

# 16-Hour Continuing Education



The Code of Virginia states that anyone **licensed over two years** must have a total of 16 hours of continuing education within a two-year cycle. You must have 8-hours in the mandatory topics which include 3-hours in Ethics & Standards of Conduct, 2-hours in Fair Housing and the remaining 3 hours must be a minimum of 1 hour in each of the following categories: Legal Updates, Real Estate Agency, and Real Estate Contracts. The remaining 8-hours may be real estate related or in the mandatory topics.

**16-Hours Continuing Education Series**  
**\$165 member/ \$185 non-member**  
**8:00 AM – 5:00 PM**

**Check One for 2010:**

- May 6<sup>th</sup> - Day 1**       **September 9<sup>th</sup> - Day 1**  
 **May 13<sup>th</sup> - Day 2**       **September 16<sup>th</sup> - Day 2**

<b>Online Registration Member</b>	<b>\$35/ 3 Hr</b>
	<b>\$15/ 1 Hr</b>
<b>Fax/Mail/At Door Member</b>	<b>\$40/ 3 Hr</b>
	<b>\$20/ 1 Hr</b>
<b>Non-Member</b>	<b>\$45/ 3 Hr</b>
	<b>\$25/ 1 Hr</b>

**Continuing Education Courses Individual class fee:**

- |  |   |   |
|--|---|---|
| 8 AM – 11AM -Contracts (3 Hrs)           | <input type="checkbox"/> May 6th              | <input type="checkbox"/> <b>September 16<sup>th</sup></b> |
| 11AM – 12 PM -Legal Updates (1 Hr)       | <input type="checkbox"/> May 6th              | <input type="checkbox"/> September 9 <sup>th</sup>        |
| 1 PM – 4 PM - Agency (3 Hrs)             | <input type="checkbox"/> May 6th              | <input type="checkbox"/> September 9 <sup>th</sup>        |
| 4 PM – 5 PM – Real Estate Related (1 Hr) | <input type="checkbox"/> May 6 <sup>th</sup>  | <input type="checkbox"/> September 9 <sup>th</sup>        |
| 8 AM – 11AM -Fair Housing (3Hrs)         | <input type="checkbox"/> May 13 <sup>th</sup> | <input type="checkbox"/> <b>September 9<sup>th</sup></b>  |
| 11AM – 12 PM -Real Estate Related (1 Hr) | <input type="checkbox"/> May 13 <sup>th</sup> | <input type="checkbox"/> September 16 <sup>th</sup>       |
| 1 PM – 4 PM - Ethics (3 Hrs)             | <input type="checkbox"/> May 13 <sup>th</sup> | <input type="checkbox"/> September 16 <sup>th</sup>       |
| 4 PM – 5 PM – Real Estate Related (1 Hr) | <input type="checkbox"/> May 13 <sup>th</sup> | <input type="checkbox"/> September 16 <sup>th</sup>       |

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ PWAR Member: YES NO

Payment: Check # \_\_\_\_\_ VISA / MasterCard: Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*Returned checks are subject to a \$50 service charge. Registration will be voided.*

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

I agree to the refund policy, as well as the school policies. \_\_\_\_\_ Initial

**REALTOR® Association of Prince William**  
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 www.pwar.com



## PWAR SCHOOL POLICIES

**REGISTRATION:** All fees must be prepaid. PWAR accepts MasterCard and VISA credit cards, checks can be made payable to PWAR. Registrations will not be processed if the correct payment amount is not submitted.

**ATTENDANCE POLICY:** Class will begin promptly at the time noted. Students may not miss more than 15 minutes per module. Students missing more than 15 minutes of class will be automatically disqualified from receiving class CE/PL credit. Those students who have paid but have missed more than the allotted 15 minutes are welcome to sit in but will not receive CE/PL credit for that module. Moreover, if a student is disqualified because he/she is late or misses more than 15 minutes, no refund will be granted.

**PAYMENT POLICY:** Payments must be made at the time the reservation is made. 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.

**CANCELLATION AND REFUND POLICY:** Cancellation requests (written or phoned) will be accepted through 5 PM 3 business days preceding each class. All paid tuition other than the \$20 non-refundable, non-transferable (Total Agent/Broker Series/Principles \$100) 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 PWAR in writing within 15 days after class start date).

**CLASSROOM RESTRICTIONS:** No tape recorders or recording devices are permitted in the classroom. No paging devices (beepers), Laptops, PDA's or portable phones are permitted in the classroom.

**CE/PL POSTING:** PWAR will make every attempt to forward CE/PL credits within 24-hours following each module. You should receive an email confirmation when those 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. **PWAR will not refund class registrations based on delays in CE/PL reporting.** We recommend that you keep diligent records for yourself on all CE/PL classes you take. **We further recommend that you become familiar with the process for checking your credits online at [www.dpor.va.us/regulantlookup](http://www.dpor.va.us/regulantlookup)**

**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 PWAR at (703) 565-0033. Contact should be made 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.
2. 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.
3. 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.

**SNOWINCLEMENT WEATHER POLICY:** If George Mason University cancels classes, PWAR will cancel its scheduled classes. If George Mason University delays its classes, PWAR will delay by the same amount of time. Please watch the morning news programs to learn about any cancellations or delays. PWAR will make all reasonable attempts to contact those students who are registered for a class to notify them of any cancellations or delays in advance. **Please be certain that PWAR has your e-mail address and daytime and evening phone numbers when you register.** PWAR will make every attempt to record an announcement on its answering service message about any cancellations or delays.