

Affiliate Education Offering Checklist

This list is not all-inclusive and meeting some or all these requirements does not guarantee that your course will be approved by the education committee. The education committee has final authority to select those courses they feel appropriate and beneficial to the members of the Aurora Association of REALTORS®.

Speaker Requirements:

- Course must be educational – While we understand that the ultimate purpose of teaching course is to promote yourself and/or your business, the time spent must be instructional. Courses that are merely marketing pitches in disguise will not be approved.
- Absolutely NO RECRUITING- This is a Safe Haven Environment
- Course must be well-planned and have
 - a course outline and/or curriculum
 - a list of takeaways for attendees
 - Testimonial(s) from previous attendees
- Address a current need
 - Timeliness of topic is very important
- Can it apply to REALTORS® and affiliates?
 - Broader appeal means more benefit to our members
- If you have product to sell, you are allowed 3 minutes after the class for product promotion

Do you have:

- CE credits in Colorado (Whomever got the CE credit you are required to keep the records & certificates)
 - Courses offering CE credits to REALTORS® are very desirable
 - Electronic registration capabilities i.e. Eventbrite
 - Marketing (flyers, social media & email etc.)
 - Staff to handle class check in and CE certificate
 - Course materials and ability to prepare & bring them to the class
 - Do you need an AAR member Affiliate sponsorship for food/beverage?

Your Name: _____

Your Company Number: _____

Email Address: _____

Phone Number: _____

Website: _____

Available Class Dates: _____

Length of class (hours): _____

Is there a Class: Minimum _____ or Maximum _____ _if yes, how many?

Instructor Fee: Yes No (please circle) If yes, how much: _____ hourly/per pupil/ other _____