



**GREATER  
NASHVILLE  
REALTORS®**  
SINCE 1891

# 2019 EDUCATION SCHEDULE — JANUARY —

***Note that due to construction designed to improve the learning experience, onsite classes will be suspended between Jan. 12 and March 1, 2019. [Click here](#) for our distance learning program with no required in-class hours for students who prefer a more independent approach to learning.***

Greater Nashville REALTORS® offers a variety of education products for busy professionals to gain real estate skills and education. Registration can be completed online through the Greater Nashville REALTORS® website [greaternashvillerealtors.org](http://greaternashvillerealtors.org) or by calling our Professional Development Dept. at 615-254-7516.

**January 4; 10 a.m. - Noon**  
**2019 Tennessee REALTORS® Purchase and Sale Contract**  
**Instructor: Todd Sholar, JD**  
**2 Hours CE**  
**\*Free of Charge\***

**FOR PRINCIPLE BROKERS ONLY**

Start the year off strong by reviewing the ins and outs of the 2019 Tennessee REALTORS® Purchase and Sale Contract along with its ancillary forms. Learn how you can prevent liability for yourself and the public alike. Licensees who understand the TR contract are less likely to make crucial mistakes in a transaction. Managing Brokers may register by calling the Professional Development Department at 615.254.7516; or ...email an RSVP to [Donna Wood](#) or [Miriam Reed](#).

**January 7; 9 a.m. - Noon**  
**GNAR New Member Orientation**  
**For Greater Nashville REALTORS® Applicants Only**

**January 8; 1 - 4 p.m.**  
**Transaction Desk - Basic (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](#).

**January 9; 9 - 11 a.m.**  
**2019 Tennessee REALTORS® Purchase and Sale Contract**  
**Instructor: Todd Sholar, JD**  
**2 Hours CE**

**Greater Nashville REALTORS® Members \$25; All Others \$30**

Start the year off strong by reviewing the ins and outs of the 2019 Tennessee REALTORS® Purchase and Sale Contract along with its ancillary forms. Learn how you can prevent liability for yourself and the public alike. Licensees who understand the TR contract are less likely to make crucial mistakes in a 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](#).

**January 9; 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](#).

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



**Seven Secrets to How RPAC Makes a Difference**

A series of one-hour presentations of value to REALTORS®. What is the REALTOR Political Action Committee (RPAXC)? What does RPAC do?

This session will include a deep dive into a better understanding of RPAC and how it makes a difference to REALTORS® and the community. We'll have a panel of three past-presidents who give you the who, what, where, when, why and how of RPAC. There is not CE offered for this session and while there is no cost to attend, an RSVP is requested as seating is limited. 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](#)

**January 10-11 & 14-15; from 8 a.m. - 5 p.m.**

**30-Hour Office & Brokerage Management Course (TREC 2320)**

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

**Student Material Included**

**All Students: \$195**

**Offsite Location: Habitat of Humanity Building**

**414 Harding Place, Suite 100, Nashville, TN 37211**

**(Corner of Nolensville and Harding Rd. in the old K-Mart Building)**

**Lunch will NOT be provided but there are several fast food restaurants in walking distance.**

“Required” course prior to taking the Broker’s licensing exam. You must attend all four days to receive completion certificate (30-Hours). Course is not approved for continuing education credit; however, this course is required in order to be eligible to sit for the Broker Exam. 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](#)

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

**TREC CORE 19/20 (TREC 0179)**

**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](#)

## **GREATER NASHVILLE REALTORS® REMODEL BEGINS**

**The Hal Wilson Education Center is now closed for remodeling and will reopen at the beginning of March 2019. The Professional Development Dept. remains available to assist you with your education needs. [For Online courses](#) go to [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org) and place your mouse on the EDUCATION tab and click the ONLINE COURSES link.**

## **— MARCH —**

**March 1; 9 a.m. - 5 p.m.**

**TNREALTORS® FORMS 102 (TREC 6690)**

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

**7 Hours CE • Lunch Provided**

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

Forms, forms, and more forms. Get an in-depth review of the TAR 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](#).

**March 4-7; 8:30 a.m. - 5:30 p.m.**



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

**39 Hours CE • Lunch Provided**

**Instructor: Mark Cypert and Stanley Gniazdowski**

**List price \$1650; CCIM Member price \$1,365 [Click here](#) to register.**

**Effective January 1, 2019 prices will increase for CCIM Members: \$1,435 and for Non-Members: \$1,735**

**Prerequisites: CI 101: Financial Analysis for Commercial Investment Real Estate**

One of CCIM's most innovative core courses, CI 102 shows you how to deploy "big data" and the most advanced digital tools to assess critical issues like market demand, location facility, and supply-chain strategy. CI 102 students have learned BAO mapping and data analytics to help their clients select store locations; others used Tapestry Segmentation to determine demand for apartment properties. In CI 102 you'll work with four case studies covering each of the major property types: office, industrial, multifamily, and retail.

After completing this course, you will be able to: Apply Market and Competitive Analysis, Political and Legal Analysis, Location and Site Analysis, and Financial Analysis to make fundamental investment decisions; perform state-of-the-art geospatial analyses; and forecast future demand and opportunities for investment.

## **March 9 (Saturday): AWARDS OF EXCELLENCE**

**Location: Downtown JW Marriott**

**Visit [greaternashvillerealtors.org](http://greaternashvillerealtors.org) developing details in February**

**March 12; 1 - 4 p.m.**

**Transaction Desk - Basic (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](#).

**March 13; 9 a.m. - 1 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](#).

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



**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 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](#)

**March 18; 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](#)

**March 20-21; 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**

**Licensed Real Estate Agents \$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.

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. Day two 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 showing.

ASP designation information and fees at [www.stagedhomes.com](http://www.stagedhomes.com).

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



**Day-3 Accredited Staging Professional Home Stager Designation**

**(Includes Mar. 20-21 ASP course.)**

**Course Fee \$1,795 Subject to change.**

**(Upgrade from 2-day course for those interested in Staging as a business)**

**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.

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

**March 25; 5 - 8 p.m.**

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

**March 27; 9 a.m. - 3:30 p.m.**

**TREC CORE 19/20 (TREC 0179)**

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

**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](#).

**March 29; 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 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](#)

**— April —**

**April 1-4; 8 a.m. - 5 p.m.**

**Ninja Selling (TREC 0162)**

**Instructor: Dennis Giannetti**

**32-Hours CE • Lunch Provided**

**All Students: \$750**

Ninja Selling is a user-friendly selling system designed to transform your business and your life.

The Ninja Installation will give you the tools to achieve predictable results.

Be an on-purpose REALTOR® instead of an on-accident REALTOR®.

LEARN THESE SKILLS:

The ability to run your brain and your belief system

The 16-Step Seller Process

The 10-Step Buyer Process

Flow System that generates a continuous stream of customers

The Negotiation System

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](#)

**April 9; 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 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](#)

**April 10; 8:30 a.m. - 4:30 p.m.**

**At Home with Diversity (TREC 2656)**

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

**7 Hours CE • Lunch Provided**

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

The At Home with Diversity course is part of a comprehensive cultural diversity outreach program that will help real estate companies diversify their workplaces and improve the industry's ability to serve culturally diverse consumers. NAR and HUD undertook a joint effort in 1998 to certify real estate professionals who are trained regarding cultural diversity and outreach and have made a commitment to a set of diversity principles. The training, built on the letter and spirit of the Fair Housing Act, provides participants with tools to build diversity outreach into their business plans to best serve a dynamic and growing market. This course is available to all professionals involved in the real estate transaction.

The At Home with Diversity (AHWD) course counts as one REBAC elective course to be applied towards the ABR® designation.

[Click here](#) for additional At Home with Diversity details. 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](#).

**April 11; 9 - 10 a.m.**

 **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 as they develop. 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](#)



**April 12; 8:30 a.m. - 4:30 p.m.**

 **PSA: Pricing Strategy Advisor Certification (TREC 7906)**  
**Instructor: Susan Barnette, ABR, CRS, GRI, ePro, 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](#)

**GRI Express Bundle includes: 401, 402 and 403**

**\$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)***

**April 15; 9 a.m. - 4 p.m.**

 **GRI 401: Doing the Right Thing: Ethics and Professionalism (TREC 8262)**  
**Instructor: Patricia Shepard**

**6 Hours CE • Lunch Provided**

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

**Express Bundle for 401, 402 and 403: \$275 for Members**

Complete Graduate, Realtor Institute (GRI) designation information from the Tennessee REALTORS® at [TNREALTORS.com](http://TNREALTORS.com) on the Education page.

Greater Nashville REALTORS® is the host site for this one-day course covering the Code of Ethics and the broader issue of professionalism in practice, addressing the most troubling ethical challenges and concerns that arise in everyday practice, the effective resolution of conflicts when procuring cause, mediation and arbitration. This course also meets the National Association of REALTORS® Code of Ethics requirement of 2.5 hours of Ethics every 2 years. 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](#).

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



**GRI 402: Staying in Business and Out of Court (TREC 8261)**

**Instructor: Bobby Wood**

**6 Hours CE • Lunch Provided**

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

**Express Bundle for 401, 402 and 403: \$275 for Members**

Greater Nashville REALTORS® is the host site for this one-day Graduate, REALTOR Institute course that covers common legal pitfalls of all types that are encountered in real estate practice, the most frequent causes of lawsuits, the often-misunderstood aspects of agency law, compensation issues in light of federal and state laws and several Real Estate Commission rules and regulations. Includes legal and risk reduction topics. 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](#).

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



**GRI 403: Working More Effectively with Buyers (TREC 8264)**

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

**, e-PRO, 6 Hours CE • Lunch Provided**

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

**Express Bundle for 401, 402 and 403: \$275 for Members**

Greater Nashville REALTORS® is the host site for this one-day Graduate, REALTOR Institute course covering the full range of activities involved in serving buyers more productively and effectively, such as: working with new buyers, counseling them effectively, handling and negotiating offers to purchase, helping buyers secure financing, and guiding them through the home inspection, repairs, and settlement procedures. 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](#).

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

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

**Commercial Contracts**

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

**3 Hours CE**

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

This updated commercial 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](#)

**April 25-26; 8:30 a.m. - 5 p.m.**

**RENE: Real Estate Negotiation Expert (TREC 8224)**

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

**16 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® \$275; All Others \$300**

This 2-day course is an interactive experience to help negotiators elevate their game! You will examine all types of negotiation formats and methods so that you can play the game to win. A full spectrum of tips, tools, techniques and advantages will be provided so that negotiators can provide effective results for their clients. The 2<sup>nd</sup> day of the course focuses on real-world field scenarios to help negotiators apply the power tools, techniques and tactics learned on the first day. Understanding the tactics and techniques is one thing, but learning how to recognize them being done and using them effectively requires practice. These field scenarios provide the foundational experience and practice negotiators need to master so they can effectively advocate for their clients. 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](#)

**April 29; 9 a.m. - Noon**

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

**April 30; 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**

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## — May —

**May 3; 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](#)

**May 6-7; 8:30 a.m. - 5 p.m.**

**CRS: Effective Buyer Strategies**

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

**16 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$275; All Others \$300??**

Top sales associates enjoy a competitive advantage because they understand what motivates and influences their customers. Sales Strategies gives students the inside track to win over prospective buyers by teaching them the necessary strategies that make their sales quick and efficient. Students will learn how to work with today's new buyer through counseling, salesmanship and negotiation. These effective strategies will give agents customers for life. 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](#)

**May 8: 8:30 a.m. - 5 p.m.**

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

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

**8 Hours CE • Lunch Provided**

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

Learn to save time AND money working with past clients, meeting the expectations of the "new consumer" with dialogues and strategies for building a referral database and delivery systems to generate a successful referral business.

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](#)

**May 9: ANNUAL GREATER NASHVILLE REALTORS® GOLF TOURNAMENT**

**Location: Hermitage Golf Course**

**Watch for details this coming April at [www.greaternashvillerealtors.org](http://www.greaternashvillerealtors.org)**

**May 10; 1 - 4 p.m.**

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

**Instructor: Chris Garrett, CRS**

**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](#).

**May 14; Noon - 4 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](#).

**May 15; 9 a.m. - 3:30 p.m.**

**TREC CORE 19/20 (TREC 0179)**

**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](#).

**May 20; 9 a.m. - Noon**

**Greater Nashville REALTORS® New Member Orientation**

**For Greater Nashville REALTORS® Applicants Only**

**May 20; 1 - 3 p.m**



**SMALL BROKER ROUND TABLE EVENT - Topic TBD  
For Managing Brokers of 20 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 Wood](#) or [Miriam Reed](#)

**May 21; 1 - 4 p.m.**

**1031 Exchange (TREC 1115)**

**Instructor: Jodi Bugter**

**3 Hours CE**

**Greater Nashville REALTORS® Members \$25; All Others \$30**

A course offering a deep dive into 1031 exchanges. Provides the basic understanding, why they are used and how to be better prepared to assist investors who have investment properties locally and nationally. 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](#).

**May 22; 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](#).

**May 23; 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](#).

## — June —

**June 3; 8:30 a.m. - 5 p.m.**

**Real Estate Investing: Build Wealth Representing Investors (TREC 8162)**

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

**8 Hours CE • Lunch Provided**

**Greater Nashville REALTORS® Members \$120; All Others \$135**

This program will cover the fundamentals of real estate investment that practitioners need to know to expand their business services. This course looks at how practitioners can adapt core real estate skills and learn new skills to serve clients who want to invest in single family homes, condos, townhomes, and small multifamily properties. You will learn how to work with investors as they goal set, plan, evaluate, and acquire properties as well as manage them. You will also learn how to “walk the talk” and become a real estate investor yourself!

Course Highlights:

- Why invest in Real Estate?
- Working with Investor Clients
- Making the Purchase Decision
- Financing Options and Tax Issues
- Owning the Property
- The Real Estate Professional as Investor

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](#).

**June 5-6; 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**

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

**Call 1-800-392-7161 to Register or for details visit [stagedhomes.com](http://stagedhomes.com)**

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)

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



**Day-3 Accredited Staging Professional Home Stager Designation**

**Includes June 5-6 ASP course. Course Fee \$1,795 (subject to change)**

**(Upgrade from 2-day for those interested in Staging as a business.)**

**Call 1-800-392-7161 to Register for details visit [stagedhomes.com](http://stagedhomes.com)**

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 June 5-6 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).

**June 11; 1 - 4 p.m.**

**Transaction Desk - Basic (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](#).

**June 11; 8 a.m. - 5 p.m.**

**NAR'S: TECH EDGE EVENT**

**Offsite Location and Additional details - TBD**

A one-day event that is filled with rapid-fire sessions from national and local speakers on the latest trends in technology. Our attendees are engaged professionals who are eager to learn the newest technology to better themselves and their business. 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](#).

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

**TREC CORE 19/20 (TREC 0179)**

**Instructor: Kristy Hairston, AHWD, CRS, CDPE, e-PRO, 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](#).

**June 13; 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](#).

**June 14; Noon - 4 p.m.**

**THDA: Great Choice Mortgage Programs (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. 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](#).

**June 19; 8:30 a.m. - 5 p.m.**

**New Home Construction and Buyer Representation (TREC 7353)**

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

**8 Hours CE • Lunch Provided**

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

Revised and updated course. A comprehensive look at the special complexities of working with buyers who are searching for a newly built or yet-to-be built home. Learn where and how to find new home sales business; understand how the development and new-home sales processes work and the type of services the buyer needs.

Counts as one elective course toward the Accredited Buyer's Rep 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](#).

**June 20-21; 8:30 a.m. - 5 p.m.**



**Accredited Buyer Representative “ABR” Designation Course  
(TREC 7207)**

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

**16 Hours CE • Lunch Provided**

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

**Audit \$150 (ABR Designees Only)**

Complete ABR designation information at [REBAC.net](http://REBAC.net).

The Benchmark of Excellence in Buyer Representation. Covers agency, service delivery, marketing and promotion, negotiation and risk management. Core Accredited Buyer Representative designation course. The ABR designation is conferred by the Real Estate Buyer’s Agent Council of the National Association of REALTORS®.

NOTE: The ABR designation can be used for 16 credits toward the Certified Residential Specialist 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](#).

**June 24; 9 a.m. - Noon**

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

**June 25; 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](#).

**— July —**

**July 9; 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](#).

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

**TREC CORE 19/20 (TREC 0179)**

**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](#).

**July 15; 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](#)

**July 17; 9 a.m. - 3:30 p.m.**

**Commercial TREC CORE 19/20**

**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](#).

**July 29; 9 a.m. - Noon**

**Greater Nashville REALTORS® New Member Orientation**

**For Greater Nashville REALTORS® Applicants Only**

**July 31; 9 a.m. - Noon**

**Code of Ethics (TREC 2490)**

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

**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](#).

## — August —

**August 8; 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](mailto:Donna.Wood@gnrealtors.com) or [Miriam Reed](mailto:Miriam.Reed@gnrealtors.com).

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

**TREC CORE 19/20 (TREC 0179)**

**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](mailto:Donna.Wood@gnrealtors.com) or [Miriam Reed](mailto:Miriam.Reed@gnrealtors.com).

**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](mailto:Donna.Wood@gnrealtors.com) or [Miriam Reed](mailto:Miriam.Reed@gnrealtors.com).

**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](mailto:Donna.Wood@gnar.com) or [Miriam Reed](mailto:Miriam.Reed@gnar.com)

**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](mailto:Donna.Wood@gnar.com) or [Miriam Reed](mailto:Miriam.Reed@gnar.com).

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

**TREC CORE 19/20 (TREC 0179)**

**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](mailto:Donna.Wood@gnar.com) or [Miriam Reed](mailto:Miriam.Reed@gnar.com).

**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 in August 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 0179)**

**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 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**

**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 or 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 0179)**

**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**

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

**Code of Ethics (TREC 2490)**

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

**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](#).

## — 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 0179)**

**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 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.**