

## Virginia and Washington D.C. Continuing Education Schedule

| Class                             | January 2019 |            |                                |               | CE Credit Hours<br>M=Mandatory, E=Elective |          |              |       | Cost                             |
|-----------------------------------|--------------|------------|--------------------------------|---------------|--|----------|--------------|-------|----------------------------------|
|                                   | Date         | Time       | Location                       | Instructor    | DC<br>CE                                   | MD<br>CE | VA CE        | VA PL |                                  |
| Ethics & Standards of Conduct     | Jan 9        | 12:00-3:00 | Prince William                 | Mike Minnery  | X  | X        | 3.0M         | 3.0M  | FREE<br><a href="#">Register</a> |
| Virginia Brokerage Relationship   | Jan 23       | 9:00-12:00 | Alexandria                     | Rachel Carter | X  | X        | 1.0M<br>2.0E | 3.0M  | FREE<br><a href="#">Register</a> |
| VA Loans                          | Jan 24       | 1:00-3:00  | Alexandria                     | Rob Clark     | X  | 1.5E     | 2.0E         | X     | FREE<br><a href="#">Register</a> |
| Real Estate Agency                | Jan 24       | 3:15-4:15  | Alexandria                     | Rachel Carter | X  | X        | 1.0M         | X     | FREE<br><a href="#">Register</a> |
| Risk Management for New Licensees | Jan 30       | 9:30-12:30 | Vienna<br>Conference<br>Center | Charles Huang | X  | X        | X            | 3.0M  | FREE<br><a href="#">Register</a> |

| Class                                 | 2-DAY EVENT DC CE EVENT<br>JANUARY 17-18<br>\$80 PACKAGE |            |              |             | CE Credit Hours<br>M=Mandatory, E=Elective |          |       |       | COST<br>\$80                                     |
|---------------------------------------|--|------------|--------------|-------------|--|----------|-------|-------|--|
|                                       | Date   | Time       | Location     | Instructor  | DC<br>CE                                   | MD<br>CE | VA CE | VA PL | Cost   |
| DC Ethics                             | Jan 17   | 9:00-12:00 | Capitol Hill | Jill Malloy | 3.0M                                       | X        | X     | X     | Package<br>Cost \$80<br><a href="#">Register</a> |
| DC Legislative Update                 | Jan 17   | 12:45-3:45 | Capitol Hill | Jill Malloy | 3.0M                                       | X        | X     | X     |  |
| Negotiation Workshop                  | Jan 17   | 4:00-7:00  | Capitol Hill | Jill Malloy | 3.0E                                       | 3.0E     | 3.0E  | X     |  |
| DC Fair Housing & Predatory Lending   | Jan 18   | 9:00-12:00 | Capitol Hill | Jill Malloy | 3.0M                                       | X        | X     | X     |  |
| Serving the Culturally Diverse Market | Jan 18   | 12:45-3:45 | Capitol Hill | Jill Malloy | 3.0E                                       | X        | X     | X     |  |

| <b>2-DAY EVENT DC CE EVENT<br/>FEBRUARY 7-8<br/>\$80 PACKAGE</b> |             |             |                 |                   | <b>CE Credit Hours<br/>M=Mandatory, E=Elective</b> |                  |              |              | <b>COST<br/>\$80</b> |
|--|-------------|-------------|-----------------|-------------------|--|------------------|--------------|--------------|----------------------|
| <b>Class</b>   | <b>Date</b> | <b>Time</b> | <b>Location</b> | <b>Instructor</b> | <b>DC<br/>CE</b>                                   | <b>MD<br/>CE</b> | <b>VA CE</b> | <b>VA PL</b> | <b>Cost</b>          |
| DC Ethics  | Feb 7       | 9:00-12:00  | Georgetown      | Jill Malloy       | 3.0M   | X                | X            | X            | <b>SOLD<br/>OUT</b>  |
| DC Legislative Update  | Feb 7       | 12:45-3:45  | Georgetown      | Jill Malloy       | 3.0M   | X                | X            | X            |                      |
| Negotiation Workshop   | Feb 7       | 4:00-7:00   | Georgetown      | Jill Malloy       | 3.0E   | 3.0E             | 3.0E         | X            |                      |
| DC Fair Housing & Predatory Lending                              | Feb 8       | 9:00-12:00  | Georgetown      | Jill Malloy       | 3.0M   | X                | X            | X            |                      |
| Serving the Culturally Diverse Market                            | Feb 8       | 12:45-3:45  | Georgetown      | Jill Malloy       | 3.0E   | X                | X            | X            |                      |

| <b>February 2019</b>          |             |             |                 |                   | <b>CE Credit Hours<br/>M=Mandatory, E=Elective</b> |                  |              |              |   |
|-------------------------------|-------------|-------------|-----------------|-------------------|--|------------------|--------------|--------------|---|
| <b>Class</b>                  | <b>Date</b> | <b>Time</b> | <b>Location</b> | <b>Instructor</b> | <b>DC<br/>CE</b>                                   | <b>MD<br/>CE</b> | <b>VA CE</b> | <b>VA PL</b> | <b>Cost</b>                             |
| Escrow Requirements           | Feb 7       | 12:00-3:00  | Leesburg        | Nancy Rigot       | X  | X                | 3.0E         | 3.0M         | <b>FREE</b><br><a href="#">Register</a> |
| Ethics & Standards of Conduct | Feb 13      | 12:00-3:00  | Reston          | Nancy Rigot       | X  | X                | 3.0M         | 3.0M         | <b>FREE</b><br><a href="#">Register</a> |
| Fair Housing                  | Feb 13      | 12:00-2:00  | Prince William  | Mike Minnery      | X  | X                | 2.0M         | 2.0M         | <b>FREE</b><br><a href="#">Register</a> |
| FHA Loans                     | Feb 20      | 9:00-11:00  | Alexandria      | Rob Clark         | X  | X                | 2.0E         | 2.0E         | <b>FREE</b><br><a href="#">Register</a> |
| Real Estate Contracts         | Feb 20      | 11:15-12:15 | Alexandria      | Charles Huang     | X  | X                | 1.0M         | X            | <b>FREE</b><br><a href="#">Register</a> |
| Virginia Fair Housing         | Feb 20      | 1:00-3:00   | Alexandria      | Charles Huang     | X  | X                | 2.0M         | 2.0M         | <b>FREE</b><br><a href="#">Register</a> |



### Continuing Education Procedures

|   |   |
|---|---|
| 1 | When registering for all continuing education classes, please register through our registration site: <a href="http://midatlantic.nrtsalespro.com/">http://midatlantic.nrtsalespro.com/</a>   |
| 2 | The cost of continuing education classes is: \$8.00 per credit hour when registering through the registration site. If registering by form the cost for continuing education classes is: \$8.00 per credit hour with registration received by 5:00p.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 5:00p.m. two business days prior to the scheduled date of the class do not qualify as registered. Completion of a registration form at price of \$10.00 per credit hour will be required on-site the day of 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 time of registration. <b>TRIDENT CHARGES OR CASH CANNOT BE ACCEPTED</b>  |
| 4 | Telephone registrations cannot be accepted. Registration is completed via website, or forms may be submitted by Fax to 571-435-8080, or scanned and emailed to cbrbschool@cbmove.com.   |
| 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

| District of Columbia   | Maryland  | Virginia  |
|--|---|---|
| A CE Certificate will be sent for each appropriate class upon request by student. All certificates are emailed directly to the agent.<br><br>CE credit hours are uploaded to a central database maintained by the District of Columbia | A CE Certificate will be sent for each appropriate class upon request by student. All certificates are emailed directly to the agent.<br><br>CE credit hours are uploaded to a central database maintained by the state of Maryland | A CE Certificate will be sent for each appropriate class upon request by student. All certificates are emailed directly to the agent.<br>CE credit hours are 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 Washington D.C. Metro Offices

| Offices                       | Branch Vice President | Address   | Telephone      |
|-------------------------------|-----------------------|---|----------------|
| Alexandria                    | Rachel Carter         | 310 King Street, Alexandria, VA 22314                                 | (703) 518-8300 |
| Arlington Regional            | Sandra Stewart        | 3000 10 <sup>th</sup> Street North Suite D, Arlington, VA 22201       | (703) 524-2100 |
| Bethesda Downtown             | Tammie Henderson      | 4800 Montgomery Ln, Suite 100, Bethesda, MD 20814                     | (301) 718-0010 |
| Capitol Hill                  | Don Denton            | 605 Pennsylvania Avenue, SE, Washington, DC 20003                     | (202) 547-3525 |
| Dupont/Logan                  | 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 Parkway | 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                        | Ann Yanagihara        | 2070 Chain Bridge Rd, Suite 103, Vienna, VA 22182                     | (703) 938-5600 |
| Vienna Conference Room        |                       | 2070 Chain Bridge Rd, Vienna, VA 22182<br>Ground Floor - Amphitheatre |                |
| Mid-Atlantic Title Building   |                       | 8609 Westwood Center Drive, Vienna, VA 22182                          |                |