

I. CRS DESIGNATION CREDIT

Effective January 1, 2003, successful completion of a CRS approved one-unit Course is worth one elective unit towards completing the CRS Designation. For further explanation, please review the Designation Requirements at <http://www.crs.com/Designation/60>.

II. COURSE ELIGIBILITY

A limited number of one-unit Courses submitted to the Council will be reviewed and approved through this program. A list of the Courses approved as of September 20, 2007 follows. The most up-to-date listing of CRS approved one-unit Courses can be found at www.crs.com.

III. SPONSORSHIP

Sponsors will purchase CRS approved one-unit Courses directly from the Course instructor. Sponsors should negotiate all arrangements with the instructor, including the date and fees. Each time the Course is presented, a royalty fee of \$750 shall be sent to the Council by the instructor.

The Instructor is responsible for sending the one-unit notification form to the Council, so exam answer sheets and other Course materials will be sent to the Course.

The Council will not resolve any disputes between the sponsor and the Instructor.

The Logistics/Planning Points checklist on page 48 can assist you in identifying all the items that need to be considered for a successful presentation.

IV. INSTRUCTOR TRAVEL, LODGING AND PER DIEM

Travel, lodging and per diem for expenses related to each CRS approved one-unit Course must be arranged directly with the Instructor. The Sponsor shall pay any costs associated with transportation, lodging and per diem for the instructor unless otherwise negotiated.

The Instructor and Sponsor need to determine which party will make the hotel reservation for the Instructor.

Instructors may not use the Council's travel agency for one-unit Courses held as stand-alone Courses.

V. COURSE MATERIALS

The responsibility for printing the student outline and Course examination is an item that needs to be discussed between the Sponsor and the Instructor.

The Council will send *CRS Resource Guides*, exam answer sheets, student evaluation forms and product catalogs to each Course at no cost to the sponsor.

VI. COURSE EXAM

The Council will grade the Course examinations and e-mail each student a link to their Course certificate upon successful completion of the Course and examination.

Course completion certificates and designation credit will not be processed until the Council has received payment of the royalty fee.

VII. MARKETING

Sponsors are responsible for the marketing and administration of CRS approved one-unit Courses, which includes development of marketing materials. It is strongly suggested that the Course Instructor approve any marketing piece before it is distributed. Marketing material templates for the CRS 103, 105, 106 and 107 Courses can be found at <http://www.crs.com/Marketing/137>.

The Course sponsor will incur all marketing costs, including reproduction and printing of all materials.

The Council will include the Course on the Course schedule that is available on <http://www.crs.com/Education/286> if the Council is notified at least 60 days prior to the Course.

The Council will also provide printed, mailing address labels free of charge to assist with your Course promotional effort upon request. Our database includes CRS Designees, General Members, Candidates and past students. Please complete the CRS Course Label Order Form from the "Sponsor Section" of www.crs.com.

Mass/Blast e-mails will not be sent by the Council to promote CRS approved one-unit Courses.

VIII. COURSE ROSTER*

CRS cannot process your Course's exams without a final class roster. The roster should be sent to CRS within three business days after the Course presentation. All attendees must be on this list, even if some opt not to take the final exam. The roster must be typed, readable, alphabetized by student's last name as well as include student's company's name, street address, city, state, zip, phone number, fax number and e-mail address. CRS would appreciate the inclusion of the student's NRDS Identification (located on their NAR Membership card) and Real Estate License numbers. The format can either be columnar or in a spreadsheet. Supply a copy either by mail, fax or e-mail.

*See sample on page 63 in the appendix or visit http://www.crs.com/File/Excel/Roster_Template.xls for an Excel version of the template.

IX. CONTINUING EDUCATION CREDIT

The sponsor or instructor shall be responsible for securing continuing education credits for one-unit Course presentations, except for the Council's CRS 103, CRS 105, CRS 106 and CRS 107 one-unit Courses. The Council will apply to all states for continuing education credit for the CRS 103, CRS 105, CRS 106 and CRS 107 Courses only.

X. STUDENT EVALUATION FORMS

Sponsors will be provided with student evaluation forms from CRS. The sponsor needs to send the completed student evaluations to the Course Coordinator at the Council. The results will be used to determine whether a one-unit Course should continue to receive a CRS recommendation.

XI. PROMOTION OF COUNCIL MEMBERSHIP AND THE CRS DESIGNATION

Instructors must promote the CRS Designation and the benefits of Council membership at each CRS approved one-unit Course offering. CRS will send CRS membership applications and/or *CRS Resource Guides*, as well as other marketing materials to help with these promotional efforts. Instructors must return all membership applications to the Council within three working days of the conclusion of the CRS approved one-unit Course. All materials should be sent to the Council via a traceable mail carrier.

XII. FOR CRS APPROVED ONE-UNIT COURSE HELD IN CONJUNCTION WITH CRS 200, 201, 202, 204, 206 or 210:

If a CRS approved one-unit Course is scheduled immediately before or after a Core CRS Course (and is taught by the same instructor) and the Core CRS Course is cancelled by the Sponsor, the Sponsor or instructor will pay the entire cost of the Instructor's travel expenses, including airline ticket. If the one-unit Course is cancelled, but the Core CRS Course is not, the Sponsor or Instructor will pay the airline ticket change fee for the instructor.

Scheduling a CRS approved one-unit Course in conjunction with a Core CRS Course does not guarantee the same Instructor will be scheduled to teach the Core CRS Course.

The Council will send to the Course location, all the materials (outlines, exams, pencils, etc.) for the Core CRS Course. The Instructor or Sponsor for the CRS approved one-unit Course must provide the Course outlines and exams.