



CENTRAL VIRGINIA  
SCHOOL OF REAL ESTATE



# EDUCATION CATALOG 2024



[www.CAAR.com](http://www.CAAR.com)



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# About CAAR

The Charlottesville Area Association of REALTORS® (CAAR) is a trade association for real estate professionals in the Charlottesville area (including the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson).

The term REALTOR® is a registered collective membership mark which may be used only by real estate professionals who are members of the NATIONAL ASSOCIATION OF REALTORS® and subscribe to its strict Code of Ethics.

Charlottesville Area Association of REALTORS® (CAAR) focuses on four primary objectives:

- Advocacy – CAAR is recognized by members, legislators, the public and the media as the leading advocate for private property rights in Central Virginia.
- Member Participation – A majority of members is actively engaged in CAAR sponsored activities.
- Information Source – CAAR is a trusted, reliable, primary source of real estate information for agents, brokers, and the public.
- Community Relations – The consumer views the REALTOR® as a valuable contributor to the welfare of the community.

# 2024 Education Overview

## January

- 11 New Member Orientation
- 17 Leadership Training
- 18 Sweet 16 Day 1
- 23 GRI 503
- 25 Sweet 16 Day 2



## February

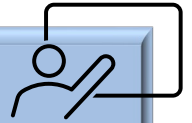
- 1 CAAR Day on the Hill
- 6 CRS, RPR, & Paragon Training
- 8 General Membership Meeting
- 9 Latte & Learn
- 14 Broker Council
- 15 GRI 501
- 22 ABR Day 1
- 23 ABR Day 2
- 28 Safety Class - CSI

## March

- 4 Bias Override
- 5 New REALTORS® Incentive
- 6 Broker Forum + CE Class
- 21 General Membership Meeting
- 28 GRI 502

## April

- 11 Broker 8-Hour CE Day
- 12 Latte & Learn – YPN Hosts
- 18 Sweet 16 Day 1
- 25 New Member Orientation
- 29 Sweet 16 Day 2



## May

- 1 Broker Council
- 2 Paragon Training
- 2 GRI 509
- 14 Shred Day
- 16 General Membership Meeting
- 23 GRI 504

## June

- 3 Train-the-Trainer
- 6 GRI 510
- 14 Latte & Learn
- 13 GRI 505
- 20 Broker Forum + CE Class



# 2024 Education Overview

## July

- 9 Paragon Listing Input
- 11 New Member Orientation
- 18 Sweet 16 Day 1
- 25 Sweet 16 Day 2

## August

Taking a Break



## September

- 5 Safety Class
- 5 Broker Council
- 6 Latte & Learn
- 12 General Membership Conference
- 16 GRI 506
- 26 PJLA - Welcome



## October

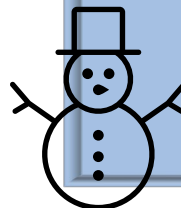
- 3 Broker 8-Hour CE Day
- 4 Appraisal Forum
- 10 New Member Orientation
- 16 New REALTORS® Incentive
- 18 Sweet 16 Day 1
- 18 Latte & Learn-YPN Hosts
- 22 GRI 507
- 24 Sweet 16 Day 2
- 30 PJLA - About CAAR

## November

- 1 Latte & Learn
- 4 GRI 508
- 12 CRS Training
- 12 RPR Training
- 12 Paragon Training
- 14 General Membership Meeting
- 20 Broker Forum + CE Class
- 21 PJLA – Skills to Influence & Motivate

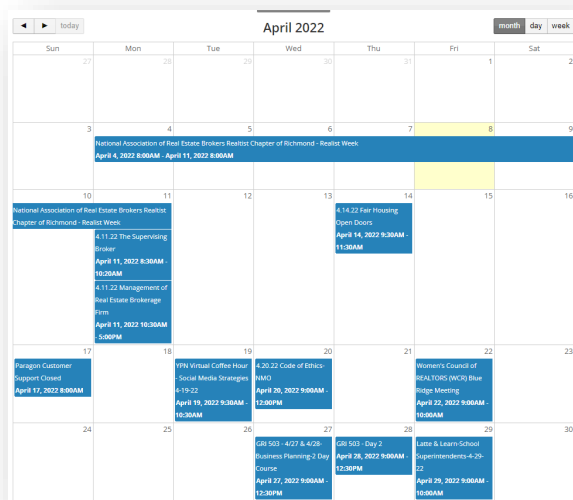
## December

- 5 General Membership Meeting
- 19 PJLA - L.E.A.D./ Membership Marketing Demographics



# Central Virginia Real Estate School Calendar

Login to the CAAR portal to access member profile, account services, meetings, and education offerings: scan the QR code or click this link: <https://bit.ly/CAARCa>



Scan to Register

## Registering for CAAR Classes:

1. Sign into your **CAAR SSO Dashboard**
2. Click on '**Education & Events Calendar**' under the CAAR portal links
3. Click the calendar through each month to find the class or events you wish to register for.
4. Click the class to view more information like description, instructor, location, cancellation policy and pricing.
5. Click the '**Register**' button on the right side of the screen.
6. If the class is for PLE or CE credit, make sure you check off which you need reported to DPOR.
7. Confirm your email address and make sure your license # is correct.
8. If payment is required, you will be prompted to enter your payment information.
9. Proceed by clicking the '**Register**' button once again.
10. Once registered you will receive a confirmation email, as well as a 48-hour reminder email and a 30-minutes reminder which includes Zoom link (if applicable) and course materials link for download and/or printing.

## Cancelling\* a Registration:

1. If you wish to cancel a registration, sign back into your **CAAR SSO Dashboard**
2. Click on '**Education & Events Calendar**' under the CAAR portal links
3. Under the Education & Events tab, click '**My Class History.**'
3. Scroll to the class you wish you cancel and click '**Details.**'
4. On the right side of your screen, hit '**CANCEL.**'
5. Press '**Submit Cancel**' on the following page to confirm your cancellation

\*Please note there are cancellation fees associated with the classes and designations. Please read the school policies before cancelling.

If you have any education questions, please reach out to [education@caar.com](mailto:education@caar.com) or call 434-817-2227.

# Virginia License Requirement

Make sure you are up to date with your credits by checking the [DPOR website](#).

## Virginia License Renewal Process

If you hold a Virginia real estate license, you are required to undergo renewal every two years to maintain your legitimate authorization for conducting real estate activities. This applies to both real estate agents and brokers alike.

It's crucial to follow the renewal instructions provided by the Virginia DPOR closely and meet all deadlines to ensure that your license remains active. Keep in mind that requirements and procedures can change, so always refer to official sources for the most accurate and current information.



### Continuing Education

Seasoned agents that have held an active license for more than two years must complete 16-hours of continuing education every two years of licensure.

3 hours	Code of Ethics
2 hours	Fair Housing
1 hour	Legal Updates w/Flood Content
1 hour	Real Estate Contracts
1 hour	Virginia Agency Law
8 hours	Real Estate Related Subjects

### Broker Continuing Education

Agents who hold an active broker license must complete 24 hours of continuing education every two years of licensure.

2 hours	Broker Supervision
6 hours	Broker Management
3 hours	Code of Ethics
2 hours	Fair Housing
1 hour	Legal Updates w/Flood Content
1 hour	Real Estate Contracts
8 hours	Virginia Agency Law

### Post Licensing

Each newly licensed agent must complete 30 hours of post licensing education within the first year of licensure.

6 hours	Contract Writing
6 hours	Real Estate Law & Board Regulations
3 hours	Code of Ethics
3 hours	Risk Management
3 hours	Escrow Management
3 hours	Virginia Agency Law
2 hours	Real Estate Finance
2 hours	Fair Housing
2 hours	Current Industry Issues & Trends

# General Membership Meetings (Hybrid)

This program consists of six in person membership meetings throughout the year to keep members informed on news and latest trends at CAAR. **FREE Class/\$10 No Show Fee**



**February 8<sup>th</sup> | 9:00 – 10:30 a.m.**

Please join us at the Hillsdale Conference Center for the February General Membership Meeting on Thursday, February 8th, from 9:00 - 10:30 a.m. During this session, we will delve into "Contract Updates" with the expertise of Pat Widhalm and an expert panel.

**March 21<sup>st</sup> | 9:00 – 10:30 a.m.**

Please join us at the Hillsdale Conference Center for the March General Membership Meeting on Thursday, March 21st, from 9:00 - 10:30 a.m. We will be hosting a concise session titled, "Is Smart Growth Smart?" Smart growth is promoted as a strategy to ensure that cities remain dynamic, livable, and attractive places to live. Join our expert panel with Neil Williamson as we discuss how Central Virginia has utilized "Smart Growth" principles into their Land Use regulation.



**May 16<sup>th</sup> | 9:00 – 10:30 a.m.**

Please join us at the Hillsdale Conference Center for the May General Membership Meeting on Thurs., May 18th from 9 - 10:30 a.m. We will learn about the Senior Market. In addition, we will be hosting a concise session titled, "Senior Living: Understanding the Options" with Dr. Jenny Inker, Assistant Professor & Co-Director, Assisted Living Administration at VCU. This informative session will describe the different levels of care, including who is eligible, what services are offered, and payment options.



**November 14<sup>th</sup> | 9:00 – 10:30 a.m.**

Please join us at the Hillsdale Conference Center for the November General Membership Meeting on Thurs., Nov. 14th from 9 – 10:30 a.m. This program presents the Annual Business Meeting, incorporating the CAAR 2025 Board of Officers & Directors Election, along with a presentation by Alex Rayfield on the topic of energy efficiency in both new constructions and pre-existing homes. The discussion will cover the implications of the 2024 code changes on new building projects and the importance of inspecting existing homes to inform homeowners about potential tax rebates and affordable energy-related upgrades and repairs.



**December 5<sup>th</sup> | 9:00 – 10:30 a.m.**

Please join us at the Hillsdale Conference Center for the December General Membership Meeting on Thurs., Dec. 5th from 9 - 10:30 a.m. We induct our 2025 CAAR President and the 2025 Officers and Directors. In addition to the installation, we will: Recap the Associations achievements for the year, Thank our outgoing President, Board members, and 2024 Committee Chairs, & more!





# General Membership Conference

# COMING SOON



CAAR is excited to announce the return of our annual Trade Show & Expo on  
**Thurs., Sept. 12<sup>th</sup>, 9:30 a.m. – 4:00 p.m.**

Trade shows and exhibitions present a superb opportunity to network and forge connections with other REALTORS® and professionals in the Central Virginia region. In addition to the valuable networking and educational aspects, the CAAR Expo offers a platform for exploring the latest advancements and innovations in the real estate sector. It's a chance to gain insights from industry experts, share your experiences, and build lasting relationships with like-minded professionals.

Be sure to mark your calendar so you don't miss out on this extraordinary opportunity to enhance your knowledge, expand your professional network, and discover fresh strategies to elevate your business to new heights! Whether you're a seasoned real estate veteran or just starting out, this event has something to offer everyone.

*Keep an eye out for the complete CAAR Expo schedule and location and make the most of this enriching experience!*

# Latte & Learn (Virtual)

Grab your latte, coffee, or morning drink of choice as we continue our Latte & Learn! These sessions are brought to you virtually by the CAAR Professional Development Master Group and the CAAR YPN Group – Held virtually from 9 – 10 a.m. **FREE Class/\$10 No Show Fee**

## **Pricing Strategies** **Instructor: TBD**

Feb. 9, 2024

Explore essential pricing methods, gain insights into market trends, and discover strategies to help your clients achieve their real estate goals in this Latte & Learn session.

## **How to Navigate Bidding Wars - YPN Hosts** **Instructor: Sasha Tripp**

Apr. 12, 2024

Understanding how to navigate bidding wars is a critical skill for REALTORS, as it directly impacts their ability to represent their clients effectively, maximize value, and operate successfully in competitive real estate markets. Feel more confident in handling bidding wars with this Latte & Learn session!

## **Due Diligence and Land Surveys** **Instructor: Kerry Griggs**

Jun. 14, 2024

REALTORS® should recommend thorough due diligence, including a land survey to reveal property boundaries, encroachments, and potential issues. They can also connect clients with trusted surveyors and professionals.

## **Cash Contracts** **Instructor: Anthony McGhee**

Sept. 6, 2024

Discover the art of cash contracts in real estate with this Latte & Learn session. Elevate your skills, navigate transactions with confidence, and empower your clients with streamlined cash deals.

## **Working with Historical Properties - YPN Hosts** **Instructor: Shannon Harrington**

Oct. 18, 2024

Working with historical properties in Charlottesville requires a unique set of skills and knowledge for real estate agents. Tap into this unique market segment and contribute to the preservation of the city's rich history and heritage with this Latte & Learn session.

## **Appy Hour** **Instructors: TBD**

Nov. 1, 2024

Elevate your real estate game with a delightful twist. Explore the latest apps and digital tools tailored for REALTORS®. Sip, learn, and boost your efficiency in this Latte & Learn session!

# Designations & Certifications (Hybrid)

The National Association of REALTORS® and its affiliated Institutes, Societies, and Councils provide a wide range of programs and services that help members increase their skills, proficiency, and knowledge. Designations and certifications acknowledging experience and expertise in various real estate sectors are awarded by NAR and each affiliated group upon completion of required courses.

## **Graduate, REALTOR® Institute (GRI)**

REALTORS® with the GRI designation have in-depth training in legal and regulatory issues, technology, professional standards, and the sales process. Earning the designation is a way to stand out to prospective buyers and sellers as a professional with expertise in these areas.



Each student must successfully complete all 10 courses in the curriculum of the Virginia REALTOR® Institute program to get the Graduate, REALTOR® Institute (GRI) certification. CAAR has 131 members that hold this designation. Local associations across the state host eight sessions, with two classes available online at any time. Enrollment in online courses is currently open.

Once all 10 classes have been completed, this acts as an elective for the ABR course. This also covers one of the Broker Pre-licensing 45-hour modules. REALTORS® in their first year can finish their PL requirements and obtain a designation simultaneously. All eight classes are currently being held hybrid at CAAR. The full schedule of these courses can be found on the CAAR Education Calendar and on the Virginia GRI web page.

The Virginia REALTOR® Institute Program (GRI) accepts the [ABR and SRS designations](#) as equivalencies towards the RI 504: Working with Buyers and the RI 505: Working with Sellers courses. The ABR and SRS designations correlate directly with content covered in Virginia's GRI. There are no equivalencies for other designations or license types. To apply for equivalent credit, follow the following link to access the form: [Click here to access the RI 504 and RI 505 Equivalency Form.](#)

The course descriptions are listed below; for further information, please contact CAAR or visit the GRI website. After the Early Bird \$90 fee Deadline has passed, regular member price is \$115.

*"I really enjoyed the GRI 507 class yesterday! I've been in a handful of ethics and fair housing courses at this point, and I thought instructor, Reggie Copeland's delivery was great, and I left feeling like I really was taking away something from having attended." – L. Falk*

### **GRI 501 Agency in Virginia - Feb. 15, 2024**

Real estate is about relationships. You need to know what Virginia law stipulates about your business contacts. This course will provide a detailed guide for Virginia real estate licensees on important issues dealing with agency. Topics include brokerage relationships, agency, disclosure, confidentiality, transactions, and agency in the Code of Ethics. The course will engage students in critical thinking and encourage group discussion.

*CE Approved: 3 hrs. Real Estate Agency & Real Estate Related*

*PLE Approved: 3 hrs. Virginia Agency Law*

**Early Bird \$90 Fee Deadline: Thurs., Feb. 1st**

### **GRI 502 Sales Contracts - Mar. 28, 2023**

Forms and contracts are all the same, right? Think again! You might be able to find, market, and showcase a home, but can you *close* the deal? This course will provide guidance and tactical skills for writing and presenting a variety of real estate agreements, such as sales contracts, deposits, and title insurance. The course will also cover, in detail, disclosure forms and contingencies associated with the sales contracts. It will give students hands-on experience with the basics of sales contracts along with the best ways to serve and protect their clients.

*CE Approved: 6 hrs. Real Estate Contracts*

*PLE Approved: 6 hrs. Contract Writing.*

**Early Bird \$90 Fee Deadline: Fri., Mar. 15th**

# Designations & Certifications

## **GRI 503 Business Planning - Jan. 23, 2024**

Do you have a well-laid plan for business success? This course covers the foundational skills of establishing a successful business. Learn how to develop your personal brand, set goals for the future, and identify your market niche. The course also covers how to identify and secure the best administrative support and how to project a professional image in the marketplace.

*PLE Approved: 2 hrs. Current Industry  
Issues/Trends*

**Early Bird \$90 Fee Deadline: Fri., Jan. 12th**

## **GRI 504 Working with Buyers- May 23, 2024**

Consumer trends have changed dramatically as new generations enter the marketplace. Buying habits are different while needs and preferences vary between cities and rural communities. This class, you will learn the categories of active buyers, techniques for lead generation, components of the home showing process, and negotiation strategies. You will review the mortgage process, financing options, and first-time home buying options. These tips will come in handy as you work with buyers to secure financing for their dream home.

*CE Approved: 6 hrs. Real Estate Related  
PLE Approved: 2 hrs. Real Estate Finance*  
**Early Bird \$90 Fee Deadline: Fri., May 10th**

## **GRI 505 Working with Sellers - Jun 13, 2024**

Struggling to generate listings or are you new to the marketplace? This course offers proven strategies for lead generation for sellers. Instruction includes tips for listing presentations and a “how to” for marketing listings in your local area. Wondering what to do about tricky pricing questions or determining the value of the home? This course will provide you with the answers to those questions and more. Strengthen your game with information on how to improve your communication skills to connect with sellers and secure their commitment.

*PLE Approved: 2 hrs. Current Industry  
Issues/Trends*

**Early Bird \$90 Fee Deadline: Fri., Jun. 7th**

## **GRI 506 Risk Management - Sept. 16, 2024**

You worked hard for your license, and you want to ensure you keep it by managing your risk. This class will expose the ways you could end up in a lawsuit and, most importantly, how to avoid one. Students will get a crash course on risk management, escrow, equal services, environmental concerns, and state and federal regulations, such as lead paint and anti-trust. Learn to protect yourself and your business.

*CE Approved: 6 hrs. Legal Update w/ Flood  
PLE Approved: 3 hrs. Risk Management & Escrow  
Management*  
**Early Bird \$90 Fee Deadline: Wed., Sept. 4th**

## **GRI 507 Ethics & Professional Responsibility - Oct. 22, 2024**

What's with the Code of Ethics anyway? The Code was established for your protection and the success of our profession. This course will clarify how the Code helps your business and the reputation of all REALTORS®. It covers the Code of Ethics, case interpretations, and fair housing. Case studies provide a hands-on opportunity for learning how to apply the Code in business every day.

*CE Approved: 4 hrs. Ethics & 2 hrs. Fair Housing  
PLE Approved: 3 hrs. Ethics & 2 hrs. Fair Housing*  
**Early Bird \$90 Fee Deadline: Wed., Oct. 16th**

## **GRI 508 Real Estate Law & Virginia Regulations - Nov. 4, 2024**

You worked hard for your license, and you want to ensure you keep it by managing your risk. This class will expose the ways you could end up in a lawsuit and, most importantly, how to avoid one. Students will get a crash course on risk management, escrow, equal services, environmental concerns, and state and federal regulations, such as lead paint and anti-trust. Learn to protect yourself and your business.

*CE Approved: 6 hrs. Legal Update w/ Flood  
PLE Approved: 3 hrs. Risk Management & Escrow  
Management*  
**Early Bird \$90 Fee Deadline: Fri., Oct. 25th**

# Designations & Certifications (Cont'd)

## **GRI 509 At Home with Diversity (AHWD) - May 2, 2024**

REALTORS® know the importance of adapting and remaining relevant in today's marketplace. By developing a business practice rooted in inclusion and equality, REALTORS® can help buyers of all cultural backgrounds achieve the dream of homeownership. The At Home with Diversity® (AHWD) certification course covers how to work effectively with diverse populations so that you can build business success in today's multicultural real estate market.

As a leader in REALTOR® education we are offering the opportunity for members to earn they're At Home with Diversity® (AHWD) Certification while also obtaining their GRI Designation. CAAR is hosting the course in-person, you are welcome to attend but make sure to hold onto your completion certificate so you can submit it when you apply to graduate from the GRI Designation.

*CE Approved: 2 hrs. Fair Housing & 5 hrs. Real Estate Related*  
*PLE Approved: 2 hrs. Fair Housing & 2 hrs. Current Industry Issues/Trends*  
**Early Bird \$90 Fee Deadline: Thurs., Apr. 18th**

## **GRI 510 Military Relocation Professional (MRP) - Jun. 6, 2024**

Through the Military Relocation Professional (MRP) certification course, you will learn how to work with current and former military service members to find the housing solutions that best suit their needs and take full advantage of military benefits and support. You will learn how to provide real estate services—at any stage in the service member's military career—that meet the needs of this niche market and win future referrals.

*CE Approved: 8 hrs. Real Estate Related*  
*PLE Approved: 2 hrs. Current Industry Issues/Trends*  
**Early Bird \$90 Fee Deadline: Thurs., May 23rd**

## **Bias Override: Overcoming Barrier to Fair Housing (On Site)** **Mar. 4, 2024**

Overcoming Barriers to Fair Housing helps real estate professionals interrupt stereotypical thinking so they can avoid fair housing pitfalls and provide equal professional service to every customer or client. Participants will examine the history of bias in real estate, learn about the mind science of identity, study how implicit bias can result in fair housing violations, and engage in interactive exercises to enhance communication skills and business relationships with clients of all backgrounds.

*CE Approved: 3 hrs. Real Estate Related*  
*PLE Approved: 2 hrs. Current Trends*



## **Accredited Buyers Representative (ABR) (On Site)** **Feb. 22 & 23, 2024**

This new 2-day certification designation is for real estate buyer agents who focus on working directly with buyer-clients at every stage of the home-buying process.

The designation provides valuable real estate education that elevates your skills and knowledge in the eyes of home buyers<sup>1</sup>. It also offers ongoing specialized information, programs, and updates that keep you knowledgeable on the issues and trends facing home buyers.



# Broker Continuing Education



## Broker Continuing Education (24-Hours) (Onsite)

CAAR offers continuing education three times a year and the broker 8-hours in the spring and fall. Complete all 24-hours and fulfill your broker Continuing Education Requirements. [Check DPOR for Updates.](#)

### January | April

**Jan. 18 & 25, 2024, 8 a.m. – 5 p.m.** Full 16 Hours in required categories

**Apr. 11, 2024, 8 a.m. – 10:20 a.m.** The Supervising Broker

**Apr. 11, 2024, 10:30 a.m. – 5 p.m.** Management of Real Estate Brokerage

**Apr. 23 & 29, 2024, 8 a.m. – 5 p.m.** Full 16 Hours in required categories

### July | October

**Jul. 18 & 25, 2024, 8 a.m. – 5 p.m.** Full 16 Hours in required categories

**Oct. 3, 2024, 8 a.m. – 10:20 a.m.** The Supervising Broker

**Oct. 3, 2024, 10:30 a.m. – 5 p.m.** Management of Real Estate Brokerage

**Oct. 17 & 24, 2024, 8 a.m. – 5 p.m.** Full 16 Hours in required categories

# Continuing Education (Onsite)

CAAR hosts a variety of classes to inform the members of the latest laws, contracts, and trends. Continuing education of 16 hours is held four times a year (quarterly) to assist in completing DPOR's requirements.

## Code of Ethics

Jan. 18<sup>th</sup> (Onsite)  
Apr. 23<sup>rd</sup> (Onsite)  
Jul. 18<sup>th</sup> (Onsite)  
Oct. 17<sup>th</sup> (Onsite)

## Fair Housing

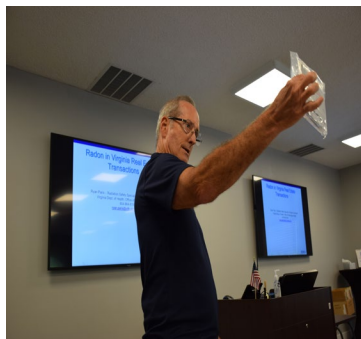
Jan. 25<sup>th</sup> (Onsite)  
Apr. 23<sup>rd</sup> (Onsite)  
Jul. 18<sup>th</sup> (Onsite)  
Oct. 24<sup>th</sup> (Onsite)

## Real Estate Contracts

Jan. 25<sup>th</sup> (Onsite)  
Apr. 23<sup>rd</sup> (Onsite)  
Jul. 18<sup>th</sup> (Onsite)  
Oct. 17<sup>th</sup> (Onsite)

## Virginia Agency Law Review

Jan. 25<sup>th</sup> (Onsite)  
Apr. 23<sup>rd</sup> (Onsite)  
Jul. 18<sup>th</sup> (Onsite)  
Oct. 17<sup>th</sup> (Onsite)



## Legal Updates

Jan. 25<sup>th</sup> (Onsite)  
Apr. 23<sup>rd</sup> (Onsite)  
Jul. 25<sup>th</sup> (Onsite)  
Oct. 24<sup>th</sup> (Onsite)

## Real Estate Related

### **Understanding Condo Financing**

Jan. 18<sup>th</sup> (Onsite)

### **VH RE Professional Training**

Jan. 18<sup>th</sup> (Onsite)

### **Reviewing an Appraisal**

Jan. 18<sup>th</sup> (Onsite)

## Real Estate Related

### **Risk Management**

Jan. 25<sup>th</sup> (Onsite)

### **Anatomy of a Deed**

Jan. 25<sup>th</sup> (Onsite)

### **Contract Writing**

Apr. 29<sup>th</sup> (Onsite)

## Real Estate Related

### **Conflict Resolution**

Apr. 29<sup>th</sup> (Onsite)

### **Home Financing**

Jul. 18<sup>th</sup> (Onsite)

Oct. 17<sup>th</sup> (Onsite)

## Real Estate Related

### **Wonderful World of Mortgage Lending**

Jul. 25<sup>th</sup> (Onsite)

### **Real Estate Law**

Jul. 25<sup>th</sup> (Onsite)

## Real Estate Related

### **Agency Law**

Oct. 17<sup>th</sup> (Onsite)

### **Title Insurance**

Oct. 17<sup>th</sup> (Onsite)

## Real Estate Related

### **Unique Mortgage Options**

Oct. 24<sup>th</sup> (Onsite)

### **Escrow Management**

Oct. 24<sup>th</sup> (Onsite)

### **Disability Inclusion**

Oct. 24<sup>th</sup> (Onsite)

# Post Licensing (Onsite)

## NAR's Code of Ethics 3-hours PLE/New Member Orientation

Jan. 11<sup>th</sup> (Onsite)

Apr. 25<sup>th</sup> (Onsite)

Jul. 11<sup>th</sup> (Onsite)

Oct. 10<sup>th</sup> (Onsite)



## Contract Writing 6-hours Contract Writing

Apr. 27<sup>th</sup> (Onsite)

## Risk Management 3-hours Risk Management

Jan. 24<sup>th</sup> (Onsite)

## Real Estate Finance 2-hours Real Estate Finance

Jul. 24<sup>th</sup> (Onsite)

## Current Trends/Issues

### 2-hours Current Trends/Issues

## Specialty Inspections

### 2-hours Current Trends/Issues

Jan. 19<sup>th</sup> (Onsite)

## Conflict Resolution

### 2-hours Current Trends/Issues

Apr. 27<sup>th</sup> (Onsite)

## At Home with Diversity

### 2-hours Current Trends/Issues

Mar. 7<sup>th</sup> (On Site)

## Real Estate Law & Board Regulations 6-hours Real Estate Law & Board Regs

Jul. 24<sup>th</sup> (Onsite)

## Escrow Management 3-hours Escrow Management

Oct. 26<sup>th</sup> (Onsite)

## Agency Law 3-hours Agency Law

Oct. 17<sup>th</sup> (Onsite)

## Fair Housing 2-hours Fair Housing

Jan. 24<sup>th</sup> (Onsite)

Apr. 23<sup>rd</sup> (Onsite)

Jul. 18<sup>th</sup> (Onsite)

Oct. 17<sup>th</sup> (Onsite)

## Class Pricing

	Member	Non-Member
1-Hour	=\$15	\$25
2-Hour	=\$30	\$40
3-Hour	=\$45	\$55
4-Hour	=\$60	\$70
5-Hour	=\$75	\$85
6-Hour	=\$90	\$100
8-Hour	=\$120	\$130



# Skills Training

These classes are FREE for members. There is a \$10 no-show fee.

## CAAR Technology

### Paragon

Feb. 6<sup>th</sup> (Onsite)  
May 2<sup>nd</sup> (Onsite)  
Jul. 9<sup>th</sup> (Onsite)  
Nov. 12<sup>th</sup> (Onsite)

### CRS

Feb. 6<sup>th</sup> (Onsite)  
Nov. 12<sup>th</sup> (Onsite)

### RPR

Feb. 6<sup>th</sup> (Onsite)  
Nov. 12<sup>th</sup> (Onsite)

## New REALTOR® Incentive Classes

### **Listing Entry Workshop: AKA How Not to Get a Fine in the MLS** (Onsite)

Mar. 5, 2024, 1 p.m. – 3 p.m.

Oct. 16, 2024, 12:30 p.m. – 2:30 p.m.

Identify and utilize resources for transaction management available at the Association. Develop systems for obtaining appropriate listing information from the sellers prior to listing entry. Understand the importance of the required fields and features fields in the MLS and understand the CAAR MLS Rules & Regulations and how to avoid a fine for a listing infraction.

### **How to Avoid Being the Agent No One Wants to Work With** (Onsite)

Mar. 5, 2024, 3:15 p.m. – 4:45 p.m.

Oct. 16, 2024, 2:45 p.m. – 4:15 p.m.

Understand the anatomy of the real estate transaction from listing agreement to contract ratification to settlement. Learn how to successfully collaborate with real estate professionals on behalf of clients and identify and utilize resources for transaction management available at the Association.

# New Member Orientation (Onsite)



New REALTOR® members are required to take new member orientation within six months of joining the association. They learn about the CAAR organization, National and State associations, and complete a required 3-hour Ethics training as new members.

## MARK YOUR CALENDAR

<b>JAN. 11, 2024</b>	<b>APR. 25, 2024</b>	<b>JUL. 11, 2024</b>	<b>OCT. 10, 2024</b>
<b>9 A.M. - 12 P.M.</b>	<b>9 A.M. - 12 P.M.</b>	<b>9 A.M. - 12 P.M.</b>	<b>9 A.M. - 12 P.M.</b>
<b>Code of Ethics &amp; Standards of Conduct</b>	<b>Code of Ethics &amp; Standards of Conduct</b>	<b>Code of Ethics &amp; Standards of Conduct</b>	<b>Code of Ethics &amp; Standards of Conduct</b>
<b>12 - 3 P.M.</b>	<b>12 - 3 P.M.</b>	<b>12 - 3 P.M.</b>	<b>12 - 3 P.M.</b>
<b>CAAR's Orientation</b>	<b>CAAR's Orientation</b>	<b>CAAR's Orientation</b>	<b>CAAR's Orientation</b>

# Broker Council/Broker Forum

The broker program offers opportunities to attend council and forums meetings to get the latest association updates. The Broker forum offers networking and continuing education.

## Broker Council (Onsite)

Brokers assemble for association updates.

11:30 a.m. – 1 p.m.

Feb. 14, 2024

May 1, 2024

Sept. 12, 2024



## Broker Forums (Onsite)

Brokers assemble for association updates.

9:30 a.m. – 10:30 a.m.

Mar. 6, 2024

Jun. 20, 2024

Nov. 20, 2024

## Broker Continuing Education - BCE (Onsite)

*Broker Advancement: 10:30 a.m. – 11:30 a.m.*

Apr. 11, 2024 – 8 hr. BCE (8 a.m. – 5 p.m.)

Jul. 20, 2024 – TBD

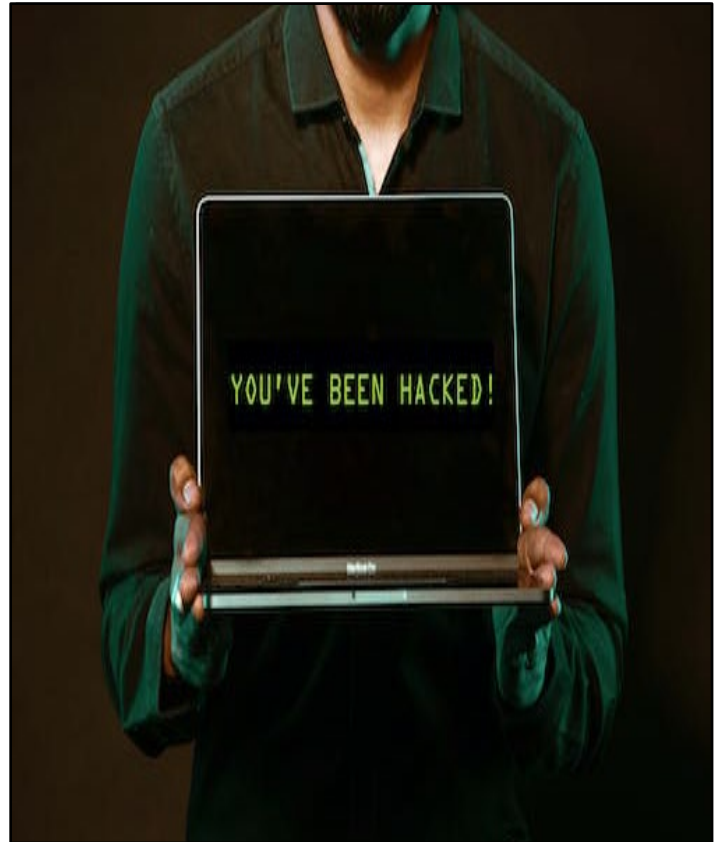
Nov. 20, 2024 – Advertising for Brokers

# REALTOR® Safety Series

The Charlottesville Area Association of REALTORS® goal is to help bring awareness, knowledge and improve the understanding of risks that the members face daily. We are hosting two classes in 2024 to help empower our members and to keep safety at the forefront of our minds throughout the year.

**Feb. 28, 2024, 10:30 a.m. – 12:30 p.m. Cyber, Social, Identity Protection (Virtual)**

**Sept. 5, 2024, 9 a.m. – 11 a.m. Safety for REALTORS®**



## **NAR's Top 5 Safety Action Items for REALTORS®**

1. [Plan Your Safety Strategy](#)
2. [Tips and Best Practices](#)
3. [Training Videos](#)
4. [Personal Protection Resources](#)
5. [Take the REALTOR® Safety Pledge](#)

# Cruisin' CAAR

Cruisin' CAAR's educational program will bring the CAAR classroom experience and informational resources directly to Brokers and their teams. This program offers CE, PLE as well as industry Certifications and Designations that can be hosted virtually, at your brokerage, a CAAR meeting space, or an approved, 3rd party space.

CAAR has a catalog of courses, designations, and certifications to assist with fulfillment of DPOR requirements or just for the education at sales meetings.

Courses range from 1 hour to 16-hours.

Choose your date and time of class then choose your course. Negotiate your instructor fee and complete your course. It's that easy.

For more information on how to get started contact the Director of Education: [education@caar.com](mailto:education@caar.com)



## CAAR Course Pricing

**CAAR Credited CE/PLE Course Fees:** \$50 each course + \$10 pp credit

### Course Fees (1 Day)

**Designation/Certifications:**

\$50 each course + \$10 pp credit  
submittal

### Course Fees (2 Day)

**Designation Course Fees:**

\$100 each course + \$10 pp credit  
submittal

# Young Professionals Network (YPN)

## WHAT IS YPN?

The Charlottesville Young Professionals Network (YPN) helps young real estate professionals excel in their careers by giving them the tools and encouragement to become involved in four core areas:



1. **REALTOR® Associations** - Attend REALTOR® conferences and pursue leadership roles with their local, state, and national association.
2. **Real Estate Industry** - Take an active role in policy discussions and advocacy issues; be informed about the latest industry news and trends.
3. **Peers** - Network and learn from one another by attending events, participating in online communication, and seeking out mentoring opportunities.
4. **Community** - Become exceptional members of their community by demonstrating a high level of REALTOR® professionalism and volunteering for causes they feel passionate about.

## 2024 YPN Schedule

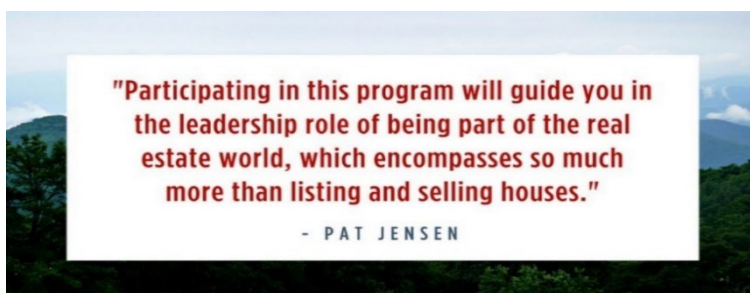
Feb. 1	May 21	Jun. 19	Oct. 9	Nov-Dec	Latte & Learn
<b><u>Kick-Off</u></b> DECADES ARCADE 2:30-4:30 p.m.	<b><u>Waterpalooza</u></b> DARDEN TOWE PARK 3:00-5:00 p.m. WITH RPAC	<b><u>Trivia</u></b> HAPPY HOUR 3:00-5:00 p.m.	<b><u>Fall Event</u></b> WAG WINE WEDNESDAY 3:00-5:00 p.m.	<b><u>Angel Tree</u></b> SALVATION ARMY 125 Angels ANGEL TREE	<b><u>Apr. 12</u></b> ZOOM 9:00-10:00 a.m.  <b><u>Oct. 18</u></b> ZOOM 9:00-10:00 a.m.

**Interested in Joining YPN?**  
Scan this QR Code to fill out the interest form!

**Want to Learn More?**  
Scan this QR Code to go to our website!

# Pat Jensen Leadership Academy (PJLA)

**On-line  
Application  
Process Opens  
Mar. 1, 2024**



**Application  
Process Closes  
May 31, 2024**

CAAR Past President Pat Jensen (2002) was a tremendous REALTOR®, Broker, Association President, leader, and REALTORS® Political Action Committee (RPAC) advocate. As a tribute to her legacy, the Board established the Pat Jensen Leadership Academy in 2017. The Academy is intended to foster knowledge and encourage further movement of volunteers into additional leadership roles in the REALTOR® organization at the local, state, and national level. There is no cost associated with this program to ensure that every REALTOR® can participate and benefit from it.

[Read what some 2018 Graduates had to say about the Academy.](#)

*"Words cannot describe the value of content and experience achieved through the Pat Jensen Leadership Academy.*

*The variety of events throughout, as well as the topics, were all beneficial. Having the team building exercise was fun, and the meetings with Pat Widhalm to learn about how to run a meeting and Roberts rules is always beneficial. Also, having a spokesperson from Virginia Realtors to discuss their process and touring the building was really some of the highlights in my experience. Although I have experienced Virginia Realtors with other aspects of CAAR participation, seeing the first-time attendees experience it all as well as learning how to be a leader were really exhilarating to me as a mentor and business owner in the real estate community."* - Candice van der Linde

**Welcome:  
Introduction/Team  
Building/Reception**

**Sept. 26  
1 - 5 p.m.**

**Assist2Sell – First  
Rate Realty**

**About CAAR &  
Meeting  
Management**

**Oct. 30,  
10 a.m. – 3:30 p.m.**

**CAAR**

**CAAR Nov. General  
Membership  
Meeting**

**Nov. 14,  
9 - 10:30 a.m.**

**CAAR**

**Skills to Influence  
& Motivate**

**Nov. 21,  
10 a.m. – 2:30 p.m.**

**CAAR**

**L.E.A.D. &  
Membership  
Marketing**

**Dec. 12,  
10 a.m. - 4 p.m.**

**CAAR**

**Local Government  
Involvement &  
Capstone Project  
Introduction**

**Jan. 23,  
10 a.m. – 3:30 p.m.**

**CAAR**

**Organizations  
Structure of the  
REALTOR®  
Community**

**Feb. 27,  
8 a.m. - 4:30 p.m.**

**VAR**

**Capstone Project  
Presentation  
30 min. + 15 min. Q&A**

**Mar. 13,  
10 a.m. – 2 p.m.**

**CAAR**

**CAAR Mar. General Membership Meeting/ Graduation  
Mar. 20, 9 – 10:30 a.m., CAAR**

# Instructor Training



**WANTED:**

# EXTRAORDINARY EDUCATORS



CAAR is looking for REALTORS® that enjoy mentoring, sharing wisdom and helping educate others. We would like help in empowering, educating, and elevating our profession!

To be considered, please review the information below for CAAR's Train-the-Trainer Program:

## **Train-the-Trainer Program:**

- Complete [instructor application](#) for DPOR approval.
- Audition 15 – 20 minutes before a panel.
- Attend and complete the Train-the-Trainer class.
- Shadow and co-teach with a current instructor at CAAR.
- Instructor evaluations will be reviewed after each class.

## **Instructors Information:**

- Speaker Guidelines & Responsibilities
- Speaker Tips & Tricks
- Speaker Frequently Asked Questions

## **Call for Proposals:**

- Opportunity to submit courses with specified topics.

## **Cruisin' CAAR Instructor Information:**

- Cruisin' CAAR Information for Brokers
- Cruisin' CAAR Instructor Contract
- Cruisin' CAAR Instructor Guidelines & Responsibilities

If interested to instruct at CAAR, please request an instructor application to:  
[education@caar.com](mailto:education@caar.com)



# CAAR Instructors



## Kim Armstrong

Kim has been a REALTOR® for 37 years. During that time, she has been active as the State of Virginia Women’s Council of REALTORS® President (2016), Past President Blue Ridge Chapter Women’s Council of REALTORS®, past Board of Directors, and Certified Residential Specialist. She is a decorated REALTOR® and has received numerous designations such as: ABR, C-CRECE, CBR, CRB, CRS, GRI, SRES, and Green Designation.



## Rachel Burns

Rachel Burns has been a REALTOR® member since 2012, growing her knowledge of CAAR products such as Paragon MLS & Transaction Desk. She has supported members of this organization by volunteering on many levels including serving on the Board of Directors, co-facilitating the Pat Jensen Leadership Academy, & instructing various CAAR system

services.



## Anne Burroughs

Anne moved from her native Provence, France to the US to fulfill her desire for an education. After obtaining an MBA at UW-Madison, she spent 8 years in marketing research working on global brands such as Seagram’s, Reddi Wip, and Procter & Gamble. She moved from New York to Charlottesville in 2000 with her husband, switching to raising their sons and giving back through non-profits. She helped establish and grow the International School of Charlottesville, often guiding parents through relocations. Real estate was a natural transition. Anne sees real estate as a helping profession and enjoys working closely with a limited number of clients to understand each

one’s unique needs and find them the perfect home.

Anne is the 2024 CAAR President.

# CAAR Instructors



**Dalton Campbell**

My approach is to assist individuals and business owners to define, prioritize, and help achieve financial success. My goal is to develop long-lasting relationships based on trust. I work hard to earn trust through a series of self-discovery meetings and putting past financial decisions under a microscope.



**Reggie Copeland**

Reggie Copeland, passionately known as “The Bow-Tie Guy” has been licensed for 20+ years. He has served on the Grievance Committee, Professional Standard Committee, and the Board of Directors for NVAR, giving back to the industry that he loves dearly. Throughout his career Reggie has managed his own real estate team, managed a real estate office, and just recently founded C.R. Copeland Real Estate. He has especially enjoyed opportunities of teaching which has been extremely rewarding over the past 15 years. Reggie is a certified instructor and teaches GRI, Principles &

Practices of Real Estate as well as many other courses. He has sold residential and commercial real estate and has been a contributor to NVAR’s Review Magazine and the Washington Post.



**Jay Domenic**

Born and raised in Latrobe, PA. I was recruited to UVA in 1979 on a wrestling scholarship. I was eventually drawn to the concept of financing and the desire to enter a rewarding career path that is based on helping people. Thus, I entered the mortgage industry as a loan originator in 1987. I’ve helped countless families achieve their goal of homeownership. I’ve also, done numerous presentations for realtors on a myriad of topics related to mortgage financing.

# CAAR Instructors



## Woody Fincham

Woody Fincham is a well-respected appraiser, instructor, and author. He has valued some of the most complex residential homes in the commonwealth. He is frequently retained to work as an expert witness and his practice includes valuation, valuation review, consulting, and feasibility analysis. He is a well-regarded instructor having taught many appraisals continuing education and qualifying education. His firm, Fincham & Associates, Inc works frequently on lending related work as well

as non-lending work throughout central Virginia and all over the Commonwealth for mansion level and state level property.



## Carl Garret

Carl Garrett has lived in Charlottesville for almost twenty-five years and has been in the mortgage business for the same amount of time. He has created or helped create four continuing education classes over the years and has also taught marketing and business-building. When he's not taking care of clients, he enjoys writing novels and watching cheesy horror movies.



## Mark Given

Mark Given, CRS has delivered more than 1200 real estate courses, programs or Keynote addresses for companies, associations, and organizations nationally since 2004. He was twice the president of the Roanoke Valley Lake Gaston Board of REALTORS®, president of the North Carolina RRC, and has served on multiple NAR committees and local boards. He has written eight books, is an Amazon #1 Bestselling Author and is an authority on life and business success principles.

His blog Mark's Minute is read by thousands of people across the world every Wednesday and his Mark's Minute YouTube channel is used regularly by organizations worldwide for training, inspiration, and motivation.

# CAAR Instructors



## Lauren Graf

Lauren Graf is the Education & Events Specialist at CAAR. Lauren recently graduated from the College of William & Mary in May 2023 with a B.A. in Government and minor in History. During her time at W&M, Lauren managed the Bee McLeod Recreation Center and served two terms as the Undersecretary of Title IX Affairs for the Student Assembly. Lauren has been coaching dive for 7-years and is excited to start instructing at CAAR!



## Kerry Griggs

Before becoming a REALTOR®, Kerry spent many years as a contractor. He still carries his license to this day. Being in this line of work, he gets to enjoy the best of both worlds. He's able to help clients buy and sell, while also being able to give tips and tricks that he has acquired throughout the years to help improve their homes. Kerry has helped buyers and sellers with residential, commercial, and land. He is one of the top producers in his brokerage and looking to build expansion teams along the east coast. He recently became an associate broker and is currently the chairman of the Culture Committee.



## Michael Guthrie

Michael Guthrie Michael Guthrie is the CEO and Managing Broker of Roy Wheeler Realty in Charlottesville, VA. He joined the company in November of 2005 after being a Realtor in Northern Virginia since 1983. Since taking over Roy Wheeler, the company has expanded from 1 to 6 offices and now has more than 135 Realtors running their businesses under the Roy Wheeler corporate structure. Michael was named Charlottesville's Realtor of the year in 2009, the Charlottesville Chamber's Small Businessperson of the year in 2010 and was the Charlottesville Area Association of Realtors Code of Ethics Award recipient in 2014. Michael currently serves on the Virginia

Association of Realtors Board of Directors as well as hosting his weekly radio show, Real Estate Matters on WINA every Saturday morning. He has taught DPOR approved courses in Charlottesville and throughout the Commonwealth of Virginia.

# CAAR Instructors

## Kelley Lutz Henderson



We are a team of seasoned loan officers at Truist dedicated to working with each of our clients to construct a personalized and unique financial plan to help them purchase or refinance their existing mortgage(s). Our team works to educate clients on the industry and financing options while ensuring they know where each dollar of their transaction is going. Our goal is to ensure this process is stress free for all parties of the transaction (REALTORS®, buyers and settlement agents/attorneys), while sending weekly reports as we approach closing. We maintain a

relationship with our clients far past the closing table to ensure we are their first call when questions arise in the future. \*Specializing in our Physician Loan program (MD, DO) and Dentist (DMD, DDS).

## Anthony McGhee



Anthony McGhee graduated from Virginia Tech with a bachelor's degree in finance. He is a broker/ owner of Assist2Sell First Rate Realty and owner of Daddy Rabbit, Inc., a contracting company. Anthony has been a licensed real estate agent and broker in the Commonwealth of Virginia since 1988.

Anthony has served in a myriad of leadership capacities throughout his career. He is a former president of CAAR and former Chairman of The Real Estate Weekly. He received the

MIRM designation from the National Association of Builders and is a licensed Auctioneer and Class A contractor. He is a 2015 graduate of the Virginia Leadership Academy.

## Donna Patton



Donna has been REALTOR® since 1996, and a Broker since 2002. She managed a local franchise brokerage from 2002 - 2017. She holds the ABR, SFR and CRB designations. She has been instructing at CAAR since 2006. She served on CAAR's Board of Directors in 2004 and from 2008 – 2010. She has served on PS&A/Grievance since 2004; Chair of IS Committee 2003 & 2004; MLS Task force 2003; Education Committee 2006 and Co-chair in 2007; Professional Development Committee Liaison 2009;

Communications Group liaison 2010; Recipient of Ethics in Action Award 2007; CAAR Honor Society recipient; Sales Associate of the Year for 2012.

# CAAR Instructors



**Larry Saunders**

Larry Saunders is a Senior Loan Officer with NEXA Mortgage where he works as a Mortgage Broker with access to over 180 lenders which provide a wide variety of home financing programs. His 20 years of experience in the mortgage loan industry provides him with the knowledge and expertise to arrange the right financing for each borrower's specific needs.



**Ty Smith**

As a trusted advisor with Truist Mortgage, I offer more than 21 years of industry experience and extensive practice in originating both purchase and refinance home loans. My goal is to build better lives and communities by offering my clients the professional guidance and support they need to make their home financing decisions. I want my clients to feel confident and comfortable with their loan terms and the financial commitments they are making. As a Truist Producing Sales Manager, I serve with integrity to uphold the highest standards because everyone and every moment matters. Whether it is your first time buying a home or if you are an experienced homebuyer, I am committed to finding the best loan option and competitive rate to match your goals.



**Amanda Spigone**

Amanda is the 2021 CAAR Ethics in Action Award Winner and a Board of Directors member. Amanda has been in real estate for over 24 years and is a 2nd generation real estate broker. She leads the Alliance Home Team, that not only trains new agents, but is also a place for agents who want the support of a team to land. Having experience in residential sales, property management, and new construction, Amanda brings a wealth of knowledge to both her clients and team members. As a member of KW Associate Leadership Council, which includes top 20% agents, Amanda heads the Diversity, Equity and Inclusion Committee and is driven to help everyone meet their real estate goals. Helping others succeed is Amanda's passion and it is shown in both her client interactions and within her team!

# CAAR Instructors



**Frank Webster**

Frank has been a Business Development Officer with Virginia Housing for the last five years. He is responsible for working with lenders, REALTORS, non-profit organizations, and city/county housing offices to help them use Virginia Housing loan programs to promote increases in affordable homeownership throughout the state. During his tenure at Virginia Housing, their loan production and market share have continually increased and set new records. Frank's previous experience in the housing industry was as a top producing mortgage loan officer in Hampton Roads for 35 years. His hands on experience and passion for promoting affordable homeownership enable him to relate to everyone in the home buying process and help more people enjoy the benefits of homeownership.



**Pat Widhalm**

Pat is President and Principal Broker of Real Estate III in Charlottesville, VA. She has taught real estate courses throughout Virginia for almost a half-century. Her competencies include risk management, compliance, legal issues, license law, agency law, contract writing, transaction management, and fair housing. She is a certified ethics and professional standards Instructor and an NAR REALTOR® Emerita. Pat writes and updates the CAAR curriculum. Pat is a past President of CAAR.



**Tom Woolfolk**

A REALTOR® and member of the CAAR since 2009, Tom served as the 2020 President and is currently a member of CAAR Diversity, Equity & Inclusion Council. He is a 7-yr. member of the CAAR Professional Honor Society. Tom is also a member of the 2017 Virginia REALTORS® Statewide Leadership Academy and serves on the VLA Alumni Council. He has been interviewed numerous times by local media on Quarterly Market Reports for the Greater Charlottesville Area and been a guest speaker for various REALTOR® -hosted radio shows. He holds the GRI and SFR designations and holds his Associate Brokers license in Virginia.

# CAAR Instructors



## Mark WorriLOW

Mark WorriLOW Mark began his career as an instructor while serving in the Navy teaching courses both in leadership and warfare subjects. He carried his teaching methods out of the military and soon became a USSF certified referee instructor. As a REALTOR® Mark holds his ABR and SFR designations and teaches pre-licensing classes and other professional development classes as well as being a certified Fair Housing, REALTOR® Code of Ethics and RSA instructor. Mark served as the Education Committee Chair from 2004 – 2010 and Instructor of the Year for 2010 at the Prince William Association. A graduate of the US Naval Academy, Mark retired in 1997 and immediately commenced a second career, this time in real estate. He is the District Director of Fathom Realty.



## Jeff Wu

Jeff is passionate about life. His professional mission is to “Impact and Improve the lives of people through Real Estate, Positive Power and Energy!” Besides interacting on a day-to-day basis with Sellers and Buyers, Jeff also believes in the importance of continuing his education. Jeff is a Virginia Real Estate Broker, and holds many designations, along with also being licensed to sell real estate in Maryland and Washington, DC. Jeff finds it essential to continue learning and improving, especially with others. He has taught in multiple states throughout the country and enjoys helping fellow REALTORS® improve their lives and their businesses. Jeff has also been a speaker for CRS on multiple platforms (Sell-a-bration, Buyer Legends, and a Webinar). A lifetime Top Producer with the Northern Virginia Association of REALTORS®, Jeff knows the value of education. In fact, the GRI designation was something he pursued early in his career.



# CAAR School Policies

**Attendance Policy:** Class will begin promptly at the time noted. Students may not miss more than 10 minutes of class. Students missing more than allotted time for class will be automatically disqualified from receiving class CE/PLE credit. Those students who have paid but have missed more than the allotted minutes are welcome to sit in but will not receive CE/PLE credit for the class. Moreover, if a student is disqualified because he/she is late or misses more than allotted time, no refund will be granted.

**CE/PLE Posting to DPOR:** CAAR will make every attempt to forward CE/PLE credits within five days following each class (per DPOR requirements). You should receive an email confirmation with Certificate when credits have been sent forward. However, VREB may take a little longer to get those credits posted. If you are facing an impending license expiration (i.e., this month) it is not recommended that you rely on these credits for renewal purposes. CAAR will not refund class registrations based on delays in CE/PLE reporting. We recommend that you keep diligent records for yourself on all CE/PLE classes you take. We further recommend that you become familiar with the process for checking your credits online at <http://www.dpor.virginia.gov/>.

**Cancellation and Refund Policy Continuing Education or Post Licensing:** Cancellation requests (written or phoned) will be accepted through 5:00 p.m. two business days preceding each class. All paid tuition other than the \$10 non-refundable, non-transferable to another person deposit will be refunded. No refunds will be given for cancellations made after the close of business on that day. (Requests for refund consideration due to extenuating circumstances must be received by CAAR in writing within 15 days after class start date).

**Cancellation and Refund Policy Designations/Certifications and Pre-Licensing:** Cancellation requests (written or phoned) will be accepted through 5:00 p.m. two business days preceding each class. All paid tuition other than the \$25 (GRI), \$100 (Designations & Broker/Principles Pre-Licensing cancellation fee per course) non-refundable, non-transferable to another person deposit will be refunded. No refunds will be given for cancellations made after the close of business on that day. (Requests for refund consideration due to extenuating circumstances must be received by CAAR in writing within 15 days after class start date).

**Cancellation/ Postponement of class by CAAR:** Student's registration will be transferred to new date of class if postponed. Students can use registration as a credit toward another class or receive full refund.

**No-Show:** Student that register for classes/event that are FREE for members will be charged a no-show fee of \$10 after not attending the class/event. Cancellation requests will be accepted through 5:00 p.m. two business days preceding each class.

**Class Restrictions:** Recording for the purposes of personal branding/marketing during classes must be approved in advance (instructor/CAAR). All phones need to be put on vibrate or silent. Laptops/iPads are encouraged to view class materials. Children (under high school age) are not allowed to accompany students to class. Children shall not be left in the common areas unattended.

**Payment Policy:** Payments must be made at the time the registration is made. CAAR accepts MasterCard and VISA credit cards, checks should be made payable to CAAR. If the payment is not made at that time, the student is subject to losing the reservation if the course should sell out. Any registration received without full payment is not guaranteed a seat until payment is made in full.

**Registration:** CAAR will send students a 48-hour and 30-minute reminders with link to course materials and online Zoom link (if applicable). Students are urged to register prior to class to ensure they receive an email with course materials link to view or download.

**Snow/Inclement Weather Policy:** If Albemarle County Schools cancel classes, CAAR will cancel its scheduled classes. If Albemarle County Schools delay its classes, CAAR will delay/cancel the morning

# CAAR School Policies

class. If Albemarle County Schools close early, CAAR will cancel the afternoon classes. Please watch the morning news programs to learn about any cancellations or delays. CAAR will make all reasonable attempts to contact those students who are registered for a class to notify them of any cancellations in advance. Please be certain that CAAR has your correct email address and daytime and evening phone numbers when you register. CAAR will make every attempt to post on the website about any cancellations. An email will be sent to students before 7:00 a.m. notifying of class cancellation or delay. CAAR will work with students that are unable to attend in the counties in CAAR's footprint due to weather by moving registrations to another class or by refunding.

**Disabilities:** In our commitment to the Americans with Disabilities Act, we would like to know if you have any disabilities which require special accommodations, including the provision of auxiliary aids and services. If so, please contact CAAR as soon as possible to expedite any special arrangements.

**Standby Policy:** Once classroom space for any course of the REALTOR® Institute Program has been filled, registrations for the course will be accepted on a standby basis only. Policy pertaining to the processing of standby registrations is as follows:

1. As standby registrations are received, the registrant is assigned a standby number on a first-received, first-served basis. This number indicates the registrant's position in line for any openings that may occur in the course.
1. Any standby registrant not contacted prior to the session is to assume that class openings are not available. All tuition payments will be promptly returned at the end of the module.

If on the day of the module, there are registrants who do not show up for the course, standby registrants who are present will be admitted in order according to their position on the standby list.

**Notification of Changes:** CAAR reserves the right to change its policies and terms without notice, and a person's continued use of the site will signify acceptance of any adjustment to its policies and terms. If there are any changes to the CAAR Privacy Policy and Terms of Use, changes will be announced on the CAAR website.

To cancel a course and request a refund contact the Central Virginia Real Estate School at (434) 817-2227 or email, [education@caar.com](mailto:education@caar.com) . No registrations for any classes will be accepted without payment in full.

## Virtual Training Policy

When registering for a virtual training class, a zoom link and course materials link will be sent by email in the registration confirmation, in the 48-hour registration reminder and the 30-minutes prior to class start email. Students agree that they will comply with CAAR's virtual training policy when registering for a class.

When attending a virtual class with CAAR, **all students must adhere to the following regulations:**

- A CAAR staff member will be monitoring each class.
- Failure to comply with any of the regulations may result in forfeiture of CE/PLE credit.
- Students may be removed/"kicked out" and restricted from further entry
- **If a student is disqualified/restricted, late, and/or misses more than the allotted time window, no refund will be granted.**

**Registration:**

- Students must register and pay for classes through the CAAR's membership system portal.
- Upon receipt of one-week reminder, please register using the Zoom link to receive Zoom class login information. Please feel free to print your course materials or download and save them on your device with the course materials link that is provided.

**Attendance:**

# CAAR School Policies

- Students should plan to enter the training 5-10 minutes before the slated class start time to ensure entry to Zoom.
- Students will be placed in a “waiting room” until the class begins. You may be muted upon class entry.
- Students will not be permitted entry if more than 10 minutes late to the start of class.
- You will be disqualified from receiving CE/PLE credit if you leave the class early,
- Remember your cameras are required to be on during the entirety of the class.
- Please make sure you are attending the class from a “**professional**” setting and are dressed appropriately.

## Audio/Video:

- Students are responsible for the performance of their own technology including audio volume, video clarity, and a reliable internet connection. Please visit [zoom.com](https://zoom.com) to obtain specifications for your computer and internet.
- You **MUST** connect with a device that has a video/audio connection. You **MUST** be visible on screen to meet Virginia REB requirements for continuing education credit for the entirety of the class. Failure to be visible may result in disqualification and removal from the class.
- The camera on the computer must remain stable and UNMOVED during the live training.
- Students may not share their computer with another student.
- Students may be muted at any point of the class by the host, instructor, or CAAR staff member. If you have been muted, CAAR asks that you remain muted unless addressed directly. This helps with overall class learning and communication.

## Participation:

- All students are required to fully participate and engage in class discussions and polls. A CAAR staff member will be monitoring the class for participation and engagement.
- Students may not be driving while participating in a class. Students who are seen driving will be removed and disqualified from the class.
- Students may not participate in other computer-based work while attending the class.
- Students may not take phone calls during class. Breaks will be allotted during each class.
- Please remove/limit distractions (i.e. pets, family members, music, TVs, etc.)
- The chat function will be available to students should they have questions or comments related to the class topic and materials. A CAAR staff member will be monitoring the chat box.

## Best Practices:

- Earphones are a plus, for clarity.
- Keep your device plugged in so your battery doesn't die, and you don't get knocked out of the class. If it does, you will be counted absent during the time you are not on camera. More than five minutes could result in your being locked out and not given credit.
- We must be able to see you through your camera in order to certify that you are present. Please ensure that there is enough light in the room and that you are clearly visible.
- When the class is over, be sure to select the option to “leave” the meeting.

## Questions:

- If you have any questions before your virtual class, please reach out to [education@caar.com](mailto:education@caar.com)
- If you need technological support with your course, the [Virginia REALTORS® Tech Helpline](#) may be able to help.

Revised 10/27/23



# Let's Talk REALTOR® Benefits



## REALTOR® Services/Products



- Complimentary services/products include TransactionDesk, CRS Data, Homesnap Pro, [Single Sign On \(SSO\) Dashboard](#), CAAR Member Portal, [MYCAAR.COM](#) (residential public search), [CVCMLS.COM](#) (commercial public search), Tier-1 support for systems on Paragon homepage (e.g., Paragon, Supra, TransactionDesk, etc.)

- Fees apply for services/products such as Paragon residential MLS (includes the Bright MLS data share and Harrisonburg-Rockingham Association of REALTORS® & Greater Augusta Association of REALTORS® partnership), Catylist commercial MLS, Supra lockbox, and data feeds for websites

## Hillsdale Conference Center



- Complimentary 2-hour rental of member offices, where you can work or meet with clients  
- Discounts for 2-hour, half-day, and full-day rentals for CAAR members - meetings, seminars, trainings, holiday parties, etc.

- See client testimonials on the [Facebook page - public](#)  
- Learn more: <https://hillsdaleconferencecenter.com>

## CAAR Office



- Professional staff available (appointments recommended)  
- REALTOR® Store offers sign riders, lockboxes, gifts, REALTOR® branded gear, and more (available on-site & online via SSO Dashboard)

## Professional Development



- Post-Licensure Education (PLE), Continuing Education (CE), and Broker Management Continuing Education (BM CE) classes  
- National Association of REALTORS® certification and designations  
- Discounts on PLE, CE, and BM CE courses through [The CE Shop](#)  
- Complimentary training on REALTOR® services/products (i.e., TransactionDesk, etc.)  
- Complimentary Latte and Learns with subject matter experts  
- New REALTOR® Incentive Program - includes a rebate!  
- Pat Jensen Leadership Academy - turn your participation into leadership!

## Advocacy



- Protect property rights and homeownership opportunities by participating in Public Affair events/activities and call for actions (CFAs)  
- Support the REALTORS® Political Action Committee (RPAC) and protect your business  
- Promote a fair, equitable market place  
- Advocate for fair housing  
- Follow the [Free Enterprise Forum](#) - inspiring positive public policy

Check the CAAR Education & Events Calendar for upcoming classes, meetings, & events!

# Let's Talk REALTOR® Benefits



## Communications



- Weekly e-newsletter (NewsGroup)
- Complimentary Monthly Market Indicator Reports
- Complimentary Quarterly Sales Reports
- Promote the value of the REALTOR® via social media, advertising, etc.
- Promote the REALTOR® in the community via social media, advertising, etc.

## Volunteer



- Lend your time and expertise on a Master Group (long-term), Project Team (short-term), Council, or Committee and shape the Association
- Expand your sphere of influence and create long-lasting connections with REALTORS®, affiliates, and community partners
- CAAR Foundation (non-profit) established in 2021 - more to come!

## Ethical Environment



- REALTORS® abide and act by the REALTOR® Code of Ethics and Standards of Practice
- If a complaint is filed, you will be heard by a Grievance review, Ethics, & Arbitration hearing panel

## Networking



- Over 400 affiliates members available to you and your clients
- Complimentary General Membership Meetings (GMMs)
- Charlottesville Young Professional Network (YPN) - professional development and socials
- Community partner volunteer events/days (e.g., build days, bell ringing, etc.)
- Connect and follow CAAR's social media channels ([Facebook page - public](#), [Facebook group - members-only](#), [Facebook YPN - members-only](#), [Twitter - public](#), [YouTube](#))

## Awards Program



- Good Neighbor Award
- Real Estate Awards (i.e., Rising Star of the Year, REALTOR® Ethics in Action of the Year, Sales Associate of the Year, REALTOR® of the Year)
- Professional Honor Society

## Contact Us Today

Monday - Friday  
8:30 a.m. - 5 p.m.  
550 Hillside Dr.  
Charlottesville, VA 22901  
(434) 817-2227

## Questions?

General | [info@caar.com](mailto:info@caar.com)  
Education | [education@caar.com](mailto:education@caar.com)  
Membership | [membership@caar.com](mailto:membership@caar.com)  
Communications | [communications@caar.com](mailto:communications@caar.com)  
Young Professionals Network | [ypn@caar.com](mailto:ypn@caar.com)  
Diversity, Equity, & Inclusion Council | [dei@caar.com](mailto:dei@caar.com)  
MLS | [support@caar.com](mailto:support@caar.com)  
IDX | [idx@caar.com](mailto:idx@caar.com)  
CVCMLS | [info@cvcmls.com](mailto:info@cvcmls.com)