2-Day Cram course is included. Completion of this course (including passing the proctored exam) will satisfy the 24-hour continuing education renewal requirement. (You must have maintained a salesperson's license in **active** status for at least three of the five years immediately preceding the filing of an application to become a broker (*effective 07/01/07*). The time a license is on inactive or lapsed status does not count toward this three-year requirement.) **Proctored Exam Required.**

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*Advanced Topics for New Agents **Finance and Settlement Procedures ***Starting Your Georgia Real Estate Career

*Additional 18 and 24-hour packages can be ordered online at
www.GeorgiaRealEstateSchool.com*

MINIMUM SYSTEM REQUIREMENTS:

- Internet connection (minimum 56Kbps required, high speed recommended)
- Printer (for course documentation and Student Affidavit)
- IBM PC Compatible Computer (1GHz Intel Pentium® III processor, or equivalent)
- 512MB of RAM (1GB recommended)
- Microsoft® Windows® XP or greater
- Super VGA (800 x 600) or higher-resolution video adapter and monitor
- Microsoft Internet Explorer 7 or greater*, Adobe Acrobat Reader 5.0 or greater*, Flash Player plug-in*, Adobe AIR* (*Free download available with course)

For Mac OS (Cengage CompuTaught Courses Only):

- Intel Core™ Duo 1.83GHz process or faster
- Mac OS X v10.5 or v10.6
- 512MB of RAM (1GB recommended)



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Toll Free 1-800-289-1214

www.GeorgiaRealEstateSchool.com

GEORGIA REAL ESTATE CONTINUING EDUCATION

Please make your course selection(s) below.

COURSE TITLE	COST	COURSE TITLE	COST
Three-Hour Courses:		Six-Hour Courses:	
<input type="checkbox"/> 2011 GAR Contract: Stay Up-to-Date	\$30	<input type="checkbox"/> Commercial Finance and Investment Analysis	\$40
<input type="checkbox"/> ADA & Fair Housing	\$30	<input type="checkbox"/> Commercial Leases	\$40
<input type="checkbox"/> Check it Out: Home Inspection	\$30	<input type="checkbox"/> Commercial Sales and Exchanges	\$40
<input type="checkbox"/> CMA vs. Appraisal	\$30	<input type="checkbox"/> Current Developments in Agency	\$40
<input type="checkbox"/> Consensual Dual Agency	\$30	<input type="checkbox"/> FHA and VA Appraisal Basics	\$40
<input type="checkbox"/> Demystifying Real Estate Short Sales	\$30	<input type="checkbox"/> Georgia Basic Real Estate Finance	\$50
<input type="checkbox"/> Environmental Issues	\$30	<input type="checkbox"/> Georgia License Law and Rules	\$40
<input type="checkbox"/> Ethics in Real Estate	\$30	<input type="checkbox"/> Legal Issues for Agents	\$40
<input type="checkbox"/> Federal Law and Commercial Real Estate	\$30	<input type="checkbox"/> Legal Issues in a Brokerage Office	\$40
<input type="checkbox"/> Foreclosures	\$30	<input type="checkbox"/> Licensees as Principal	\$40
<input type="checkbox"/> GAR Amendments and Exhibits	\$30	<input type="checkbox"/> Management in a Brokerage Office	\$40
<input type="checkbox"/> Going Green	\$30	<input type="checkbox"/> Methods of Residential Financing	\$50
<input type="checkbox"/> Handling Earnest Money	\$30	<input type="checkbox"/> Mortgage Fraud: A Dangerous Business	\$40
<input type="checkbox"/> Introduction to Commercial Real Estate	\$30	<input type="checkbox"/> Pricing Property to Sell	\$50
<input type="checkbox"/> Introduction to Real Estate Ethics	\$30	<input type="checkbox"/> Property Management	\$40
<input type="checkbox"/> Investment Analysis for Commercial Properties	\$30	<input type="checkbox"/> Structuring Ownership in Commercial Real Estate	\$40
<input type="checkbox"/> Listing the Buyer	\$30	<input type="checkbox"/> Tax Advantages of Home Ownership	\$40
<input type="checkbox"/> Making FHA Loans	\$30	<input type="checkbox"/> Understanding Net to Seller Forms	\$40
<input type="checkbox"/> Maximize Your Buyer's Borrowing Power	\$30	<input type="checkbox"/> Writing Contracts	\$40
<input type="checkbox"/> Principles of Commercial Real Estate	\$30		
<input type="checkbox"/> Property Law	\$30	9, 24 and 60-Hour Courses:	
<input type="checkbox"/> Real Estate Math	\$30	<input type="checkbox"/> Understanding Closing Statements (9)	\$75
<input type="checkbox"/> Tax Free Exchanges	\$30	<input type="checkbox"/> The Georgia 24-Hour Renewal Course (24)	\$99
<input type="checkbox"/> Using the Internet in Your Real Estate Practice	\$30	<input type="checkbox"/> Broker Prelicense <i>Proctored Exam Required</i> (60)	\$275

PLEASE NOTE:

- Internet access required for course completion.

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PAYMENT TOTAL

REGISTRATION FORM • INCOMPLETE FORMS WILL NOT BE ACCEPTED.

Date of Birth _____ Last Four of S.S.N. # _____ Email Address _____

Username _____ Password _____
(For Hondros Learning Courses Only) (A Minimum of 8 Characters)

Name _____ R.E. License # _____

Address _____ City _____ State _____ Zip _____

County _____ Home Phone _____ Work Phone _____

PAYMENT INFORMATION

Please Make a Selection • Payment must accompany application

Cash _____ Check _____ MasterCard _____ Visa _____

Cardholder Name _____

Card Number _____ Exp. Date _____

Signature Required _____ Date _____

REFUND POLICY
 Continuing education computer-based courses are non-refundable and non-transferable. Courses must be completed within 180 days from the date of purchase.

<p>GAMLS Corporate 1414 Montreal Road Tucker, Georgia 30084 770-493-9000 770-621-2211 Fax</p>	<p>GAMLS Training Institute @ Metro South Association of REALTORS® (MSAR) 1671 Adamson Parkway Morrow, Georgia 30260 770-961-2203</p>	<p>GAMLS Training Institute @ Northeast Atlanta Metro Association of REALTORS® (NAMAR) 2145 Duluth Hwy. Duluth, Georgia 30097 770-493-9000</p>	<p>GAMLS Training Institute @ Cherokee Association of REALTORS® (CAOR) 1600 River Park Blvd. Suite 104 Woodstock, Georgia 30188 770-493-9000</p>
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