

MARYLAND CONTINUING EDUCATION SCHEDULE

NOVEMBER/ DECEMBER	WEEK OF 11/26—12/02				CE CREDIT HOURS M=MANDATORY, E=ELECTIVE				COST	
	CLASS	DATE	TIME	LOCATION	INSTRUCTOR	DC CE	MD CE	VA CE		VA PL
	Intro to Septic Systems	Nov 29	10:00-11:30	Baltimore Roland Park	Tim Shotzberger	X	1.5E	X	X	FREE Register

DECEMBER	2 DAY EVENT DECEMBER 12TH & 13TH \$80 PACKAGE				CE CREDIT HOURS M=MANDATORY, E=ELECTIVE				COST	
	CLASS	DATE	TIME	LOCATION	INSTRUCTOR	DC CE	MD CE	VA CE		VA PL
	MD Legislative Update	Dec 12	9:30-12:30	Columbia Education Center	Mary Chieppa	X	3.0M	X	X	Register
	MREC Agency— Residential	Dec 12	1:00-4:00	Columbia Education Center	Mary Chieppa	X	3.0M	X	X	Register
	Preparing & Pricing for Today's Market	Dec 12	4:15-5:45	Columbia Education Center	Mary Chieppa	X	1.5E	X	X	Register
	RE Ethics Incl. Illegal Flipping & Predatory Lending	Dec 13	9:30-12:30	Columbia Education Center	Jill Malloy	X	3.0M	X	X	Register
	Negotiation Workshop	Dec 13	1:00-4:00	Columbia Education Center	Jill Malloy	X	3.0E	X	X	Register
	Fair Housing	Dec 13	4:15-5:45	Columbia Education Center	Jill Malloy	X	1.5M	X	X	Register

DECEMBER					CE CREDIT HOURS M=MANDATORY, E=ELECTIVE				COST	
	CLASS	DATE	TIME	LOCATION	INSTRUCTOR	DC CE	MD CE	VA CE		VA PL
	Water & Supply Mechanics	Dec 14	1:00-4:00	Baltimore Roland Park	Tim Shotzberger	X	3.0E	X	X	FREE Register
	ABC's of Home Warrant	Dec 19	12:00—1:30	Baltimore Fells Point	Craig Wolf	X	1.5E	X	X	FREE Register

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CLASS	2018 CLASSES				CE CREDIT HOURS M=MANDATORY, E=ELECTIVE				COST
	DATE	TIME	LOCATION	INSTRUCTOR	DC CE	MD CE	VA CE	VA PL	
MD Residential Contract Review	Jan 8	10:00-1:00	Harford County Regional	Marianne Ferguson	X	3.0E	X	X	FREE Register
MD Residential Contract Review	April 9	10:00-1:00	Harford County Regional	Marianne Ferguson	X	3.0E	X	X	FREE Register
MD Residential Contract Review	Oct 8	10:00-1:00	Harford County Regional	Marianne Ferguson	X	3.0E	X	X	FREE Register

Continuing Education Procedures

1	When registering for all continuing education classes, the approved registration form must be used. The approved form can be found at http://www.cbrbschool.com/documents/CERegFormOther.pdf . Other forms cannot be accepted.
2	The cost for continuing education classes is: \$8.00 per credit hour with registration received by 5:00 p.m. two business days before the scheduled class. \$10.00 per credit hour if registration occurs less than the two business days before the scheduled class. Forms received after 5:00 p.m. two business days prior to the scheduled date of the class do not qualify as registered. Completion of a registration form at the price of \$10.00 per credit hour will be required on-site the day of the scheduled class.
3	Payment for continuing education classes may be made by personal check (payable to Coldwell Banker Residential Brokerage), MasterCard or VISA. Payment must be submitted at the time of registration. Trident charges or cash cannot be accepted.
4	Telephone registrations cannot be accepted. Registration forms may be submitted by Fax to 571-435-8129 or via courier/mail to Coldwell Banker Residential Brokerage, Education Department, 6031 University Boulevard, Suite 140, Columbia, MD 21043.
5	Day of Class: (1) Students should plan to arrive for class at least 15 minutes prior to the scheduled start time. (2) Upon arriving, a student are required to sign the roster next to their name. (Students in need of MD CE credit must also show either their legal ID or photo business card upon entering the classroom) (3) Non-registered students are required to complete an on-site registration form (including payment information if required), print their name on the sign-in sheet and sign next to their printed name. (4) Regulations prevent the issuance of continuing education credit to any student failing to sign the sign-in sheet. (5) Regulations prevent the issuance of continuing education credit to any student after the start of the class, leaving the classroom during the class, or leaving the class early. (6) The use of PDA's, personal computers or cell phones during a continuing education class will prevent the issuance of continuing education credit. (7) At the conclusion of class (for MD CE credit only), each student is required to sign out on the roster next to their name.
6	Credit for a paid class not attended cannot be transferred to another class. A refund will be issued for the paid class within 30 days of receipt of a cancellation as follows: (1) Full refund if the cancellation is received by 5:00 p.m. two full business days prior to the scheduled class date. (2) A 90% refund if a cancellation is received after 5:00 p.m. two full business days prior to the scheduled class date.

Classes offered through the Coldwell Banker Residential Brokerage School of Real Estate are approved for continuing education by the Maryland Real Estate Commission and/or the DC Board of Real Estate and/or the Virginia Real Estate Board and/or the Delaware Real Estate Commission.

HOW CONTINUING EDUCATION CREDIT HOURS ARE REPORTED

Delaware	District of Columbia	Maryland	Virginia
A CE certificate will be sent for each appropriate class. Certificates for CBRB agents are sent to the hosting office BVP & OA, all other certificates are emailed directly to the agent.	A CE certificate will be sent for each appropriate class upon request by student. Certificates for CBRB agents are sent to the hosting office BVP & OA, all other certificates are emailed directly to the agent. CE credit hours are uploaded to a central database maintained by the District of Columbia.	A CE certificate will be sent upon request from student for each appropriate class. Certificates for CBRB agents are sent to the hosting office BVP & OA, all other certificates are emailed directly to the agent. CE credit hours are uploaded to a central database maintained by State of Maryland.	A CE certificate will be sent for each appropriate class upon request from student. Certificates for CBRB agents are sent to the hosting office BVP & OA, all other certificates are emailed directly to the agent. CE credit hours are also uploaded to a central database maintained by the State of Virginia.

If a licensing jurisdiction does not accept credit hours via upload to a central database, the Continuing Education Certificate is your only proof of earning continuing education credit. **Keep your certificates in a safe place.** Duplicate certificates cannot be issued without the date of the class, name of the class and class location. **Duplicate certificates are \$10 per certificate.**

Columbia Education Center

**6031 University Blvd
Ellicott City MD 21043**

COLDWELL BANKER RESIDENTIAL BROKERAGE BALTIMORE METRO OFFICE LOCATIONS

Offices	Branch Vice President	Address	Telephone
Annapolis Church Circle	Kathy Brooks	4 Church Circle, Annapolis, MD 21401	(410) 263-8686
Annapolis Plaza	Constance Morrissette/ William Peach	170 Jennifer Road, Suite 102, Annapolis, MD 21401	(410) 224-2200
Baltimore Fells Point	Christy Flores	808 S Broadway, Baltimore, MD 21231	(410) 327-2200
Baltimore Roland Park	Robert Garner	38 Village Square, Baltimore MD 21210	(410) 235-4100
Bethany Beach	Stephanie Talbott	39682 Sunrise Court, Bethany Beach, DE 19930	(302) 539-1777
Bethesda	Alana Lasover	4800 Montgomery Lane, Suite 100, Bethesda MD 20814	(301) 718-0010
Carroll County Regional	Mendy Dunn	1130 Baltimore Boulevard, Westminster, MD 21156	(410) 876-1666
Columbia	Sally Griffin	6031 University Boulevard, Suite 100, Columbia, MD 21043	(410) 740-7100
Crofton/Odenton	Melanie Graw	1300 Main Chapel Way, Gambrills, MD 21054	(410) 721-0103
Ellicott City Enchanted Forest	Pam Bianco	10050 Baltimore National Pike, Ellicott City, MD 21042	(410) 461-7600
Harford County Regional	Marianne Ferguson	2023 Emmorton Road, Bel Air, MD 21015	(410) 515-2000
North Potomac	Kelly Vezzi	14955 Shady Grove Road, Suite 170, Rockville, MD 20850	(301) 921-1040
Ocean City/64th Street	Lynn Mauk	6405 Coastal Highway, Ocean City, MD 21842	(410) 524-6111
Ocean City/120th Street	Lynn Mauk	12003 Coastal Highway, Ocean City, MD 21842	(410) 524-1203
Potomac	Joan Reilly	10220 River Road Potomac, MD 20854	(301) 983-0200
Salisbury	Greg Erdie	1131 S Salisbury Boulevard, Suite B, Salisbury, MD 21801	(410) 543-4545
Severna Park	Elizabeth Parks	572-A Ritchie Highway, Severna Park, MD 21146	(410) 647-2222
Timonium/Hunt Valley	Patty Kallmyer	22 W Padonia Road, Suite A-100, Timonium, MD 21093	(410) 252-2111
Towson	Beth Engel	7402 York Road, Towson, MD 21204	(410) 823-2323
White Marsh	Ashley Hess	7939 Honeygo Boulevard, White Marsh, MD 21236	(410) 931-9000