

## DC METRO CONTINUING EDUCATION SCHEDULE

AUGUST	WEEK OF AUGUST 20-AUGUST 26				CE CREDIT HOURS M=MANDATORY, E=ELECTIVE				
CLASS	DATE	TIME	LOCATION	INSTRUCTOR	DC CE	MD CE	VA CE	VA PL	COST
DC Financing Issues & Updates	Aug 24	9:00-12:00	Georgetown	Jill Malloy	3.0M	X	X	X	<b>\$24.00</b> <a href="#">Register</a>
DC Legislative Update	Aug 24	12:30-3:30	Georgetown	Jill Malloy	3.0M	X	X	X	<b>\$24.00</b> <a href="#">Register</a>
DC Fair Housing & Predatory Lending	Aug 24	3:45-6:45	Georgetown	Jill Malloy	3.0M	X	X	X	<b>\$24.00</b> <a href="#">Register</a>

SEPTEMBER					CE CREDIT HOURS M=MANDATORY, E=ELECTIVE				
CLASS	DATE	TIME	LOCATION	INSTRUCTOR	DC CE	MD CE	VA CE	VA PL	COST
Legal Updates & Emerging Trends	Sep 6	9:30—10:30	Prince William Parkway	Mike Minnery	X	X	1.0M	X	<b>\$8.00</b> <a href="#">Register</a>
VA Broker: Is there an I in Team?	Sep 21	9:00-1:00	Georgetown	Jill Malloy	3.0M	X	X	X	<b>\$32.00</b> <a href="#">Register</a>

OCTOBER					CE CREDIT HOURS M=MANDATORY, E=ELECTIVE				
CLASS	DATE	TIME	LOCATION	INSTRUCTOR	DC CE	MD CE	VA CE	VA PL	COST
Escrow Requirements	Oct 4	9:30—12:30	Prince William Parkway	Mike Minnery	X	X	3.0M	3.0M	<b>\$24.00</b> <a href="#">Register</a>
VA Broker: Risk Management	Oct 26	9:00-1:00	Georgetown	Jill Malloy	3.0M	X	X	X	<b>\$32.00</b> <a href="#">Register</a>

Continuing Education Procedures	
<b>1</b>	When registering for all continuing education classes, the approved registration form must be used. The approved form can be found at <a href="http://www.cbrbschool.com/documents/CERegFormOther.pdf">http://www.cbrbschool.com/documents/CERegFormOther.pdf</a> . Other forms cannot be accepted.
<b>2</b>	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.
<b>3</b>	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. <b>Trident charges or cash cannot be accepted.</b>
<b>4</b>	Telephone registrations cannot be accepted. Registration forms may be submitted by Fax to 571-435-8080 or via courier/mail to Coldwell Banker Residential Brokerage, Education Department, 6031 University Boulevard, Suite 140, Columbia, MD 21043.
<b>5</b>	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.
<b>6</b>	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.
<p><b>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.</b></p>	

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

**Columbia Education Center**

**6031 University Blvd  
Ellicott City MD 21043**

## COLDWELL BANKER RESIDENTIAL BROKERAGE WASHINGTON D.C. METRO OFFICE

Offices	Branch Vice Presidents	Address	Telephone
Alexandria	Rachel Carter	310 King Street, Alexandria, VA 22314	(703) 518-8300
Arlington Regional	Sandra Stewart	4500 Old Dominion Drive, Arlington, VA 22207	(703) 524-2100
Bethesda Downtown	Alana Lasover	4800 Montgomery Ln, Suite 100, Bethesda, MD	(301) 718-0010
Capitol Hill	Don Denton	605 Pennsylvania Avenue, SE, Washington, DC 20003	(202) 547-3525
Dupont	James Braeu	1617 14th Street, NW, Washington, DC 20009	(202) 387-6180
Fairfax	Paul Sanford	4000 Legato Road, Suite 3100, Fairfax, VA 22033	(703) 691-1400
Georgetown	Rick Hoffman	1101 30th St NW, Suite 120, Washington, DC 20007	(202) 333-6100
Leesburg	Harry Yazbek	25 South King Street, Leesburg, VA 20175	(703) 771-8888
North Potomac/Rockville	Kelly Vezzi	14955 Shady Grove Road, Suite 170, Rockville, MD 20850	(301) 921-1040
Potomac	Joan Reilly	10244 River Road, Potomac, MD 20854	(301) 983-0200
Prince William County Park-way	Mike Minnery	4500 Pond Way, Ste 220, Lake Ridge, VA 22192	(703) 763-1950
Reston Town Center	Bruce Lipson	11911 Freedom Drive, Suite 520, Reston, VA 20190	(703) 471-7220
Vienna	Duff Rubin	465 Maple Avenue, West, Suite A, Vienna, VA 22182	(703) 938-5600
Mid-Atlantic Title Building		8609 Westwood Center Drive, Vienna, VA 22182	