



**GREATER  
NASHVILLE  
REALTORS®**  
SINCE 1891

# 2019 EDUCATION SCHEDULE — AUGUST - DECEMBER —

## **CODE OF ETHICS REQUIRED BY THE NATIONAL ASSOCIATION OF REALTORS**

NEW changes for the *Code of Ethics* mandate!! The National Association of Realtors requires all members of Realtor Associations to complete an approved *Code of Ethics* course between Jan. 1, 2019 and Dec. 31, 2020. NAR's mandate is now a once every two-year requirement for all Realtors whether or not you are a Broker or an Affiliate Broker. You MUST take this course even if you are "grandfathered" and the state does not require that you take continuing education. **NOTE:** The *Realtor Code of Ethics* course is NOT the same course as the Tennessee Real Estate Commission's *TREC CORE* course, which is required for real estate license renewal by many agents.

### **August 8; 9 - 10 a.m.**



#### **Seven Secrets to Opportunity Zones**

A one-hour presentation of value to REALTORS®.

Come join us as Billy Aycok, Founder/Owner of Aycok Wealth Management focuses on the origination of Opportunity Zones and Opportunity Zone funds Basics. RSVP requested. No fee. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

### **August 9; 9 a.m. - 3:30 p.m.**

**TREC CORE 19/20 (TREC 82710)**

**Instructor: Misty Woodford, ABR, CRS, GRI SFR**

**6 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$60; All Others \$75**

Addresses legal issues and regulations of the Tennessee Real Estate Commission. Mandatory for licensees who are required to complete continuing education to renew their license. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**August 14-15; 8:30 a.m. – 5 p.m.**

**Seniors Real Estate Specialist Designation Course (SRES) (TREC 5389)**

**Instructor: Robert Morris, e-PRO, ABR, CRB, CRS, GRI, ITI, LTG, PMN**

**16 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$270; All Others \$300**

The Seniors Real Estate Specialist designation 2-day course is for REALTORS® who want to be able to meet the special needs of maturing clients and consumers when selling, buying relocating or refinancing residential or investment properties. By earning the SRES designation REALTORS® are prepared to approach mature clients with the best options and information for them to make life changing decisions. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#)

**August 19; 9 a.m. - 5 p.m. NEWLY ADDED**

**TN Realtors FORMS 102 (TREC 6690)**

**Instructor: Susan Barnette, ABR, CRS, GRI, e-PRO, HAFA, BPOR, ITI**

**7 Hours CE • Lunch Provided**

**Greater Nashville Members \$60; All Others \$75**

Forms, forms and more forms. Get an in-depth review of the TN Realtors Purchase and Sale Agreement along with an overview of the peripheral forms recommended for use throughout the document and transaction. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#)

**August 22-23; 8:30 - 5:30 p.m.**



**CCIM Foundations for Success in Commercial Real Estate (TREC 8562)**

**Registration at [ccim.com](http://ccim.com) or by calling 800-621-7027.**

**Additional CCIM designation information at [CCIM.com](http://CCIM.com)**

**Instructor: Bill Moss, CCIM**

**16 Hours CE • Lunch Provided**

**All Students: \$325**

**[Click here](#) to register.**

The Certified Commercial Investment Member (CCIM) Institute offers commercial real estate practitioners the opportunity to elevate their business practices through focused education and networking.

This two-day classroom course provides agents, brokers, students, and allied professionals with an understanding of the skills, resources, and business practices that pave the way for success in commercial real estate. Through real-world case studies you will learn how to analyze leases and investment value, and develop a plan to kick-start your career.

After taking this course, you will be able to:

- Access and use demographic information as a decision-making tool
- Differentiate between the needs of the owners and tenants
- Develop a personal marketing plan
- Develop a property marketing plan
- Utilize basic financial analysis tools
- Solve investment problems using a financial calculator
- Perform basic mortgage calculations using compounding and discounting techniques
- Project income and expenses for a real estate property
- Calculate the yield on a potential investment

You will also receive the CCIM Financial Calculator, designed to effectively and efficiently provide investment scenarios for you and your clients.

**August 26; 9 a.m. - Noon**

**Greater Nashville REALTORS® New Member Orientation  
For Greater Nashville REALTORS® Applicants Only**

**August 27; 1 - 4 p.m.**

**Code of Ethics (TREC 2490)**

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

**3 Hours CE**

**Greater Nashville REALTORS® Members \$30; All Others \$55**

Meets the National Association of REALTORS® mandatory REALTOR Code of Ethics training requirement that all REALTORS® complete a minimum of 2.5 hours of Ethics between Jan. 1, 2019 and Dec. 31, 2020. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

## — SEPTEMBER —

**September 9-10; 8:30 a.m. - 5 p.m.**

**e-PRO Certification Course/Newly Revised**

**Instructor: Robert Morris, e-PRO, ABR, CRB, CRS, GRI, ITI, LTG, PMN**

**16 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$270; All Others \$300**

The National Association of REALTORS® has developed an entirely new e-PRO® program to increase your ability to reach customers, expand your capabilities even further, and build trust with clients by safeguarding their personal information. Our newly revised coursework will provide you with extensive knowledge of today's most innovative digital marketing techniques to maximize your web presence and drive more business.

Additionally, our new e-PRO® curriculum will cover the importance of data privacy, the laws in place, and how to implement best practices as outlined by the Federal Trade Commission to protect client information from a data breach. Protecting client information is not only good business — in many cases, it's the law. Completion of e-PRO® will not only help you adhere to the law by keeping your client data safe, but it will also protect the reputation of your company.

More advantages by becoming an e-PRO®, you not only prove to consumers that you use the most advanced real estate technology to provide exceptional service, you also take the lead in your market with the many benefits the e-PRO® certification offers your business.

Complete e-PRO designation details are at [www.epronar.com](http://www.epronar.com).

Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a Course Registration Form and email to email to [Donna Wood](#) or [Miriam Reed](#)

**September 12; 9 a.m. - 3:30 p.m.**

**Property Management: Basic Policies and Procedures (TREC 6995)**

**Instructor: Scott Abernathy, GRI, RMP**

**6 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$60; All Others \$75**

Provides agents with the skill sets required to manage scattered site real property. Includes TREC requirements, Tennessee Landlord Act, Fair Housing, accounting, security deposit escrow accounts, maintenance, building codes, management contracts, leases, risk management and more. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**September 13; 9 a.m. - 3:30 p.m.**

**TREC CORE 19/20 (TREC 82710)**

**Instructor: Bobbie Noreen, ABRM, CRS, GRI, LTG, PMN**

**6 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$60; All Others \$75**

Addresses legal issues and regulations of the Tennessee Real Estate Commission. Mandatory for licensees who are required to complete continuing education to renew their license. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**September 16; 11:30 a.m. - 1:30 p.m**



**SMALL BROKER ROUND TABLE EVENT – Topic TBD  
For Managing Brokers of 20 or less Agents  
Lunch Provided**

[www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org) for topic details as they develop. RSVP requested. No fee. No CE. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#)

**September 17; 1 – 4 p.m.**

**Transaction Desk (TREC 5747)**

**Instructor: Steve Jolly**

**3 Hours CE**

**All Students: \$40**

**REQUIRED: Bring Laptop Computer**

This program is designed for beginners to moderate users. With TransactionDesk “in the Cloud”, you can access and manage all your real estate forms, contracts, documents and contacts from any computer with internet access. You will always have your “virtual” real estate office with you! Upon completion of this program you will learn Powerful Agent and Productivity Tools along with Powerful Brokerage Management Tools, such as:

- InstanetForms: Online forms and contracts.
- DocBox/DocBox2Go: complete paperless online document management and storage solutions.
- Authentisign E-Signature Tool: Legally e-sign documents and forms online (optional).
- InstanetFax: Unlimited inbound and outbound including paper fax to email.
- Customer Portal: Online collaboration and service tools
- Calendar, Appointments, Contracts, Task and MORE!
- Broker File Management Tool: Online Brokerage File Management
- Audit Trails: Automatically created, comprehensive “paperless” paper trail.
- Easy Reporting: Find any file or document quickly and easily.
- Brokerage Branding: All emails, faxes and the Customer Service Portal are branded.
- Easy System Configuration and Set-up: Simple tools for efficient administration.

Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**September 19; 9 a.m. - Noon**

**Code of Ethics (TREC 2490)**

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

**3 Hours CE**

**Greater Nashville REALTORS® Members \$30; All Others \$55**

Meets the National Association of REALTORS® mandatory REALTOR Code of Ethics training requirement that all REALTORS® complete a minimum of 2.5 hours of Ethics between Jan. 1, 2019 and Dec. 31, 2020. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by

calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**September 23; 9 a.m. – Noon**

**Real Estate Safety Matters: Realtor Safety Course (TREC 7863)**

**Instructor: Chris Garrett**

**3 Hours CE**

**Greater Nashville REALTORS® Members \$30; All Others \$45**

This course is an essential primer on how real estate professionals can limit risk to preserve safety and facilitate positive business outcomes. Includes:

- Risk considerations in the brokerage of real estate
- Safety systems and tools
- Safety protocol for showing properties and listing appointments
- Understanding physical and instinctual response to threats or attacks
- Conceal and carry considerations
- Data security for your business and your clients
- Protecting personal and electronic information

Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**September 24: MIDDLE TENNESSEE REALTOR CONVENTION**

**Mark your calendar and watch for details as they develop on our website at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org)**

**September 30; 9 a.m. - Noon**

**Greater Nashville REALTORS® New Member Orientation**

**For Greater Nashville REALTORS® Applicants Only**

**— October —**

**October 1; 9 a.m. - Noon**

**Code of Ethics (TREC 2490)**

**Instructor: Misty Woodford, ABR, CRS, GRI, SFR**

**3 Hours CE**

**Greater Nashville REALTORS® Members \$30; All Others \$55**

Meets the National Association of REALTORS® mandatory REALTOR Code of Ethics training requirement that all REALTORS® complete a minimum of 2.5 hours of Ethics between Jan. 1, 2019 and Dec. 31, 2020. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**GRI Express Bundle includes: 404, 405 and 406**

**\$275 REALTOR® Members**

**\$110 for each single course registration**

**Visit [tnREALTORS.com](http://tnREALTORS.com) for complete detailed information on the Graduate REALTOR Institute (GRI) designation or call Sarah Selman at TN REALTORS® 615.440.5036 or email [sarah.selman@tnREALTORS.com](mailto:sarah.selman@tnREALTORS.com)**

**October 2; 9 a.m. – 4 p.m.**



**GRI 404: Working More Effectively with Sellers (TREC 8263)**

**6 Hours CE • Lunch Provided**

**Instructor: Kristy Hairston, AHWD, CRS, CDPE, e-PRO, SFR**

**Single Registration: Members \$110; Non-Members: \$125**

**Express Bundle for 404, 405 and 406: \$275 for Members**

Greater Nashville REALTORS® is the host site for this one-day Graduate, REALTOR Institute course from the Tennessee REALTORS® that covers the full range of activities involved in serving sellers more productively and effectively: your listing/marketing presentation; researching, pricing and marketing the sellers' property more successfully; communicating with them through the listing period; negotiating on their behalf; and getting them through the home inspection, repairs and closing.

For GRI designation information go to [www.TNREALTORS.com](http://www.TNREALTORS.com).

Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**October 3; 9 a.m. – 4 p.m.**



**GRI 405: Mastering Forms and Contracts (TREC 8265)**

**6 Hours CE • Lunch Provided**

**Instructor: Bobby Wood, CRS, GRI**

**Single Registration: Members \$110; Non-Members: \$125**

**Express Bundle for 404, 405 and 406: \$275 for Members**

Greater Nashville REALTORS® is the host site for this one-day Graduate, REALTOR Institute course covering the ins and outs of all of the Tennessee REALTORS® standard forms (in their current versions) most often needed and used in residential transactions, as well as the most frequent forms-related pitfalls that REALTORS® encounter in using them. The goal is mastery of - and comfort with - the paperwork, as well as sufficient knowledge to explain various forms to customers and clients.

For GRI designation information go to [www.TNREALTORS.com](http://www.TNREALTORS.com).

Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**October 4; 9 a.m. – 4 p.m.**



**GRI 406: Tips, Tools and Technologies for Your Business (TREC 8260)**

**6 Hours CE • Lunch Provided**

**Instructor: Kristy Hairston, AHWD, CRS, CDPE, e-PRO, SFR**

**Single Registration: Members \$110; Non-Members: \$125**

**Express Bundle for 404, 405 and 406: \$275 for Members**

Greater Nashville REALTORS® is the host site for this one-day Graduate, REALTOR Institute course that covers business development and networking strategies, as well as many communications and business tools and technologies that can enhance participants' professional productivity and services.

For GRI designation information go to [www.TNREALTORS.com](http://www.TNREALTORS.com)

Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**October 7; 9 a.m. – 3:30 p.m.**

**TREC CORE 19/20 (TREC 82710)**

**Instructor: Robert Morris, e-PRO, ABR, CRB, CRS, GRI, ITI, LTG, PMN**

**6 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$60; All Others \$75**

Addresses legal issues and regulations of the Tennessee Real Estate Commission.

Mandatory for licensees who are required to complete continuing education to renew their license. Members may register through member log-in at

[www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**October 9; 10 a.m. - Noon **NEWLY ADDED****

**Community Associations and HOAs (TREC 8727)**

**Instructor: Kathleen Sutherland, CMCA, AMS, PCAM**

**2 Hours CE**

**All Students: \$10**

Everything you need to know about HOAs and condominiums in Middle Tennessee.

The discussion will include types of associations and why it's helpful for you to

understand the differences; where to find information about the condominium or homeowners association. Members may register through member log-in at

[greaternashvillerealtors.org](http://greaternashvillerealtors.org); or both Members and Others may register either by calling Greater Nashville REALTORS at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**October 10; 9 - 10 a.m.**



**The Seven Secrets Series - TBD**

A series of one-hour presentations of value to REALTORS®. Visit the education page at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org) for topic details and continuing education approvals. RSVP requested. No fee. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register



by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**October 11; 8:30 a.m. - 4:30 p.m.**

 **PSA: Pricing Strategy Advisor Certification (TREC 7960)**  
**Instructor: Susan Barnette, ABR, CRS, GRI, e-Pro, HAFA, BPOR, ITI**

**7 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$100; All Others \$125**

The new Pricing Strategies: Mastering the CMA course covers the nuts and bolts of a comparative market analysis (CMA), including its purpose, key principles of valuation that impact these analyses, and important valuation terminology. Participants will understand the purpose of appraisals, how they differ from CMAs and the scope of the appraiser's role. After completing the course, real estate professionals will be able to effectively address client concerns about pricing, choose appropriate comparables, prepare and present a superior CMA and generate ideas for working constructively with appraisers.

The Pricing Strategy Advisor (PSA) course counts as one Real Estate Buyer's Agent Council (REBAC) elective course and can be used as an elective for the Accredited Buyer's Rep (ABR) designation.

Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#)

**October 14; 9 - Noon**

**Code of Ethics - In Dickson, TN (TREC 2490)**

**Location: TriStar Bank, 719 East College St., Dickson, TN 37055**

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

**3 Hours CE**

**Greater Nashville REALTORS® Members \$30; All Others \$55**

Meets the National Association of REALTORS® mandatory REALTOR Code of Ethics training requirement that all REALTORS® complete a minimum of 2.5 hours of Ethics between Jan. 1, 2019 and Dec. 31, 2020. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**October 18; 9 a.m. - 3:30 p.m.**

**Commercial TREC CORE 19/20 (TREC 83250)**

**Instructor: Waddell Wright, CCIM, CPM**

**6 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$60; All Others \$75**

Addresses legal issues and regulations of the Tennessee Real Estate Commission.

Mandatory for licensees who are required to complete continuing education to renew their license. Members may register through member log-in at

[www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**October 21; 5 - 8 p.m. (Night)**  
**Greater Nashville REALTORS® New Member Orientation**  
**For Greater Nashville REALTORS® Applicants Only**

**October 22; 1 - 4 p.m.**  
**Code of Ethics (TREC 2490)**

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

**3 Hours CE**

**Greater Nashville REALTORS® Members \$30; All Others \$55**

Meets the National Association of REALTORS® mandatory REALTOR Code of Ethics training requirement that all REALTORS® complete a minimum of 2.5 hours of Ethics between Jan. 1, 2019 and Dec. 31, 2020. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**October 24; 9 a.m. - 1 p.m.**

**Contracts 101 (TREC 6711)**

**Instructor: Bobbie Noreen, ABRM, CRS, GRI, LTG, PMN**

**4 Hours CE**

**Greater Nashville REALTORS® Members \$40; All Others; \$55**

This updated contracts course will cover the changes that have been made and help resolve common problems on the misconceptions and misunderstandings to the Tennessee REALTORS® Purchase and Sale Agreement in general.

Students will learn how to properly fill out and use the TR Forms and how to explain its various provisions to a buyer and seller. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**October 28-31; 8:30 a.m. - 5:30 p.m.**



**CI 101: Financial Analysis for Commercial Investment Real Estate**  
**(TREC 8787)**

**Instructors: Bill Moss, CCIM and Lydia Bennett, CCIM**

**34 Hours CE • Lunch Provided**

**List price \$1,735; CCIM Member price \$1,435**

**[Click here](#) to register or call 800-621-7027 to find what it takes to be a CCIM member.**

A CCIM (Certified Commercial Investment Member) is a recognized expert in the commercial and investment real estate industry. The designation helps CCIMs and their clients minimize risk, boost credibility, make informed decisions and close more deals.

CI 101 is a bedrock class for real estate practitioners at a time when risk mitigation, pricing, and cycle assurance have become critical to investors. CI 101 introduces the CCIM Cash Flow Model, a tool for ensuring your investment decisions are based on wise finance fundamentals. During the course, you will learn how to use key financial concepts such as Internal Rate of Return (IRR), Net Present Value (NPV), Cap Rate, Capital Accumulation, and the Annual Growth Rate of Capital to compare different types of commercial real estate investments.

This course will teach you how to: Make informed investment decisions using the CCIM Cash Flow Model; measure the impact of federal taxation and financial leverage on the

cash flow from the acquisition, ownership, and disposition phases of real estate investment; and use real estate analysis tools to quantify investment return.

## — November —

**November 1; 8:30 a.m. - 5 p.m.**

**Residential Rehab (TREC 7115)**

**Instructor: Tim Raybon, ABR, CRS**

**8 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$60; All Others \$75**

Learn the basics of becoming a savvy real estate investor. You'll review financial aspects of rehabbing homes, how to get started, Fair Housing, places to find money for your rehab investment, presenting the potential investment to a financial institution, what you need from the lender, contracts, the 'who, where and when' to buy of rehabbing homes, what about partners, due diligence, environmental hazards, building with Green products, financial aspects of selling a rehabbed home, buying and holding rehabbed homes (rentals). Members may register through member log-in at

[www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**November 4; 9 a.m. - 3:30 p.m.**

**TREC CORE 19/20 (TREC 82710)**

**Instructor: Bobbie Noreen, ABRM, CRS, GRI, LTG, PMN**

**6 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$60; All Others \$75**

Addresses legal issues and regulations of the Tennessee Real Estate Commission.

Mandatory for licensees who are required to complete continuing education to renew their license. Members may register through member log-in at

[www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**November 6-7; 9 a.m. - 5:30 p.m.**



**2-Day Accredited Staging Professional Real Estate Designation**

**(For Licensed Agents Only) (TREC 4478)**

**16 Hours CE • Lunch Provided**

**Call 1-800-392-7161 to Register**

**Course Fee \$295 (Subject to change)**

First impressions are a big deal in real estate. Learn how to set a home free of clutter, staleness and claustrophobia. Get your ASP Real Estate Agent designation and start selling homes faster and for more money through the power of Staging. You can earn your ASP designation by simply attending this 2-day course.

Course details, fees and ASP designation information available at [stagedhomes.com](http://stagedhomes.com).

**November 8; 9 a.m. - 5:30 p.m.**



**Day-3 Accredited Staging Professional Home Stager Designation  
Upgrade from 2-day for those interested in Staging as a business.  
Includes Nov. 6-7 ASP course. Course Fee \$1,795 (subject to change)**

**Call 1-800-392-7161 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 Nov. 6-7 Accredited Staging Professional course, then receive a full day's instruction on how to successfully start and operate your own Staging business (day three). Two-day tuition will be deducted for all upgrades.

Details and ASP Stager designation information available at [stagedhomes.com](http://stagedhomes.com).

**November 13; 9 a.m. - Noon**

**Code of Ethics (TREC 2490)**

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

**3 Hours CE**

**Greater Nashville REALTORS® Members \$30; All Others \$55**

Meets the National Association of REALTORS® mandatory REALTOR Code of Ethics training requirement that all REALTORS® complete a minimum of 2.5 hours of Ethics between Jan. 1, 2019 and Dec. 31, 2020. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**November 14; 9 - 10 a.m.**



**The Seven Secrets Series - TBD**

A series of one-hour presentations of value to REALTORS®.

Visit the education page at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org) for topic details and continuing education approvals. RSVP requested. No fee. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**November 15; 8:30 a.m. - 5 p.m.**

**CRS 121: Win Win Negotiating Techniques (TREC 7548)**

**Instructor: Monica Neubauer, CRS, SRES, ABR, SRS, GRI, EPro, AHWD**

**8 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$125; All Others \$145**

To successfully represent and satisfy their customers, agents must be effective negotiators. In fact, the most recent NAR Profile of Home Buyers and Sellers reports that 87% of buyers identified negotiation skills as a very important quality for their real estate agents. Since another key element of success is developing and sustaining relationships, agents must consider not only the outcome of a negotiation but also their rapport with the other party. This course provides negotiation strategies that enable you to achieve mutually satisfying results rather than haggling over issues that can derail transactions. Through highly-interactive role playing activities, you will develop and practice scripts that can prepare you to successfully negotiate with all parties in a transaction, including clients, other agents, and service providers. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members

and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#)

**November 18; 9 a.m. - Noon**

**Greater Nashville REALTORS® New Member Orientation  
For Greater Nashville REALTORS® Applicants Only**

**November 18; 1 - 3 p.m.**



**SMALL BROKER ROUND TABLE EVENT – Topic TBD  
For Managing Brokers of 50 or less Agents  
Snacks Provided**

[www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org) for topic details as they develop. RSVP requested. No fee. No CE. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [donna@greaternashvillerealtors.org](mailto:donna@greaternashvillerealtors.org) or [miriam@greaternashvillerealtors.org](mailto:miriam@greaternashvillerealtors.org)

**November 19; 1 - 4 p.m.**

**Code of Ethics (TREC 2490)**

**Instructor: Misty Woodford, ABR, CRS, GRI, SFR, SRS**

**3 Hours CE**

**Greater Nashville REALTORS® Members \$30; All Others \$55**

Meets the National Association of REALTORS® mandatory REALTOR Code of Ethics training requirement that all REALTORS® complete a minimum of 2.5 hours of Ethics between Jan. 1, 2019 and Dec. 31, 2020. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).



**November 20-22; 8:30 a.m. - 5:30 p.m.**

**Advanced Commercial Real Estate Development Practices  
Lunch Provided**

**CCIM Members \$1,035; REALTORS \$1,055; Non-Members \$1,075**

**Register at [ccim.com](http://ccim.com) or by calling 800-621-7027.**

**Additional CCIM designation information at [ccim.com](http://ccim.com)**

This course is part of the Development Specialty Track that was created to get into practical skills that commercial real estate developer use every day. The program in its entirety will provide you with the foundation needed to be successful in commercial real estate development. The Development Specialty Track program provides commercial real estate developers, investors, and consultants with an understanding of the resources and business practices required for successful development projects.

The program content is structured around the Real Estate Development Matrix designed by Daniel Kohlhepp, Ph.D., Academic Program Director for Real Estate and Infrastructure at Johns Hopkins Carey Business School.

The Development Specialty Track curriculum are open to all students. However, CCIM's Development Specialty distinction is available only to current CCIM designees. To achieve this distinction, CCIM designees must complete the [Introduction to](#)

[Development Workshop](#), eight of the [Real Estate Development](#) courses, [the Capstone Project](#), and 40 hours of elective credits.

## — December —

**December 4; 11:30 - 1 p.m.**  
**MEMBERSHIP LUNCHEON**  
**Location: Downtown Music City Center**

**December 5; 9 a.m. - Noon**  
**Transaction Desk (TREC 5747)**  
**Instructor: Steve Jolly**  
**3 Hours CE**  
**All Students: \$40**  
**REQUIRED: Bring Laptop Computer**

This program is designed for beginners to moderate users. With TransactionDesk “in the Cloud”, you can access and manage all your real estate forms, contracts, documents and contacts from any computer with internet access. You will always have your “virtual” real estate office with you! Upon completion of this program you will learn Powerful Agent and Productivity Tools along with Powerful Brokerage Management Tools, such as:

- InstanetForms: Online forms and contracts.
  - DocBox/DocBox2Go: complete paperless online document management and storage solutions.
  - Authentisign E-Signature Tool: Legally e-sign documents and forms online (optional).
  - InstanetFax: Unlimited inbound and outbound including paper fax to email.
  - Customer Portal: Online collaboration and service tools
  - Calendar, Appointments, Contracts, Task and MORE!
  - Broker File Management Tool: Online Brokerage File Management
  - Audit Trails: Automatically created, comprehensive “paperless” paper trail.
  - Easy Reporting: Find any file or document quickly and easily.
  - Brokerage Branding: All emails, faxes and the Customer Service Portal are branded.
  - Easy System Configuration and Set-up: Simple tools for efficient administration.
- Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**December 9; 9 a.m. - Noon**  
**Officers and Directors Training for 2020 (TREC 3698)**  
**Instructor: Bruce Aydt, ABR, ABRM, CRB, SRS**

**December 9; 1 - 4 p.m.**  
**Ethics Dilemmas and Practices (TREC 3686)**  
**Instructor: Bruce Aydt, ABR, ABRM, CRB, SRS**  
**3 Hours CE**  
**No Charge. Pre-registration required.**

Meets the National Association of REALTORS® mandatory biennial ethics training requirement. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**December 11; 9 a.m. - 3:30 p.m.**

**TREC CORE 19/20 (TREC 82710)**

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

**6 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$60; All Others \$75**

Addresses legal issues and regulations of the Tennessee Real Estate Commission.

Mandatory for licensees who are required to complete continuing education to renew their license. Members may register through member log-in at

[www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**December 12; Noon - 4 p.m.**

**THDA: Great Choice Mortgage Program (TREC 7571)**

**Instructor: Debbie Reeves**

**4 Hours CE**

**All Students \$30**

Learn 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.

Find out how THDA can help veterans get a reduced mortgage interest rate, provide a free six-month interest rate lock while a home is being constructed, help a buyer get funds to pay for closings costs if the seller does not pay, and help a buyer get money to be used as a down payment on an FHA loan. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#)

**December 13; 8:30 a.m. - 5 p.m.**

**CRS Transforming Difficult Situations (TREC 8705)**

**Instructor: Monica Neubauer, ABR, AHWD, CRS, ePRO, GRI, SRES, SRS**

**8 Hours CE • Lunch Provided**

**Greater Nashville REALTORS Members \$125; All Others \$145**

This course explores the strategies and best practices for transforming challenging situations into win-win outcomes. Learn how to leverage tools, systems, and scripts to effectively manage your professional relationships with difficult buyers, sellers, appraisers, agents, and others. You will learn skills to assess different personality types and effectively use appropriate communication strategies for each type.

After completing this course, learners will be able to:

- Gain self-awareness to identify your triggers and blind spots
- Recognize how being self-aware makes you more effective

- Read people to improve business interactions and relationships
- Communicate effectively to create a “Better Me - Bigger-Profits Mentality”
- Communicate effectively, meeting others at their level of awareness
- Utilize tools and techniques to avoid and resolve difficult situations

For complete Certified Residential Specialist designation information go to [www.crs.com](http://www.crs.com). Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**December 18; 9 a.m. - Noon**

**Code of Ethics (TREC 2490)**

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

**3 Hours CE**

**Greater Nashville REALTORS® Members \$30; All Others \$55**

Meets the National Association of REALTORS® mandatory REALTOR Code of Ethics training requirement that all REALTORS® complete a minimum of 2.5 hours of Ethics between Jan. 1, 2019 and Dec. 31, 2020. Members may register through member log-in at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org); or both Members and Others may register by calling Greater Nashville REALTORS® at 615-254-7516 or by submitting a [Course Registration Form](#) and email to [Donna Wood](#) or [Miriam Reed](#).

**Visit the Education page at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org) for additions to the schedule.**

### **Distance Learning Options Links**

Greater Nashville REALTORS® offers a wide selection of distance learning courses to aid your professional development. All Greater Nashville REALTORS® courses are approved for continuing education credit by the Tennessee Real Estate Commission. To access online distance learning courses go to [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org) (no need to login); choose *EDUCATION* found at the top of the page, and then click on the ONLINE CLASSES link.

### **Online Pre-License Courses**

Greater Nashville REALTORS® has partnered with RECampus to provide the pre-license *60-hour Tennessee Real Estate Principles and the 30-hour Course for New Affiliates*.

[Click here](#) to access pre-license courses. For assistance with pre-license courses call the Greater Nashville REALTORS® Professional Development Dept. at 615-254-7516.

**Greater Nashville REALTORS® sells courses approved by the Tennessee Real Estate Commission for continuing education credit in a ‘paper and pencil’ format. All 4-hour courses are specially priced at \$29.**