

## EDUCATION PROGRAM SUBMISSION FORM

We're always seeking innovative trainers to complement our education program which delivers first-rate, targeted instruction to meet the learning needs of our diverse membership. If you've got what it takes to meet this challenge, we'd like to hear from you. Because of the number of inquiries received, only complete submissions will be reviewed and presented to our Education Committee. Please complete one submission form per course offering.

Date: \_\_\_\_\_

Proposed Title of Class or Program: \_\_\_\_\_

Instructors Name: \_\_\_\_\_

Instructor's Title: \_\_\_\_\_

Firm / Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Will this class be offered for CE Credit? \_\_\_\_\_ If yes, what type? \_\_\_\_\_

Are you an OC REALTORS® Member? \_\_\_\_\_ Yes \_\_\_\_\_ No Do you hold a DRE License? \_\_\_\_\_ Yes \_\_\_\_\_ No

DRE Sponsor Number: \_\_\_\_\_ Length of class: \_\_\_\_\_

Class will be offered at (check all that apply): \_\_\_\_\_ Virtual \_\_\_\_\_ Fountain Valley \_\_\_\_\_ Laguna Hills

What category best describes your class? OC REALTORS® is actively seeking training that compliments our education tracks:

\_\_\_\_\_ Mastering the Transaction (Buying, Selling, Financing)

\_\_\_\_\_ Building Your Business (Planning, Lead Generation, Scripts)

\_\_\_\_\_ Technology and Multimedia Tools (Real Estate Apps, SaaS, CRMs, Cloud Computing)

\_\_\_\_\_ Elevating Your Mind and Marketing (Self-Improvement, Social Media, Marketing, Website)

\_\_\_\_\_ Managing Your Risks (Personal and Cyber Security, Disclosures, Insurance)

\_\_\_\_\_ Niche Markets (Global, Green, Commercial, Luxury)

\_\_\_\_\_ Professional Standards and Leadership Development (Ethics, Mediation, and Planning)

Charge for OC REALTORS® members to attend: \_\_\_\_\_

*If free to OC REALTORS® members, non-members will be charged a non-member fee; if there's a cost to members, charge for non-members will be determined by the Education Committee.*

Is there a cost to OC REALTORS® to host this class (speaker fee, materials, etc.)? Please note amount: \_\_\_\_\_

**ATTACHMENTS** Only complete submissions will be reviewed by the Education Committee

Please send your completed submission form with:

- **Three (3) letters of reference** which comment on the instructor and/or presentation **(Required)**
- A **class description** (in Word format), which succinctly summarizes the key learning points and gives specifics on how attendees will benefit from the class. Please identify your target audience (broker, salesperson, new agent, office manager, etc) **(Required)**
- Instructor biography (75 words or less) and recent digital headshot (Optional, but highly recommended)
- Handout materials for the class presentation (Optional, but highly recommended)
- Any promotional materials you've created for the class (Optional)

**SIGNATURE**

If selected as a presenter, I understand that:

- My presentation will focus on the learning experience and will not be promotional or self-serving in nature.
- No materials, products, or services are to be marketed to class participants without prior, written approval.
- I am responsible for paying any travel-related expenses.
- OC REALTORS® reserves the right to edit and format my class description/bio to meet its marketing needs and will create its own flyer for promoting my class. Please specify if there are required items to be displayed on any flyer which OC REALTORS® creates (license number, DRE Course Sponsor Number, etc.).
- I will inform OC REALTORS® of any audio-visual needs well in advance of my class. If the class is offered virtually, OC REALTORS® will host the class on behalf of the instructor.
- Member data, including but not limited to names, email addresses, etc., will not be provided to any instructor.
- I will direct students to fill-out OC REALTORS® Class Feedback form upon completion of the class (sent via email to all attendees).

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**SUBMIT COMPLETED FORMS:**

Please remember to save the PDF document to your computer before sending it back to OC REALTORS®.

Email your completed packet to our Education Department at: [education@ocrealtors.org](mailto:education@ocrealtors.org)

Office Use Only:

MEMBER #: \_\_\_\_\_ Approved? \_\_\_\_\_ Class Date: \_\_\_\_\_

To assist OC REALTORS® Education Committee in reviewing this application, we have provided the steps for you to understand the selection process. Please understand that the Committee will review many class submissions this year. Because of the number of inquiries received, only complete submissions will be reviewed and presented to our Education Committee.

1. Presenter to complete an Education Program Submission form.
2. Submit to Education Department.
3. OC REALTORS® Education Committee will review the Class Submission.
4. If the Committee likes the Class Submitted they will request a brief 5-10 minute training session to present to the committee.
5. Presenter to appear and provide a 5-10 minute training session to the committee on the proposed class at an upcoming Education Committee meeting.
6. This will be scheduled by our Education Department.
7. Presenter will be contacted after the presentation to the committee. If the committee has given approval for the class to be offered at OC REALTORS®, class dates and class times will be discussed.

A well-written and complete application will greatly enhance the Committee's ability to evaluate your particular class offering. The Committee will be evaluating how your class will provide OC REALTORS® members with valuable knowledge or an in-demand skill-set.

### SAMPLE CLASS DESCRIPTION

Below is a sample course description please reference this as a guide to describe the proposed education program.

- Please focus on the program's content as opposed to promoting a particular company, its products, or its services.
- List at least (3) Key learning points for the session's participants. What will the participant be able to do as a result of their participation?

### Insurance – What You Should Know to Help Your Buyers

Slab leaks, brush fires, earthquakes, and mudslides—welcome to life in Southern California. Do your clients have the right tools and information to make an informed decision on their insurance coverage? This class will educate REALTORS® and Affiliates on what is covered, and more importantly, what is not covered by insurance. Help your clients protect their most important assets.

Key learning points:

- When should you start looking for home insurance in a purchase transaction?
- Why home owners coverage is not the same as the purchase price
- The limits of coverage
- Deductibles
- What is "walls in" coverage and how much do you need for a condo?
- Fire lines and eligibility in high-brush/high-risk areas
- How previous claims affect your rate for acquiring new insurance
- Filing claims and how they can affect you
- What types of claims are covered and what are not?
- Earthquake and flood policies and how they differ from your home owners' policy.