

## **APPLYING FOR CONTINUING EDUCATION CREDIT FOR SEMINARS & OTHER EDUCATIONAL EXPERIENCES**

Georgia licensed real estate sales persons and brokers occasionally attend continuing education seminars that have not been approved by the Commission. Seminars presented by mortgage bankers or real estate attorneys are examples of this type of seminar. A licensee can apply to receive credit for such seminars under the standards and procedures set out below.

### **General Education Standards**

The seminar must meet the general standard of improving the knowledge and skills required to conduct brokerage activities such as real estate sales, leasing, and property management.

A seminar is more likely to be approved if it contains topics that are part of the core of knowledge specified for education courses such as real estate ethics, agency, fair housing or real estate law. For more examples of these topics, see Rule 520-2-.04 (6) available at [www.grec.state.ga.us](http://www.grec.state.ga.us).

In addition to seminars, other types of educational experiences may be approved for credit.

Examples of such educational experiences include but are not limited to:

- Education gained through work on legislation issues – For example, a legislator researching eminent domain issues or a licensee working on a legislative committee researching real estate related legislation
- Education gained through the performance of special research projects on real estate related issues either as college students or for private groups – For example, a licensee researching commercial rental rates or zoning matters
- Education gained from reputable providers who are not Commission approved schools- For example, HUD and VA seminars, Continuing Legal Education on real estate offered by a Bar Association, financing courses offered by Lenders
- Education gained through the authorship of an article in a peer refereed professional journal such as Real Estate Review, Real Estate Issues, Real Estate Educators Journal and Real Estate Law Journal

However, certain seminars and educational experiences are less likely to be approved because they contain material that, while useful to the licensee, do not improve the knowledge and skills required to conduct brokerage activities such as real estate sales, leasing and property management. Seminars or educational experiences such as the following will not receive continuing education credit:

- Personal Financial Planning
- Personal Grooming Hints
- General Computer Skills
- Selling Techniques
- Meditation to Relieve Job Stress

### **Application Procedure for Completed Seminars**

The licensee seeking credit must submit the following items to:

Dr. Joseph Rabianski  
GREC CE Project  
Department of Real Estate  
PO Box 3991  
Georgia State University  
Atlanta, GA 30302-3991

- a) The attached form completed and signed by the licensee
- b) Evidence of completion of the seminar such as a letter from the sponsor or a certificate of completion
- c) Detailed description of the seminar content such as a seminar brochure or a course outline or PowerPoint Slides
- d) A check in the amount of \$50.00 made out to Joseph Rabianski, GREC Special Account
- e) You must submit these materials within 60 days of completing the seminar

### **Application Procedure for Seminars that have not yet taken place**

The licensee seeking credit must submit the following items to:

Dr. Joseph Rabianski  
GREC CE Project  
Department of Real Estate  
PO Box 3991  
Georgia State University  
Atlanta, GA 30302-3991

- a) The attached form completed and signed by the licensee
- b) Detailed description of the seminar content such as a seminar brochure or a course outline
- c) A check in the amount of \$50.00 made out to Joseph Rabianski, GREC Special Account
- d) You must submit these materials at least 45 days prior to the date of the seminar

### **Instructional Contact Hours and Continuing Education Credit Hours**

Continuing Education credit can only be given for 3-hour blocks of instructional contact in a seminar.

Each seminar must have a minimum of 3 instructional contact hours.

A two-hour seminar and a one-hour seminar cannot be combined for 3 hours of credit.

Instructional contact hours do not include break time or lunchtime taken during the course of a seminar.

### **Notification**

You will be notified via e-mail if your application has been approved.

Once approved your credit hours will be placed on your Georgia license record electronically and you can view them using the Online Services section of the Commission website – [www.grec.state.ga.us](http://www.grec.state.ga.us).

**APPLICATION FOR CONTINUING EDUCATION CREDIT:  
Seminar or program Prior Approval**

Name				
License number		Home phone number	Business phone	email
Street address				
City			State	Zip code
Seminar title				
Date(s) of the seminar		Seminar sponsor		
Was this seminar approved for CE credit for any other profession? (check one) YES [ ] NO [ ]		If so, what is the name of the professional group approving the seminar?		
Number of contact hours (e.g. 3.0, 6.0)				
In the space below, describe the content of the seminar. Use additional paper if necessary, and staple it to this application. You may also include seminar brochures and other relevant materials the seminar outline, etc.				

I hereby certify that the information contained in this application and supporting materials is true and correct. I further certify that I was present for each hour of instruction.

\_\_\_\_\_  
Signature of applicant/licensee

**APPLICATION FOR CONTINUING EDUCATION CREDIT:  
Completed Seminar or program**

Name				
License number		Home phone number	Business phone	email
Street address				
City		State	Zip code	
Seminar title				
Date(s) of completion of seminar		Seminar sponsor		
Was this seminar approved for CE credit for any other profession? (check one) YES [ ] NO [ ]		If so, what is the name of the professional group approving the seminar?		
Number of contact hours (e.g. 3.0, 6.0)				
In the space below, describe the content of the seminar. Use additional paper if necessary, and staple it to this application. You may also include seminar materials such as Powerpoint slides, seminar outline, seminar brochure, etc.				

I hereby certify that the information contained in this application and supporting materials is true and correct. I further certify that I was present for each hour of instruction.

\_\_\_\_\_  
Signature of applicant/licensee