



CENTRAL VIRGINIA  
SCHOOL OF REAL ESTATE

# 2025 PROFESSIONAL DEVELOPMENT CATALOG



CAAR EDUCATION & EVENTS CALENDAR: [BIT.LY/CAARCAL](https://bit.ly/caarcatalog)

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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.



# EDUCATION OVERVIEW

## January

- 9 New Member Orientation
- 14 CAAR Day on the Hill
- 15 YPN 2025 Kickoff
- 16 Sweet 16 Day 1
- 20 **MLK Holiday**
- 22 NAR Advocacy Week
- 22 Sweet 16 Day 2
- 23 PJLA Local Gov't
- 30 GRI 503



## February

- 3 Pricing Strategies Advisor
- 4 CRS Data, & MLS Training
- 7 L&L: Well & Septic
- 13 General Membership Meeting
- 13 CE: Building codes & Design
- 17 **Presidents Day Holiday**
- 20 GRI 501 Agency in VA
- 24 Bias Override
- 27 PJLA CAAR & Mtg Mgmt

## March

- 4 Listing Entry Workshop
- 4 How to Avoid Being the Agent
- 6 Seller Representative Specialist – Day 1
- 7 Seller Representative Specialist – Day 2
- 12 Broker Forum + CE: Escrow Management
- 13 **PJLA Capstone Project**
- 14 L&L-Reverse Lending
- 25 GRI 502 Sales contract
- 27 General Membership Meeting

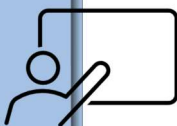
## April

- 11 L&L – YPN Hosts: 1031 Exchange
- 15 Sweet 16 Day 1
- 22 Sweet 16 Day 2
- 24 New Member Orientation
- 29 Broker 8-Hour CE Day



## May

- 8 GRI 509 At Home w/Diversity
- 9 Affiliate Ignite Sessions
- 13 Shred Day
- 15 General Membership Meeting
- 15 CE: Crash Course on EMD
- 20 GRI 504
- 21 YPN Waterpalooza
- 26 **Memorial Day Holiday**
- 31 **NAR Legislative Mtgs Start**



## June

- 11 Broker Forum + CE: Challenging an Appraisal
- 13 L&L: Buyer Representation Update
- 17 GRI 505 Working w/Sellers
- 18 YPN Trivia Night
- 19 **Juneteenth Holiday**
- 23 Train-the-Trainer
- 24 NAR Sustainability Summit
- 26 GRI 510 MRP

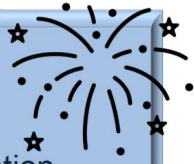


# EDUCATION OVERVIEW

## July

4 & 5 Holiday

24 New Member Orientation



## August

Taking a Break



## September

1 Labor Day Holiday

5 L&L: Appraisal Update

8 Safety Class

11 General Membership

16 GRI 506 Risk Management

19 Affiliate Ignite Sessions

23 Accredited Buyers

Representation – Day 1

24 Accredited Buyers

Representation – Day 2

26 YPN/WCR Casino Night



## October

2 New Member Orientation

3 L&L -YPN Hosts

9 Sweet 16 Day 1

13 Columbus Day Holiday

14 Listing Entry Workshop

14 How to Avoid Being the Agent

16 Sweet 16 Day 2

22 YPN Wag, Wine Wednesday

23 Broker 8-Hour CE Day

30 GRI 507 Ethics/Prof.  
Responsibility

## November

5 CRS Data Training

6 General Membership Meeting

6 CE: Risk Management

7 L&L: Superintendents

10 Broker Forum + CE: New  
Construction Inspection

11 Veterans Day Holiday

12 NAR Governance Mtg

18 MLS Training

20 GRI 508 Real Estate Law

27 & 28 Thanksgiving Holiday

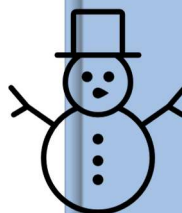
## December

4 General Membership Meeting

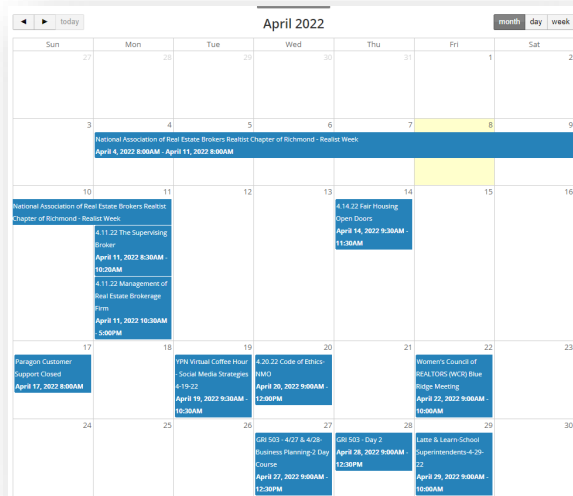
10 Leadership Training

24 & 25 Christmas Holiday

31 New Years Eve Holiday



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/CAARCal>



*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.

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

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.

New!



### 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
2 hours	Legal Updates w/Flood Content
2 hours	Real Estate Contracts
2 hours	Virginia Agency Law
5 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.

<b>2 hours</b>	<b>Broker Supervision</b>
<b>6 hours</b>	<b>Broker Management</b>
3 hours	Code of Ethics
2 hours	Fair Housing
2 hours	Legal Updates w/Flood Content
2 hours	Real Estate Contracts
5 hours	Real Estate Related Subjects

### 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



# NAR Training Requirements

The National Association of REALTORS® (NAR) requirements differ from those set by the Virginia Department of Professional and Occupational Regulation (DPOR) in that NAR mandates specific training courses to maintain REALTOR® membership, while DPOR focuses on the licensing renewal process. It's important to note that external vendors **do not** send their certificates directly to the Charlottesville Area Association of REALTORS® (CAAR) because they are solely responsible for the license renewal process for DPOR and are not affiliated with the National Association of REALTORS®. **Members must ensure that they submit their completed certificates to CAAR to satisfy NAR's requirements.**

## **NAR Code of Ethics Cycle 8 Training Requirement: Cycle 8: January 1, 2025 – December 31, 2027**

The NAR Code of Ethics Training Requirement ensures that all REALTORS®, including appraisers, adhere to the highest standards of ethical conduct. Although the Virginia Department of Professional and Occupational Regulation (DPOR) already mandates ethics training, the National Association of REALTORS® (NAR) has its own distinct requirement to maintain membership. This training is crucial for upholding the integrity and professionalism within the real estate industry.

The Charlottesville Area Association of REALTORS® (CAAR) accepts Code of Ethics (COE) certificates from the following outside vendors: McKissock LLC, Moseley, Moseley-Flint, and The CE Shop. Additionally, certificates from your approved brokerage are also accepted. Ensure your certificates are submitted to CAAR to satisfy the NAR COE requirement.

Failure to complete training during any cycle will result in membership suspension for the following January and February, with termination beginning on March 1. You can check if you have completed this training on your CAAR profile.

## **NEW NAR Fair Housing Cycle 1 Training Requirement: Cycle 1: January 1, 2025 – December 31, 2027**

The National Association of REALTORS® has introduced a new Fair Housing requirement for membership. All REALTORS®, including appraisers, must now complete two hours of fair housing training to maintain their REALTOR® status. This new requirement was approved by the association's Board of Directors at its May 11 meeting and aligns with NAR's existing Code of Ethics training, beginning in 2025.

The Charlottesville Area Association of REALTORS® (CAAR) accepts Fair Housing (FH) certificates from the following outside vendors: McKissock LLC, Moseley, Moseley-Flint, and The CE Shop. Additionally, certificates from your approved brokerage are also accepted. Ensure your certificates are submitted to CAAR to satisfy the NAR FH requirement.

Failure to complete training during any cycle will result in membership suspension for the following January and February, with termination beginning on March 1. You can check if you have completed this training on your CAAR profile.

**SUBMIT ALL CODE OF ETHICS & FAIR HOUSING CERTIFICATES TO  
[EDUCATION@CAAR.COM](mailto:EDUCATION@CAAR.COM)**

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

# GENERAL MEMBERSHIP MEETINGS

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



## Charlottesville Area Transportation Update February 13<sup>th</sup> | 9 – 10:30 a.m.

Please join us at the Hillsdale Conference Center for the February General Membership Meeting on Thursday, February 13th, from 9:00 - 10:30 a.m. During this session, we will receive an update on Transportation in the Charlottesville Area with local experts.

## Professional Honor Society & Awards March 27<sup>th</sup> | 9 – 10:30 a.m.

Please join us at the Hillsdale Conference Center for the March General Membership Meeting on Thursday, March 27th, from 9:00 - 10:30 a.m. This session will celebrate the recipients of the Honor society and those receiving special awards.

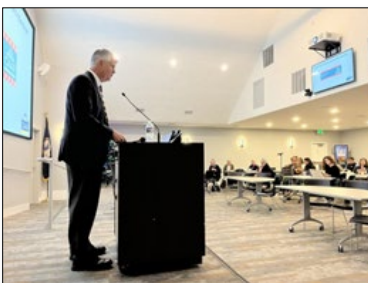


## Charlottesville Area Zoning Update May 15<sup>th</sup> | 9 – 10:30 a.m.

Please join us at the Hillsdale Conference Center for the May General Membership Meeting on Thurs., May 15th from 9 - 10:30 a.m. Join **Neil Williamson**, the President and Executive Director of The Free Enterprise Forum, and Attorney **Valerie Long**, Partner at Williams Mullen, for this informative session.

## Annual Development & Economic Summit September 11<sup>th</sup> | 9 – 10:30 a.m.

Please join us at the Hillsdale Conference Center for the May General Membership Meeting on Thurs., September 11th from 2 – 4:30 p.m. Join the **economic experts with a local, state and national forecast.**



## Annual Business Meeting November 6<sup>th</sup> | 9 – 10:30 a.m.

Please join us at the Hillsdale Conference Center for the November General Membership Meeting on Thurs., Nov. 6th from 9 – 10:30 a.m. This program presents the Annual Business Meeting, incorporating the CAAR 2026 Board of Officers & Directors Election, along with an update from the University of Virginia.

## Installation December 4<sup>th</sup> | 9 – 10:30 a.m.

Please join us at the Hillsdale Conference Center for the December General Membership Meeting on Thurs., Dec. 4th from 9 - 10:30 a.m. We induct our 2026 CAAR President and the 2026 Officers and Directors. In addition to the installation, we will: Recap the Associations achievements for the year, Thank our outgoing President, Board members, and 2025 Committee Chairs, & more!



# Latte & Learn

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**

## **Well & Septic**

Feb. 7, 2025

**Instructor: Chris Eavers**

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.

## **1031 Exchanges - YPN Hosts**

Apr. 11, 2025

**Instructor: John King**

Sip your latte while mastering 1031 Exchanges! Join YPN's virtual session for quick, expert insights on maximizing real estate investments. In just an hour, unlock strategies to supercharge your portfolio! Feel more confident about 1031 exchanges with this Latte & Learn session led by John King!

## **Buyer Representation Update**

Jun. 13, 2025

**Instructor: Pat Widhalm, Rives Bailey, & Donna Patton**

Discover post-NAR settlement updates in our Buyer Representation Update session. A panel of local brokers will cover the newest trends, strategies, and legal insights in the wake of recent industry developments. This is a session you won't want to miss.

## **Appraisal Updates**

Sept. 5, 2025

**Instructor: Woody Fincham**

Learn about recent appraisal updates with Woody Fincham! Dive into the latest updates in property appraisal, designed to empower real estate professionals with the knowledge and tools to navigate evolving market trends effectively!

## **Short-Term Rentals - YPN Hosts**

Oct. 3, 2025

**Instructor: Travis Wilburn**

Unlock the secrets of short-term rentals in Greater Charlottesville with Travis Wilburn of STAY Charlottesville. This class dives deep into market strategies, legal nuances, and profit optimization. Perfect for agents seeking to thrive in this dynamic sector!

## **Superintendents**

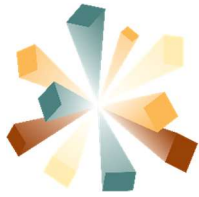
Nov. 7, 2025

**Instructors: Local School Superintendents**

Explore educational leadership with a panel of superintendents from Greater Charlottesville and surrounding counties. Gain insights into local school systems' challenges and innovations in this enlightening session.



# DESIGNATIONS & CERTIFICATIONS



GRADUATE,  
REALTOR®  
INSTITUTE

CAAR is happy to provide the Virginia REALTOR® Institute program curriculum consisting of 8 **virtual** courses that each student must complete successfully to earn the Graduate, REALTOR® Institute (GRI) designation. CAAR hosts all ten classes for your convenience.

Students working towards the GRI designation have the additional benefit of obtaining continuing education and/or post-license credit through their coursework. The course curriculum contains over 40 hours of continuing education credits and 30 hours of post-license (PL) credits.

## GRI 503 Business Planning - Jan. 30, 2025

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 \$100 Fee Deadline: Thurs., Jan. 16th**

## GRI 501 Agency in Virginia - Feb. 20, 2025

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 \$100 Fee Deadline: Thurs., Feb. 6th**

## GRI 502 Sales Contracts - Mar. 25, 2025

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 \$100 Fee Deadline: Tues., Mar. 11th**

## GRI 504 Working with Buyers- May 23, 2025

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 \$100 Fee Deadline: Tues., May 6th**

# DESIGNATIONS & CERTIFICATIONS

## GRI 505 Working with Sellers - Jun 17, 2025

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 \$100 Fee Deadline: Tues., Jun. 3rd**

## GRI 506 Risk Management - Sept. 16, 2025

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 \$100 Fee Deadline: Tues., Sept. 2nd**

## GRI 507 Ethics & Professional Responsibility - Oct. 30, 2025

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 \$100 Fee Deadline: Thurs., Oct. 16th**

## GRI 508 Real Estate Law & Virginia Regulations - Nov. 20, 2025

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 \$100 Fee Deadline: Thurs., Nov. 6th**



**First-Year  
Students**

First-year REALTORS® can fulfill their Post-Licensing (PL) requirements within their first year while simultaneously earning a Graduate, REALTOR® Institute (GRI) designation. Additionally, they can obtain both the At Home with Diversity (AHWD) Certification and the Military Relocation Professional (MRP) Certification. This comprehensive approach not only ensures that new REALTORS® meet their mandatory education requirements but also equips them with specialized knowledge and skills. By completing these certifications early in their career, they establish a strong, diverse foundation that enhances their professional credibility and sets the stage for long-term success in the real estate industry.

# DESIGNATIONS & CERTIFICATIONS



## **At Home with Diversity (AHWD) (GRI 509) (Hybrid) - May 8, 2025**

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 their 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: Fri., Apr. 24th**



## **Military Relocation Professional (MRP) (GRI 510) (Hybrid) - Jun. 26, 2025**

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: Fri., Jun. 12th**



## **Pricing Strategies Advisor (PSA) (Hybrid) Feb 3, 2025**

The Pricing Strategy Advisor (PSA) certification is specifically designed to enhance your skills in pricing properties, creating CMAs, working with appraisers, and guiding clients through the anxieties and misperceptions they often have about home values. Knowledge you will receive: the purpose and benefits of CMA's, and how to guide clients through them, Terminology of pricing an valuation, The Code of Ethics as it relates to pricing, much more.

*CE Approved: 1 hr. Real Estate Related; PLE Approved: 2 hrs. Current Trends*  
**Early Bird \$110 Fee Deadline: Tues., Jan. 20th**



# DESIGNATIONS & CERTIFICATIONS

## **Bias Override: Overcoming Barrier to Fair Housing (Hybrid) Feb. 24, 2025**

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*

**Early Bird \$75 Fee Deadline: Tues., Feb. 10th**



## **Sellers Representative Specialist (SRS) (Hybrid) Mar. 6 & 7, 2025**

This 2-day The Seller Representative Specialist (SRS) designation is the premier credential in seller representation. It is designed to elevate professional standards and enhance personal performance. The designation is awarded to real estate practitioners by the Real Estate Business Institute (REBI) who meet specific educational criteria. The foundation of the SRS course covers the core competencies of seller representation according to office policies, license law, and the Code of Ethics. You will have a comprehensive foundation of skill development, training, and resources to help you represent the interests of sellers in today's marketplace.

*CE Approved: 3 hrs. Code of Ethics, 2 hrs. Agency, 2 hrs. Contract, 3 hrs. Real Estate Related*

*PLE Approved: 2 hrs. Current Trends*

**Early Bird \$199 Fee Deadline: Thurs., Feb. 20th**



## **Accredited Buyers Representative (ABR) (Hybrid) Sept 23 & 24, 2025**

This newly updated 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. It also offers ongoing specialized information, programs, and updates that keep you knowledgeable on the issues and trends facing home buyers.

*CE Approved: TBD*

*PLE: TBD*

**Early Bird \$199 Fee Deadline: Tues., Sept. 9th**

# BROKER CONTINUING EDUCATION

CAAR offers continuing education three times (Jan., Apr. & Oct.) 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. 16 & 22, 2025, 8 a.m. – 5 p.m.** Full 16 Hours in required categories

**Apr. 29, 2025, 8 a.m. – 10:20 a.m.** The Supervising Broker

**Apr. 29, 2025, 10:30 a.m. – 5 p.m.** Management of Real Estate Brokerage

**Apr. 15 & 22, 2025, 8 a.m. – 5 p.m.** Full 16 Hours in required categories



## October

**Oct. 9 & 16, 2025, 8 a.m. – 5 p.m.** Full 16 Hours in required categories

**Oct. 23, 2025, 8 a.m. – 10:20 a.m.** The Supervising Broker

**Oct. 23, 2025, 10:30 a.m. – 5 p.m.** Management of Real Estate Brokerage

# Continuing Education (CE)

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

## Sweet 16 Day 1 - Thurs., Jan. 16<sup>th</sup>

8 – 9:50 a.m. | Contract Essentials (2 hrs. Contracts CE credits)  
10 a.m. – Noon | Fair Housing (2 hrs. Fair Housing CE credits)  
1 – 2:50 p.m. | Legal Updates ( 2 hrs. Legal Updates w/ Flood Content CE credits)  
3 – 4:55 p.m. | Selling the Sun (2 hrs. Real Estate (RE) Related CE credits)

## Sweet 16 Day 2 - Wed., Jan. 22<sup>nd</sup>

8 – 10:50 a.m. | Code of Ethics (3 hrs. Code of Ethics CE credits)  
11 a.m. – Noon | Anatomy of a Deed (1 hr. RE Related CE credit)  
1 – 3:50 p.m. Virginia Agency Law ( 2 hrs. VA Agency Law & 1 hr. RE Related CE credits)  
4 – 4:55 p.m. | Advanced Financing (1 hr. RE Related CE credit)

## Sweet 16 Day 1 - Tues., Apr. 15<sup>th</sup>

8 – 9:50 a.m. | Contract Essentials (2 hrs. Contracts CE credits)  
10 a.m. – Noon | Fair Housing (2 hrs. Fair Housing CE credits)  
1 – 2:50 p.m. | Legal Updates ( 2 hrs. Legal Updates w/ Flood Content CE credits)  
3 – 4:55 p.m. | Challenging an Appraisal (2 hrs. RE Related CE credits)

## Sweet 16 Day 2 - Tues., Apr. 22<sup>nd</sup>

8 – 10:50 a.m. | Code of Ethics (3 hrs. Code of Ethics CE credits)  
11 a.m. – Noon | The Architectural Process (1 hr. RE Related CE credit)  
1 – 3:50 p.m. Virginia Agency Law ( 2 hrs. VA Agency Law & 1 hr. RE Related CE credits)  
4 – 4:55 p.m. | New Construction Inspection (1 hr. RE Related CE credit)

## Sweet 16 Day 1 - Thurs., Oct. 9<sup>th</sup>

8 – 9:50 a.m. | Contract Essentials (2 hrs. Contracts CE credits)  
10 a.m. – Noon | Fair Housing (2 hrs. Fair Housing CE credits)  
1 – 2:50 p.m. | Legal Updates ( 2 hrs. Legal Updates w/ Flood Content CE credits)  
3 – 4:55 p.m. | Reverse Mortgages (2 hrs. RE Related CE credits)

## Sweet 16 Day 2 - Thurs., Oct. 16<sup>th</sup>

8 – 10:50 a.m. | Code of Ethics (3 hrs. Code of Ethics CE credits)  
11 a.m. – Noon | Low & No Down-Payment Loan Programs (1 hr. RE Related CE credit)  
1 – 3:50 p.m. Virginia Agency Law ( 2 hrs. VA Agency Law & 1 hr. RE Related CE credits)  
4 – 4:55 p.m. | As Is, Where Is, If Is, Sale (1 hr. RE Related CE credit)



# Post-License Education (PLE)

Post-license education (PLE) for salespersons in Virginia is designed to further their knowledge and skills after obtaining their real estate license. It is due on the last day of the month, one year after obtaining your license. The Charlottesville Area Association of REALTORS® (CAAR) hosts a variety of PLE courses to help meet this requirement. Additionally, new salespeople can obtain all 30 hours of their PLE through our Graduate, REALTOR® Institute (GRI) program.

## Thurs., Jan. 16<sup>th</sup>

8 – 9:50 a.m. | Contract Essentials (2 hrs. Current Industry Trends PLE credits)  
10 a.m. – Noon | Fair Housing (2 hrs. Fair Housing PLE credits)  
1 – 2:50 p.m. | Legal Updates ( 2 hrs. Current Industry Trends PLE credits)  
3 – 4:55 p.m. | Selling the Sun (2 hrs. Current Industry Trends PLE credits)

## Wed., Jan. 22<sup>nd</sup>

8 – 10:50 a.m. | Code of Ethics (3 hrs. Code of Ethics PLE credits)  
1 – 3:50 p.m. Virginia Agency Law ( 3 hrs. VA Agency Law PLE credits)

## Tues., Apr. 15<sup>th</sup>

8 – 9:50 a.m. | Contract Essentials (2 hrs. Current Industry Trends PLE credits)  
10 a.m. – Noon | Fair Housing (2 hrs. Fair Housing PLE credits)  
1 – 2:50 p.m. | Legal Updates ( 2 hrs. Current Industry Trends PLE credits)  
3 – 4:55 p.m. | Challenging an Appraisal (2 hrs. Current Industry Trends PLE credits)

## Tues., Apr. 22<sup>nd</sup>

8 – 10:50 a.m. | Code of Ethics (3 hrs. Code of Ethics PLE credits)  
1 – 3:50 p.m. Virginia Agency Law ( 3 hrs. VA Agency Law PLE credits)

## Thurs., Oct. 9<sup>th</sup>

8 – 9:50 a.m. | Contract Essentials (2 hrs. Current Industry Trends PLE credits)  
10 a.m. – Noon | Fair Housing (2 hrs. Fair Housing PLE credits)  
1 – 2:50 p.m. | Legal Updates ( 2 hrs. Current Industry Trends PLE credits)  
3 – 4:55 p.m. | Reverse Mortgages (2 hrs. Current Industry Trends PLE credits)

## Thurs., Oct. 16<sup>th</sup>

8 – 10:50 a.m. | Code of Ethics (3 hrs. Code of Ethics PLE credits)  
1 – 3:50 p.m. Virginia Agency Law ( 3 hrs. VA Agency Law PLE credits)

# CAAR TECHNOLOGY

## Paragon Training



### Explore [Recorded Webinars](#) at Your Convenience:

These recorded sessions are designed to provide a comprehensive understanding of the essential aspects of using Paragon, a powerful tool for real estate professionals.

## TransactionDESK®

### Transaction Desk

These [online trainings](#) provide a comprehensive exploration of Transaction Desk, emphasizing six key components essential for online contract creation.

For support: [tdsupport@lwolf.com](mailto:tdsupport@lwolf.com)  
[Live support](#)

## CRS Training (In-Person Only)

Feb. 4, 2025, 8 - 10 a.m. & 10 a.m. – 12 p.m.

Nov. 5, 2025, 9 – 10:15 a.m. & 10:30 a.m. – 11:45 a.m.



Join us to learn how to access CRS Data's MLS Tax Suite from your MLS along with how to navigate within the product. We will start with searching options from Simple to Advanced building your skills along the way. Covering the Property Report, Maps and layers and CMA's and you will want to stick around as we finish up by taking on a tour of Prospecting. All of this and we won't forget to point out along the way the end user customization options. This is the MLS Tax Suite from Cover to Cover..



## RPR (REALTORS® Property Resource)

RPR's Refine Value tool is a powerful resource that equips REALTORS® with a multifaceted approach to determine the value of a home. It combines critical factors, including property characteristics, home improvements, and prevailing market conditions, to offer a comprehensive and precise valuation. [View Training Videos](#)

## ShowingTime



ShowingTime is a real estate software that helps real estate professionals schedule showings, manage offers, and generate reports. [View Training Videos](#)

# CAAR TECHNOLOGY

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

## CAAR's Commercial MLS: What's New (Virtual Only)

Feb. 4, 2025, 2:45 p.m. – 3:45 p.m.

Nov. 18, 2025, 2:30 p.m. – 3:15 p.m.



Explore the latest features offered by Catylist, designed to streamline your real estate experience. With the Table View feature, you can easily organize and analyze property data. Access comprehensive Loan Data and Tax Cards directly within the platform, providing crucial financial insights at your fingertips. Navigate zoning regulations effortlessly with Zoning Codes and Zoneomics integration. Dive deeper into multi-family properties with detailed Unit Configurations and Building Class information. Conduct thorough off-market property research to uncover hidden opportunities. And now, visualize retail properties with updated Google Earth Retail Logos for enhanced mapping capabilities. Experience efficiency and innovation with Catalyst's latest offers.



## CAAR's Commercial MLS: Navigating (Virtual Only)

Feb. 4, 2025, 4 p.m. – 4:55 p.m.

Nov. 18, 2025, 3:30 p.m. – 4:30 p.m.

Unlock the full potential of your real estate endeavors with the tools and resources available from your dashboard. Begin by setting up your profile and personal URL to establish your online presence and enhance visibility. Navigate seamlessly through a property-centric platform tailored to meet your needs, whether you're promoting listings with Email Broadcast or efficiently managing leads and listings. Dive into comprehensive research with access to detailed property information, customized searches, and comparative analyses. Utilize tools designed for business efficiency, including Saved Searches and Auto-Updates, to streamline your workflow and stay ahead of the curve. Collaborate effectively with clients by creating curated lists and dynamic presentations tailored to their needs. And with Google Earth Site Analysis, gain valuable insights into property locations and surroundings for informed decision-making. Empower your real estate endeavors with the resources available right from your dashboard.

Questions about our services? Please contact [membership@caar.com](mailto:membership@caar.com)

Need assistance using our services? Please contact [support@caar.com](mailto:support@caar.com)



# NEW MEMBER ORIENTATION

New REALTOR® members are required to complete a New Member Orientation within six months of joining the association. This orientation introduces them to the structure and resources of the Charlottesville Area Association of REALTORS® (CAAR), as well as the National Association of REALTORS® (NAR) and the Virginia REALTORS® state association.

During the orientation, members gain a comprehensive understanding of the associations' roles, services, and support systems that will aid in their professional development. Additionally, as part of their membership requirements, new REALTORS® must complete a 3-hour Ethics training course, which emphasizes the importance of ethical standards in the industry. They are also required to complete 2 hours of Fair Housing training, which ensures they are equipped with the knowledge to promote equal housing opportunities and comply with legal regulations.

This orientation and training program provide new members with essential knowledge, helping them build a strong ethical foundation and a deeper understanding of their responsibilities as REALTORS®. It also ensures that they are well-prepared to serve their clients and communities with professionalism and integrity.



## Mark Your 2025 Calendar Jan. 9<sup>th</sup> | Apr. 24<sup>th</sup> | Jul. 24<sup>th</sup> | Oct. 2<sup>nd</sup> Orientation Schedule

9 a.m. – 12 p.m. Code of Ethics & Standards of Conduct  
12 p.m. – 12:30 p.m. Lunch with CAAR Leadership  
12:30 p.m. – 1:50 p.m. CAAR Orientation  
2 p.m. – 4 p.m. Fair Housing

**New Member Incentive classes are FREE for members. There is a \$10 no-show fee.**

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

Mar. 4, 2025, 1 p.m. – 3 p.m.

Oct. 14, 2025, 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. 4, 2025, 3:15 p.m. – 4:45 p.m.

Oct. 14, 2025, 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.

# BROKER FORUMS

The broker program provides valuable opportunities for participants to attend council and forum meetings, where they can stay informed on the latest updates and initiatives from the association. These meetings offer crucial insights into industry trends, regulatory changes, and association developments, ensuring brokers remain at the forefront of the profession.

## **Broker Forums - 9:30 a.m. – 10:30 a.m. & Continuing Education - 10:30 a.m. – 12:30 p.m.**

Mar. 19, 2025

CE: Escrow Management

Jun. 11, 2025

CE: Challenging an Appraisal

Nov. 10, 2025

CE: New Construction Inspection



Additionally, the Broker Forum serves as a dynamic platform for both networking and continuing education. Through these forums, brokers and associate brokers can connect with peers, share best practices, and build relationships that can lead to collaborative opportunities. The continuing education component further enhances their professional knowledge, helping them stay competitive and informed in an ever-evolving real estate landscape. Overall, the program equips brokers with the tools, connections, and information they need to excel in their careers.

# REALTOR® Safety Program

The Charlottesville Area Association of REALTORS® is dedicated to bringing awareness, knowledge, and improving the understanding of the risks that our members face daily. We host safety classes and events throughout the year to empower our members and keep safety at the forefront of our minds. Check out our safety tips in the Professional Development Monthly Newsletter.



## 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

Be sure to always stay updated with new safety techniques, and regularly check [nar.realtor/safety](https://nar.realtor/safety) for the newest tips and webinars.



# Cruisin' CAAR

The Charlottesville Area Association of REALTORS® (CAAR) offers an educational program, Cruisin' CAAR, designed to bring the CAAR classroom experience and resources directly to associations, brokerages and their teams. This program provides PLE and CE classes, along with industry certifications and designations, which can be hosted virtually, at a predestined location or in a CAAR meeting space.

## How It Works

To participate in Cruisin' CAAR, associations and brokerages must fill out a form specifying their specific opportunity details. CAAR's Professional & Business Development Director will reach out to finalize the details and pricing once the form is submitted.

CAAR takes care of all the post-class reporting to DPOR and NAR. CAAR can also handle the NAR compliance process for your agents who are CAAR REALTOR® members, for each cycle.

The association or brokerage will reach out to our elite group of instructors to discuss date, time, course(s), instructor fee, hotel (if needed) and travel expenses.

CAAR charges \$50 rental per course that must accompany the initial form. There is a \$10 per person fee for students wanting to receive credits.

Local associations or brokers are responsible for payment of NAR Designation/Certification Royalty fees separate from the License Usage Fee. In addition to the above responsibilities, the local association or brokerage shall be responsible for any and all other aspects of the course, including financial obligations which may not be noted or obviously known prior to the scheduling of their course.

Questions? Reach out to [education@caar.com](mailto:education@caar.com)



# 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:

Charlottesville, VA

YPN

Young  
Professionals  
Network

[www.REALTOR.org/ypn](http://www.REALTOR.org/ypn)

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.

## 2025 SCHEDULE

### Kick-Off Event

Wed., Jan. 15th,  
3 – 5 p.m., Beer Run

With the CAAR Foundation

### 1031 Exchanges Latte & Learn

Fri., Apr. 11th,  
9 – 10 a.m., Zoom

### RPAC Waterpalooza

Wed., May 21st,  
3 – 5 p.m., Darden Towe

### Annual Trivia Happy Hour

Wed., Jun. 18th,  
3 – 5 p.m., TBD

### Short-Term Rental Latte & Learn

Fri., Oct. 3rd,  
9 – 10 a.m., Zoom

### Salvation Army Angel Tree

November – December  
CAAR Offices

### Want to Learn More?

Scan this QR Code to go to our website!



### 2025 YPN Leaders:

Chair: Zoya Claus

[zoya@storyhouse.com](mailto:zoya@storyhouse.com)

Vice-Chair: Jossef Baron

[Jossef.baron@longandfoster.com](mailto:Jossef.baron@longandfoster.com)

Staff Liaison: Kelly Lolli

[ypn@caar.com](mailto:ypn@caar.com)

# Instructor Training Overview

Join CAAR as an Empowering and Motivating Instructor!

At CAAR, we are on the lookout for dynamic and inspirational instructors who are passionate about uplifting our profession. Do you often find yourself mentoring others or sharing your expertise? If so, we invite you to consider teaching with us at CAAR.

## 1. **Our Supportive Pathway to Instructor Success:** The Train-the-Trainer Program

To ensure your success as an instructor, we have developed a comprehensive Train-the-Trainer Program

## 2. **Complete Instructor Application for DPOR Approval:**

Begin by submitting your instructor application for approval by the Department of Professional and Occupational Regulation (DPOR).

## 3. **Audition Before a Panel of Your Peers:**

Prepare a 15–20-minute audition to present on Wed., May 7, 2025, before a panel of experienced peers. This is your opportunity to showcase your teaching style and expertise.

## 4. **Attend and Complete the Train-the-Trainer Class:**

Participate in our Train-the-Trainer class on Thurs., Jun. 12, 2025, designed to equip you with the necessary skills and knowledge to excel as an instructor.

## 5. **Shadow and Co-Teach with a Current CAAR Instructor:**

Gain practical experience by shadowing and co-teaching alongside a seasoned CAAR instructor, allowing you to learn and adapt proven teaching methods.

## 6. **Receive and Review Instructor Evaluations:**

After each class, your performance will be evaluated to provide you with constructive feedback and support your continuous improvement.

## 7. **Instructor Information and Resources**

To further aid your development, we provide a wealth of resources:

- **Speaker Guidelines & Responsibilities:** Clear guidelines to help you understand your role and expectations.



# Instructor Training Overview

- Speaker Tips & Tricks: Practical advice to enhance your teaching effectiveness.
- Speaker FAQs: Answers to common questions to help you navigate your responsibilities with ease.
- Call for Proposals: We offer opportunities for you to contribute your own course ideas:
  - Submit Courses with Specific Topics: Propose courses on topics you are passionate about and bring your unique perspective to our curriculum.

## Cruisin' CAAR Instructor Information

For those interested in our specialized programs, we provide detailed information:

- Cruisin' CAAR Information for Brokers: Essential details for brokers participating in the program.
- Cruisin' CAAR Instructor Contract: The contractual framework outlining your role and responsibilities.
- Cruisin' CAAR Instructor Guidelines & Responsibilities: Comprehensive guidelines to ensure a successful and rewarding teaching experience.

## Take the Next Step

If you are ready to inspire and educate others while advancing your own professional journey, consider joining CAAR as an instructor. We look forward to empowering you to elevate our profession.



# CAAR INSTRUCTORS



## **Kim Armstrong**

Kim has been a REATOR® 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.



## **Addison Barnhardt**

Addison was born in Charlottesville and grew up in Woodberry Forest, VA. He graduated from St. Anne's-Belfield in 2001 and went to Vanderbilt University where he majored in Human and Organizational Development and minored in Film Studies. Addison attended Vermont Law School and earned a J.D., cum laude, and a master's in environmental law policy, magna cum laude, focusing on land use law.



## **Scooter Burgess**

Scooter founded Burgess Inspections, Inc. in 1993, growing it from a single-inspector operation into one of Virginia's largest inspection firms. The company's mission is to be the most trusted name in the industry, delivering top-tier customer service. Starting as an electrician in 1975, Scooter ran his own electrical contracting business for eight years before transitioning to inspections. He has held leadership roles, including past President of the Virginia Association of Home Inspectors and President-Elect of Central Virginia ASHI, and has been an ASHI

member since 1993.



## 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, originally from Provence, France, moved to the U.S. for her education, earning an MBA from UW-Madison. She spent 8 years in marketing research on global brands like Seagram's and Procter & Gamble. In 2000, she relocated from New York to Charlottesville with her husband, focusing on raising their sons and supporting non-profits. She helped establish the International School of Charlottesville, often guiding relocating families. Transitioning naturally to real estate, Anne views it as a helping profession, working closely with a select number of clients to find their perfect home. Anne is the 2024 CAAR President.



## Cathy Cherry

Cathy Purple Cherry, AIA, LEED AP, founded Purple Cherry Architects, an award-winning architecture and interior design firm, more than 30 years ago. In Summer 2024, Gibbs Smith published the firm's first book, *The Design of a Country Estate*, which offers a tour of a stately manor home and its eight companion buildings on Maryland's Eastern Shore.





## **Reggie Copeland**

Reggie Copeland, "The Bow-Tie Guy," brings over 20 years of real estate experience. He has served on NVAR's Grievance Committee, Professional Standards Committee, and Board of Directors. Reggie has managed his own real estate team, led an office, and recently founded C.R. Copeland Real Estate. A certified instructor for 15 years, he teaches GRI, Principles & Practices of Real Estate, and other courses. Reggie has also contributed 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.



## **Russ Edwards**

Russ now serves Tiger Solar, est. 2004, a Tiger Fuel company, as president. Tiger Solar designs, installs, and services photovoltaic solar projects for residential, commercial, agricultural, and non-profit buildings. Russ Edwards brings over 15 years of experience in construction and renewable energy to Tiger Solar. Most recently, he served as Senior Director of Onshore Project Development at Orsted, the world's most sustainable energy company

according to the Corporate Knights Global 100 Index. In this role, he led utility-scale solar and wind projects across southeastern and western markets.





## **Chris Eavers**

Chris, an Augusta County native and Old Dominion University graduate with a B.S. in Civil Engineering Technology, has nearly 20 years of experience in the construction industry, specializing in residential construction. He is a certified Master Alternative Septic Installer and maintains the Virginia Responsible Land Disturber certificate. Chris conducts inspections with meticulous attention to detail, adhering to InterNACHI

Standards of Practice and the Home Inspector Code of Ethics. He also holds certifications from Virginia DPOR and the International Association of Certified Home Inspectors.



## **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.



## **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!



## **Michael Guthrie**

Since 1983, Michael has been an active REALTOR®. In 2009, he served as President of CAAR and received the Code of Ethics Award in 2014. Recognized for his outstanding contributions, he was named REALTOR® of the Year in 2009 and honored as the Charlottesville Chamber's Small Businessperson of the Year in 2010. Every Saturday morning, he hosts his own radio show, Real Estate Matters, on WINA. With a passion for education, he has been teaching DPOR approved courses across the Commonwealth for many years and currently instructs the GRI program statewide.



## **Matthew Harrison**

Movement Mortgage is excited to have Matt Harrison as one of our Reverse Mortgage Professionals. Matt is a seasoned professional with over two decades of experience in the real estate and mortgage industry. He carries a Certified Reverse Mortgage Professional (CRMP) designation and is a FUEL Inc mentor and coach. He goes beyond imparting knowledge – Matt inspires and guides. His areas of expertise include a passion for Reverse Mortgage, building partner relationships, mentorship, coaching and helping others.



## **Cynthia Hash**

Helping people is my passion! Problem solving and teaching are my gifts. My background in real estate began in 1981 as a real estate Title Insurance Examiner, then Senior Underwriter. In the 1990's, I worked for a real estate settlement company. Then I became a licensed Realtor in 1999. Currently I am a Principal Broker Owner of a boutique brokerage firm and have been teaching the Principles of Real Estate Pre-License class since 2020.



## **Kelley Lutz Henderson**

At Truist, our team of experienced loan officers is dedicated to creating personalized financial plans for clients purchasing or refinancing their mortgages. We focus on educating clients about the industry and their financing options while keeping them informed about every detail of their transaction. Our goal is to make the process stress-free for all involved, including REALTORS®, buyers, and settlement agents, with regular updates leading up to closing. We continue our

relationship with clients long after closing to be their go-to resource for future questions. \*Specializing in Physician and Dentist Loan programs.



## **Tara Houston**

Tara is the Founder and CEO of Houston Consulting Group & Associates, LLC, and HCG Real Estate School, LLC. She is a Broker Associate with eXp Realty and the former state Broker for DC and Maryland, as well as the former compliance Broker for Virginia. Tara and her husband Michael help agents build successful businesses through training, mentoring, and coaching. She teaches pre-licensing, CE courses, and NAR designation courses. As the 2019 President of the

Northern Virginia Network of the Women's Council of REALTORS®, Tara co-authored two books and holds multiple designations, including CIPS, CLHMS, and ABR.



## **John King**

John is currently with First American Exchange Company and am licensed to practice law in Florida and California.

Previously, he ran a General Law Practice focusing on corporate transactions, real estate, and civil litigation. At IPX1031 (1997-2012), he managed operations for a large firm with over 150 employees and \$100 million in annual revenue, handling staffing, sales, and legal matters.

John also served as General Counsel for a broker-dealer in California and Auction.com, overseeing legal issues and corporate policies. I hold Series 7, 24, and 63 Securities Licenses. With extensive business and legal experience, John is well-equipped to contribute to any corporate team or law firm.



## Valerie Long



Valerie Long specializes in real estate and land use matters, including the acquisition, development, and disposition of commercial properties. She handles contract negotiations, due diligence, and closings, and has experience in commercial lending.

She is recognized by The Best Lawyers in America for Land Use & Zoning and Real Estate Law and was named Charlottesville Real Estate Law "Lawyer of the Year" in 2014, 2016, and 2019. Valerie is also listed among Virginia's "Legal Elite" and was honored as one of Virginia Lawyers Weekly's "Influential Women of Law" in 2019.

## Laurie MacNaughton



Laurie MacNaughton Laurie MacNaughton ranks nationally in the top 1% of reverse mortgage professionals. State- and federally licensed. Columnist for Times Community Media newspapers. Reverse mortgage instructor with approved Virginia CLE, Virginia CFP CE, Virginia and Maryland CIMA CE, Virginia and Maryland Insurance CE, Virginia Realtor CE. Extensive experience in leadership. Published in multiple publications.

## Anthony McGhee



Academy.

Anthony McGhee, a Virginia Tech graduate with a degree in finance, is the broker/owner of Assist2Sell First Rate Realty and owner of Daddy Rabbit, Inc., a contracting company. Licensed since 1988, Anthony is a former CAAR president and past Chairman of The Real Estate Weekly. He holds the MIRM designation, is a licensed auctioneer and Class A contractor, and is a 2015 graduate of the Virginia Leadership





## **Donna Patton**

Donna has been a REALTOR® since 1996 and became a Broker in 2002. She managed a local franchise brokerage from 2002 to 2017 and holds ABR, SFR, and CRB designations. Donna has been instructing at CAAR since 2006 and served on the CAAR Board of Directors in 2004 and from 2008 to 2010. She has been a member of PS&A/Grievance since 2004 and has chaired or co-chaired various committees, including the IS Committee in 2003-2004 and the Education Committee in 2007. Donna was the recipient of the Ethics in Action Award in 2007, was inducted into the CAAR Honor Society, and was named Sales Associate of the Year in 2012.



## **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.



## **Keith Smith**

Keith L. Smith is the Principal Broker/Owner of Keith Smith Realty in Richmond, Virginia, where he helps clients build wealth through residential and investment property transactions. With a background in Diversity & Inclusion, he values strong client relationships. A licensed Realtor® since 1989, Keith holds the GRI designation and is a member of local and national REALTOR® associations. He also teaches technology and continuing education classes at the Richmond Association of REALTORS® and serves on its Legislative Committee. Outside of work, Keith enjoys basketball, writing, and active participation in his faith community.



## **Ty Smith**

As a trusted advisor with Truist Mortgage, Ty brings over 21 years of experience in originating purchase and refinance home loans. His goal is to provide clients with the guidance and support they need to make informed home financing decisions. As a Truist Producing Sales Manager, he upholds the highest standards of integrity, ensuring clients feel confident and comfortable with their loan terms. Whether you're a first-time homebuyer or experienced, he's committed to finding the best loan option and competitive rate to meet your goals.



## **Amanda Spigone**

Amanda, a 2021 CAAR Ethics in Action Award winner and Board of Directors member, has over 24 years of real estate experience as a 2nd generation broker. She leads the Alliance Home Team, which supports and trains new agents. With expertise in residential sales, property management, and new construction, Amanda offers valuable insights to both clients and team members. As a member of the KW Associate Leadership Council's top 20% of agents, she heads the Diversity, Equity, and Inclusion Committee, driven by her passion for helping others achieve their real estate goals.



## **Tiffany Vann**

Tiffany has been with CAAR since 2004 and has taught New Member Orientation since 2007. As the Membership & Compliance Manager, she oversees membership, compliance, MLS rules, lockbox services, and billing. Tiffany also serves as the Professional Standards Administrator, handling Code of Ethics and Arbitration procedures. She is the RPAC Liaison and supports the CAAR REALTOR Store. Feel free to reach out to Tiffany with any membership-related questions or concerns.



## **Pat Widhalm**

Pat is President and Principal Broker of Real Estate III in Charlottesville, VA. For nearly fifty years, she has been instructing real estate classes across Virginia. Her areas of expertise encompass risk management, compliance, legal matters, license regulations, agency protocols, contract drafting, transaction oversight, and fair housing practices. Certified as an ethics and professional standards instructor, she also holds the distinction of being an NAR REALTOR® Emerita. Pat is responsible for crafting and revising the

CAAR curriculum and has previously served as CAAR President.



## **Travis Wilburn**

When Travis moved to Charlottesville in 2000, he found the perfect mix of his passions for architecture, music, and art. Though he had the heart of an architect, he lacked drawing skills, so he turned his focus to the historic homes of Charlottesville and the Blue Ridge. This led to the creation of Stay Charlottesville. Today, Travis brings that same passion to

his work every day. With his competitive spirit, he dreams of opening a 28-room boutique inn next to his partner's 24-room hotel. As a tourism and hospitality professional, Travis loves showcasing the best of Charlottesville, connecting guests with the finest homes and top tourism partners.



## **Neil Williamson**

Neil Williamson is the President and Executive Director of The Free Enterprise Forum, a public policy organization in Charlottesville, Virginia, focused on growth, land use, and economic development issues. As managing editor of the Forum's blog and monthly e-newsletter, Neil challenges local governments, businesses, and citizens to consider the broader impacts of their actions.

A strong advocate for economic freedom, Neil is frequently quoted in the media, lectures at the University of Virginia, and serves as adjunct faculty at Piedmont Virginia Community College. He also regularly appears on local radio programs discussing growth and development topics.



## **Mark Worrilow**

Mark Worrilow began his teaching career in the Navy, instructing in leadership and warfare subjects. After retiring in 1997, he transitioned to real estate, where he now holds ABR and SFR designations. Mark teaches pre-licensing and professional development courses and is certified in Fair Housing, REALTOR® Code of Ethics, and RSA. He served as Education Committee Chair from 2004-2010 and was named Instructor of the Year in 2010 by the Prince William Association. Mark is also the District Director of Fathom Realty.



## **Jeff Wu**

Jeff is passionate about life and real estate, with a mission to "Impact and Improve lives through Real Estate, Positive Power, and Energy!" A Virginia Real Estate Broker with licenses in Maryland and Washington, DC, Jeff values continuous learning and holds multiple designations. He enjoys teaching and has shared his expertise with REALTORS® across the country. A lifetime Top Producer with the Northern Virginia Association of REALTORS®, Jeff has also been a speaker for CRS on various platforms. He pursued his GRI designation early in his career, reflecting his commitment to education.



# CAAR School Policies

**Attendance Policy:** Class will begin promptly at the time noted. **Attendance will be recorded solely for those who sign in at the beginning of each class. Failure to sign in will result in the absence not being recorded, and no exceptions will be made after 24 hours following the class conclusion. Furthermore, students who do not sign in will not receive Continuing Education (CE) or Post-License Education (PLE) credit, if applicable.** 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 a new date of class if postponed. Students can use registration as a credit toward another class or receive a full refund.

**No-Show:** Student that register for classes/events/meetings that are FREE for members will be charged a no-show fee of \$10 after not attending the class/events/meetings. 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 reminder 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 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 every 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 them 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 2-hour 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 a one-week reminder, please register for the Zoom session 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:

- 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.us) 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. **No** walking around with your iPhone camera, iPad, or laptop.
- 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 who are seen driving will be removed and disqualified from the class.
- Students may not fix their hair, fix something to eat, be half on/half off the screen while participating in 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 to certify that you are present. Please ensure that there is enough light in the room and that you are clearly visible **and not just showing the ceiling and only half of your head**.
- 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.

# Let's Talk REALTOR® Benefits



## REALTOR® Services/Products

- Complimentary services/products include TransactionDesk - Autehtnsign, CRS Data, ShowingTime for MLS, Single Sign On (SSO) Dashboard, CAAR Member Portal, MYCAAR.COM (residential public search), CVCMLS.COM (commercial public search), dedicated customer support for services/products on Paragon homepage (e.g., Paragon, SentiLock, 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, SentiLock, 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.
- Learn more: [hcevent.com](http://hcevent.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 - [caar.theceshop.com](http://caar.theceshop.com)
- 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



# Let's Talk REALTOR® Benefits



## Communications



- Weekly e-newsletter (News Group)
- 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 Committee (long-term), Project Team (short-term), or Council and shape the Association
- Expand your sphere of influence and create long-lasting connections with REALTORS®, affiliates, and community partners
- The CAAR Foundation was created to address the pressing affordable housing challenges in our community

## 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 200 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

## 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 Hillsdale 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)