

Class Details:

- The host is responsible for finding and securing the sponsors and must provide the Name, Company Name, Email, Phone Number and logo to be placed on the marketing piece. We will help to secure partners when needed or provide list of ones that have worked with us in the past
- The host is responsible to follow-up and ensure the sponsors have paid 24 hours prior to class RECEA handles the registration of the class. The QR code will be on the flyer and a registration link will be provided as well.
- RECEA creates the flyers for the course.
- The host will be responsible for printing or arranging for the printing of the Sign-In sheet, evaluations, handouts, and TREC Roster for the class. This will be provided atleast 24 hours prior to class by RECEA. Should RECEA be responsible for printing we will need to know when the class is booked and a \$50 fee can be added to the class fee total.
- The host will be responsible for sending details and reminders to all who have Registered for the course
- The host will be responsible for email the sponsors reminders and details for the course

Class Fee Details:

We are in a time where all CE courses are being offered complimentary to our Realtors we have implemented a flat fee charge for CE classes

\$500 4 HR CE	\$400 3 HR CE	\$300 2 HR CE	\$200 1 HR CE	\$10 pp \$10 per hour Realtor paying fee	\$50-\$100 Travel Fee \$50-\$100 Printing Fee \$50
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**Travel fee depending on location of class and instructor there may be a travel fee of \$50-\$100 depending on driving distance per instructor. Any other arrangements would be worked out and will be handled case by case. If traveling quite a distance the instructor will need to be teaching a 3 HR class to be worth the drive or can be booked for a morning and afternoon class as well to make the distance a win/win. Majority of the classes are 3 HR CE so typically the Host of the class would find 4 sponsors at \$100 to pay for the course.

How To Book A Class:

1. Email realestateceacademy@gmail.com with class, dates, time. RECEA will reach out to instructors that teach that course for availability.
2. RECEA will send a confirmation and a calendar invite securing the date and time of class
3. Host will provide sponsorship information and flyer will be created within 24 hours by RECEA
4. RECEA will create the registration link and provide to host when class is booked.