



ORIENTATION COURSE SPONSOR/REGISTRATION FORM

The Calgary Real Estate Board Orientation Course is a mandatory program that you must complete in order to gain membership in the Calgary Real Estate Board. To register for the course, you **MUST** first obtain sponsorship from a company/Firm Member of the Calgary Real Estate Board that you have chosen to work with. Attendance is 100% mandatory. Classes run 9:00am to 4:00 all three days.

SPONSORSHIP

STUDENT'S NAME: _____

Our Agency commits to employ the above person, upon completion of the Board Orientation Course, and upon passing the AREA Provincial Qualifying Examination.

SPONSOR'S AUTHORIZED SIGNATURE _____

SPONSORING COMPANY/FIRM MEMBER _____

BRANCH ADDRESS _____

REGISTRATION INFORMATION

Circle one

Mr. Ms.	First Name:	Last Name:
Street Address:		
City:	Postal Code:	
Home Phone:	Work Phone:	
E-Mail Address:		

COURSE DATE DESIRED: _____

REGISTRATION FEE: **\$210.00** (including G.S.T.) Non-refundable

Method of Payment:

Cash Money order VISA
 Debit card Cheque Mastercard
(Make cheques payable to the Calgary Real Estate Board)

Please check one:
 I took the Real Estate Associates Program
 at CREB®
 at Mount Royal College
 online (Distance Delivery)
 REAP Completion Date _____

Credit Card # _____

Expiry Date _____

Credit Card "V-Code" Verification Code: _____ (Visa Credit Card: The verification Code is a three-digit number on the back of your card. MasterCard: The verification Code is a three-digit number on the back of your card)

This form must be completely filled out or it will not be processed

APPLICANT'S SIGNATURE: _____

Mail payment to the Education Dept. Calgary Real Estate Board
 300 Manning Road N.E. ★ Calgary, AB T2E 8K4 ★

Fax to # 218-3687
 Email: education@creb.ca



Orientation Course Information

Day One and Two Consists of two practical workshops in which you will review documents (such as Listing Agreements, Purchase Contracts and supporting documents) that you will use in your day to day practice. You should bring a calculator and pen for these sessions. For the last hour of each day, you will be required to write an exam (assignment), which will test your knowledge of the information that has been presented to you during the workshops. The grade that you obtain on these two exams (assignments) will **represent 70% of your final grade.**

You will also be introduced to the administrative functions of the Calgary Real Estate Board, the By-Laws and Rules and Regulations as well as the roles of personnel and services that are provided to all of the members of the Board. At the end of Day 2, there will be an Open Book Assignment which will be graded and **represents 30% of your final grade.**

Day Three – Fundamentals to the MLS System & Hands-on In this 6-hour Hands-on Lab session you will be introduced to the MLXchange system. Learn to log in and out of the system, perform searches, know shortcuts to get you there faster, search for listings, add a listing, modify a listing and know how to create a prospect for the system. Although there is not exam, attendance is mandatory in order to gain membership in CREB®.

In order to gain membership in the Calgary Real Estate Board, your combined grade from Day 1 and Day 2 Orientation must be a minimum of 70%. Attendance is 100% mandatory.

NOTES: To enroll in the Orientation Course, you must have a signed sponsorship form from the Broker that you have chosen to work with. There will be a **\$25.00 transfer fee applied to students wanting to change Brokerages after initial registration.** We recommend that you enroll for the Orientation Course once you have a Broker sign the Sponsorship Form. If the full enrollment of 40 is reached before you register, you will be required to wait for the next presentation.

When you enroll for the Orientation Course, a non-refundable deposit of \$210.00 is required for registration. Once you have completed the Orientation Course and your Broker/Manager has registered you with RECA, you will need to complete the Membership Application forms and pay the balance of the fees in the amount of \$1,454.70. You will be granted full membership privileges upon successful attainment of the 70% or better pass-mark required, as outlined above.

Following is a cost breakdown of the membership fees required:

(Fees from December 15 – March 31, 2010)
(CREB Yearly dues \$675.00)

Annual Membership Fee (pro-rated quarterly)	\$ 675.00
Charitable Foundation Dues	\$ 30.00 no GST
CREB Entrance Fee	\$ 300.00
Orientation Deposit	\$ 200.00
AREA Initiation Fee	\$ 100.00
CREA Initiation Fee	\$ 200.00
CREA Technology Levy	\$ 39.00
Critical Illness Benefit Society (CIBS)	\$ 45.00 no GST
Total GST	<u>\$ 75.70</u>

TOTAL **\$1,664.70**

Balance of fees to be submitted with CREB® forms at the time of Membership Registration.

If you have any questions not answered in this handout, please call 218-3684. Fax number 218-3687.

Revised 12/15/09

Student parking is located at the Alberta New Home Warranty Building just behind CREB®. Click [here](#) for directions or pick up a map in person at the Education counter. Students registered in part-time night and Saturday classes are exempt from this policy. We appreciate your cooperation.