



ON-SITE Continuing Education Registration (REALTOR®)

To accurately issue continuing education credit, please provide your name as it appears on your license.

NAME: _____

COMPANY: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

BEST TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

Class Title	Date	Class Start Time	Location/Campus	Number of CE Hours		Cost Per Hour		Total Cost of Class*
(1)					x	\$8.00	=	\$
(2)					x	\$8.00	=	\$
(3)					x	\$8.00	=	\$
(4)					x	\$8.00	=	\$
TOTAL DUE								\$

Method of Payment: Check MasterCard Visa **Cash is not accepted.** | *List FREE if class is free

Card Number: - - -

Exp. Date: **Card Code:** (Last 3 Digits Back of Card)

Credit card registrations may be faxed to a limited access fax machine (571-435-8129)
Omission of any requested information will void class registration.

In order to issue continuing education credit, the following licensing information is required.

Licensed In:	<input type="checkbox"/> Delaware	<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Maryland	<input type="checkbox"/> Virginia
License Number:				

VA AGENTS ONLY: Is this your first renewal period? Yes No

The cost for continuing education classes is \$8.00 per credit hour. 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.** Telephone registrations cannot be accepted. Registration forms may be submitted by Fax to 410-480-1550 or mail to Coldwell Banker Residential Brokerage, Education Department, 6031 University Boulevard, Suite 140, Columbia, MD 21043.

Day of Class: (1) Students should check the education hotline at 1-800-992-4794, all class updates will be announced there. **Students are responsible for checking for class updates.** (2) Students should plan to arrive for class at least 15 minutes prior to the scheduled start time. (3) Upon arriving, be sure to sign the sign-in sheet next to your name. (4) Non-registered students are required to complete an on-site continuing education registration form (including payment information), print name clearly on the sign-in sheet and sign next to printed name. (5) Regulations prevent the issuance of continuing education credit to anyone failing to sign-in, arriving 10+ minutes after the start of the class, leaving during class or leaving class early.

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 5:00pm two full business days prior to the scheduled class date. (2) A 90% refund if a cancellation is received after 5:00pm two full business days prior to the scheduled class date.