



Exhibit "B"
Ignite Labs Postlicense and CE
Course Facilitation Guidelines

Thank you for choosing OUTFRONT EDUCATION to provide your agents with their Ignite Labs Post-License or 24 Hour CE Credit!

The New format for Ignite Labs is 18 – 1-Hour and 15-Minute Sessions (See Course Outline for each session title and content). If you choose to teach 2 sessions in one day please allow for a 10-15 minute break between sessions. *The Final exam is to be given after the last session, not as part of the last class. Students requesting 24 hour CE credit Only do not have to take the Final exam. The school fee for Postlicense or CE credit is the same, \$35 each.

ATTENDANCE

Students CAN miss 2 **Sessions (1.25 hours each)** and still receive credit for Postlicense or CE. If they miss more than 2 Sessions (Not Classes - if you teach 2 sessions a day), they may **NOT take the test** nor get credit until the necessary session(s) missed are made up, in the next Ignite session or at another approved location. If students are making up sessions to get credit, you must also send in a copy of the attendance record that shows they have attended all classes. (Example: Susie missed 5 sessions; we must have the dates of the course she started originally as well as the attendance record for her makeup Sessions). There is a \$25.00 charge per makeup session. Any student missing 7 Sessions or more will be required to retake the course. In addition, students may not join an Ignite Labs class that has already started after the second session for credit. And, the course may not be taken for CE credit within one year of completing the course previously for CE or Postlicense credit.

PRIOR TO STARTING YOUR COURSE

Please email the following to Allen@kw.com and/or Outfrontea@gmail.com :

Course schedule: Including class dates, times, topics, and instructors for each session.

Biography or Resume for each instructor: Instructor Bio needs to reflect experience, skills, and/or abilities they possess that qualify them to teach the Topic. (Only for new Instructors that have not taught for us before and not already on file with OutFront Education).



THE FIRST DAY OF CLASS

Original Class Attendance Sheet: Class attendance shall be taken daily for each session on a Daily Class Attendance Sheet, having each student sign in before the session starts and sign out when the session is over. If you are teaching 2 Sessions in 1 day you will need Attendance for both sessions separately. Attendance for 2 sessions in 1 day can be done on the same attendance sheet just be sure that attendance (Sign-in and Sign-out) is clear for each session and student.

Notice to Students: At the very beginning of the first day of class have the course Facilitator or the Instructor read the “Notice to Students” to the class and provide a copy to all students. This “Notice to Students” specifies the school’s qualifications, sets the ground rules for the course, and is required by the GA Real Estate Commission.

Please make sure that the person that reads the “Notice to Students” to the class prints their name, signs, and dates it at the bottom of the page.

Provide the “Notice to Students” to any students that enroll late in the class and miss the official reading.

Instructor Evaluations: At the end of each session have students complete an instructor evaluation (If you use co-instructors for a session please do evaluation for both). Evaluations can be done once if one instructor is teaching multiple session the same day or if one instructor is teaching the entire course.

END OF THE FIRST DAY OF CLASS

email to Allen@kw.com and/or Outfrontea@gmail.com the signed notice to students and **ALL** enrollment forms for the course. This allows us to open a course file to track the course. If this is not done then the school will not be responsible for course credit and all students should be notified. Any last-minute Registrations received after the first day should be email to the school when received.

UPON COURSE COMPLETION

The following is required by School: (All documents are available on our web site)

- ❖ **Original Registration Forms:** For all students in attendance, we must have registration date and please make sure each student selects either post-license or CE credit. (This should have been already sent to the school at the beginning of the course)



- ❖ Master Attendance Sheet: All daily attendance sheets shall be reflected on the one-page master attendance Sheet. Please include students doing makeup sessions and students that did not complete the course.
- ❖ Instructor Evaluations (one for each instructor, if there will be multiple Instructors)
- ❖ Instructor Biography, one for each Instructor (if there was a substitute instructor or if not submitted before class started as instructed).
- ❖ Test The exam is delivered online by OutFront Education and MUST be proctored by an instructor or office administrator. You will be sent a test link and activation code along with instructions for exam administration a few days before your final exam date. We will send you the final exam results shortly after the exam window expires to use in completion of the Final Roster referenced below. Passing grade is 75% or better.
- ❖ Ignite Final Roster: to be completed and signed by Ignite Facilitator

We must have ALL required materials/documents submitted to Allen@kw.com and/or Outfrontea@gmail.com **no later** than 5 calendar days, not business days, including weekends and holidays, after the last day of Class or the day you receive your class final exam results, which ever is later, to ensure that students receive their credit in a timely manner. Delays in delivery of documentation can cause a student's license to lapse creating liability for the student, the brokerage firm, and the school. To prevent this, a fee of **\$100.00 per day** will be assessed for each day over 5.

If you have any questions, please you may contact us directly:

Stephanie Nielsen:	(404) 840.5077	getsteph@kw.com
Allen Nielsen:	(404) 668.7768	allen@kw.com
Lindy Winfrey:	(678) 488.5516	outfrontea@gmail.com

Thank you for using OutFront Education for your real estate school needs.