



# 2008

## EDUCATION SCHEDULE

GNAR welcomes all sales agents to enroll in classes. Classes are held at the GNAR Education Center, 4540 Trousdale Dr., Nashville, TN 37204 unless otherwise noted. For additions to the schedule or to register online visit <http://www.gnar.org/> (choose "Education" then "Course Registration"). GNAR members can choose the "Members Only" link on the GNAR home page, log in using your NRDS number, then go to the Education section and open the "Sign up New Class" section. Each class will require a separate registration. You may cancel a post-license class without charge with a faxed cancellation notice to 615-256-1353 at least three business days in advance. (Keep your confirmation that fax was sent.)

*NOTE: All classes are approved by the Tennessee Real Estate Commission. To earn credit hours (noted with each course) you must arrive on time!*

Snacks and lunch (at daylong classes) are our treat. Lots of free parking too!

### — July —

**July 9 - 10; 8:30 a.m. - 5 p.m.**

**CRS 206: Technologies to Advance Your Business (TREC 2532)**

**Instructor: Robert Morris, ABR, CRB, CRS, GRI**

**16 Hours CE • Lunch Provided**

**GNAR Members \$275; All Others \$300**

**Audit \$150 (Designees Only)**

Technologies to Advance your Business demonstrates the latest tools and systems that enable sales associates to become more productive, increase their profits and to differentiate themselves in the market place. Topics include: taking e-mail to the next level for various marketing campaigns, learning new ways to use digital imaging, examining a variety of virtual tours and their marketing applications, understanding the power of PDA's and other handheld computing technologies and much more.

**July 14; Noon - 4 p.m.**  
**First Time Home Ownership (TREC 2525)**  
**Instructor: Debbie Reeves**  
**4 Hours CE**  
**All Students \$40**

Learn about the Tennessee Housing Development Agency's (THDA) First Time Homebuyer programs. THDA is a state agency created in 1973 to provide safe, sanitary, decent and affordable housing. Includes criteria for THDA home ownership programs, application process and documentation requirements.

**July 15; 9 a.m. - Noon**  
**Code of Ethics (TREC 2490)**  
**Instructor: Bill Schlueter, GRI, ITI**  
**3 Hours CE**  
**GNAR Members \$30; All Others \$55**

Meets the National Association of Realtors mandatory quadrennial ethics training requirement.

**July 15; 1 - 5 p.m.**  
**TREC CORE 07/08 (TREC 5059)**  
**Instructor: Bill Schlueter, GRI, ITI**  
**4 Hours CE**  
**GNAR Members \$40; All Others \$55**

TREC CORE 07/08 is a specific four-hour course required of certain affiliate brokers in order to renew a license. GNAR offers the course in the classroom, online and in paper and pencil formats.

**July 19, 20, 26, 27, August 2; 9 a.m. - 4 p.m.**  
**Pre-License (Pre-One)** You must complete both Pre-License One and Two to complete the 60 hour Pre-License course. More details on the course are available on the Education page of [www.gnar.org](http://www.gnar.org). Click on the Sales Agent Pre-Licensing Information link.

**July 21 - 25; 9 a.m. - 4 p.m.**  
**Pre-License (Pre-Two) See above for details.**

**July 24; 9 a.m. - 4 p.m.**  
**Windows Fundamentals (TREC 4298)**  
**6 Hours CE • Lunch Provided**  
**GNAR Members \$100; All Others \$115**

Hands on. Learn the common components of a computer with an overview of how parts work together to handle data. How to begin working in the operating system, search help, move Windows and customize.

**July 28; 8:30 a.m. - 5 p.m.**  
**Orientation (TREC 2467 and 2490)**  
**6 Hours CE • Lunch Provided**  
**For GNAR Applicants Only**

Applicants for GNAR membership must attend New Member Orientation in the GNAR classroom within three months of application. The GNAR Orientation program is approved for continuing education credit: 3 hours of ethics and 3 hours of risk management. The ethics portion meets the National Association of

Realtors requirement that all Realtors complete an approved ethics training by Dec. 31, 2008.

**July 29 - 30; 9 a.m. - 5:30 p.m.**  
**Accredited Staging Professional**  
**Real Estate Designation**

**16 Hours CE • Lunch Provided**

**Course Fee \$395: Call 1-800-392-7161 ext. 104 to Register**

First impressions are a big deal in real estate. Learn how to set a home free of clutter, and staleness and claustrophobia. Get your ASP Real Estate Agent designation and start selling homes faster and for more money through the power of Staging. You can earn your ASP designation by simply attending this 2-day course. Includes: How to improve your listing presentation; overcoming client objections to Staging; Staging techniques detailed lecture, marketing ideas, slide shows of before and after photos of what can be accomplished in Staging; Group discussion, questions, and business planning skills. Day two includes the experience of Staging a home on the market with other class participants. Agents will be able to market Staging to their clients and provide better suggestions of ways to improve the home for listing presentation. Course details and ASP designation information available at [www.stagedhomes.com](http://www.stagedhomes.com)

**July 31; 9 a.m. - 5:30 p.m.**  
**ASPTM Professional Home Stager Designation**  
**Course Fee \$2,195 (Includes AHP Course)**  
**Call 1-800-392-7161 ext. 104 to Register**

If you are interested in charging for your Staging services or building a Home Staging business, you are required to attend the full three-day course to become an ASP Home Stager. Attend the July 29-30 Accredited Staging Professional course, then receive a full days instruction on how to successfully start and operate your own Staging business (day three). Details and ASPTM designation information available at [www.stagedhomes.com](http://www.stagedhomes.com)

— August —

**August 4 - 8; 8:30 a.m. - 5:30 p.m.**  
**CI 104: Investment Analysis for Commercial Investment Real Estate**  
**(TREC 2772)**

**Instructors: Martin Edwards, CCIM and Gene Trowbridge, CCIM**

**43 Hours CE • Lunch Provided**

**Call CCIM Institute at 800-621-7027 to register**

**Prerequisite: CI 101.** Analyzes the critical aspects of the acquisition, ownership and disposition of commercial investment properties. You will:

- Analyze a client or owners' needs to determine the best investment strategy.
- Understand various financing options that may be available for a project.
- Determine the best disposition strategy for a property.
- Know the tax issues that affect the acquisition and disposition of real estate investments.
- Understand modern investment concepts such as expected value based on probabilities, real estate exchanges, capital accumulation and income partitioning.

Complete details on the CCIM designation at [www.ccim.com](http://www.ccim.com).

**CANCELLED**

**August 11 - 12; 8:30 a.m. - 5 p.m.**

**CRB Course: Financial Planning & Management (TREC 4283)**

**August 13; 8:30 a.m. - 5 p.m.**

**Networking and Referral Systems (TREC 5345)**

**Instructor: Robert Morris, ABR, CRB, CRS, GRI**

**8 Hours CE • Lunch Provided**

**GNAR Members \$125; All Others \$140**

**Counts as an elective for NAR's Resort & Second-Home Property Specialist (RSPS) certification. Also can be used for the PMN designation.**

Between networking and referrals are the relationships we build and manage.

The goal of this course is to provide Realtors with the information and tools needed to make the transition from a salesperson making cold calls to a professional, knowledgeable consultant with a steady stream of advocates and referrals.

**Course Content:**

Approaching networking as building relationships; maximizing the networks you already belong to; increasing networking competence; discovering the opportunities in everyday situations; learning how to work leads to generate more leads; transitioning to a pro-active referral mind set; making networking and referral generation (incoming and outgoing) an intentional part of your business plan and more.

**August 19, 20, 26, 27; 8:30 a.m. - 5 p.m.**

**Office and Brokerage Mgt. Course (TREC 2040)**

**Instructors: Jack Dugger, CRS, GRI, ITI**

**Dave Floyd, GRI, ITI, Bill Schlueter, GRI, ITI**

**GNAR Members \$175; All Others \$185**

**• Lunch Provided**

Required course prior to taking the Broker's licensing exam. You must attend all four days.

**August 21; 9 a.m. - 4 p.m.**

**MS Outlook Level One (TREC 4301)**

**6 Hours CE • Lunch Provided**

**GNAR Members \$100; All Others \$115**

Hands on. Students will learn the introductory features of Outlook. Topics covered include working with email, using mail management tools, working with contacts, managing time with Calendar, and using tasks and notes.

**August 21; 1 - 5 p.m.**

**TREC CORE 07/08 (TREC 5059)**

**Instructor: Bill Schlueter, GRI, ITI**

**4 Hours CE**

**GNAR Members \$40; All Others \$55**

TREC CORE 07/08 is a specific four-hour course required of certain affiliate brokers in order to renew a license. GNAR offers the course in the classroom, online and in paper and pencil formats.

**August 21; 6 - 9 p.m.**

**Code of Ethics (TREC 2490)**

**Instructor: Bill Schlueter, GRI, ITI**

**3 Hours CE**

**GNAR Members \$30; All Others \$55**

Meets the National Association of Realtors mandatory quadrennial ethics training requirement.

**August 25; 8:30 a.m. - 5 p.m.**

**Orientation (TREC 2467 and 2490)**

**6 Hours CE • Lunch Provided**

**For GNAR Applicants Only**

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**August 28; 9 a.m. - 4 p.m.**

**Accelerated Broker's Exam Review**

**Instructor: Dave Floyd, GRI, ITI**

**GNAR Members \$65; All Others \$75**

**No Continuing Education Credit Hours**

**• Lunch Provided**

An accelerated review session to prepare for the Broker's exam. Note, this course does NOT replace the Office and Brokerage Mgt. Course.

## **— September —**

**September 6, 7, 13, 14, 20; 9 a.m. - 4 p.m.**

**Pre-License (Pre-Two)** You must complete both Pre-License One and Two to complete the 60 hour Pre-License course. More details on the course are available on the Education page of [www.gnar.org](http://www.gnar.org). Click on the Sales Agent Pre-Licensing Information link.

**September 8 - 12; 9 a.m. - 4 p.m.**

**Pre-License (Pre-One) See above for details.**

**September 9 - 10**

**GNAR's Middle Tennessee Realtors Convention**

**Nashville Convention Center**

**Watch for details at [www.gnar.org](http://www.gnar.org)**

**September 15; 8:30 a.m. - 5 p.m.**

**CRS 105: Making the Right Real Estate Financial Decisions (TREC 3836)**

**Instructor: Tina Daniel, CRS**

**8 Hours CE • Lunch Provided**

**GNAR Member \$150; All Others \$165**

**One unit toward the CRS designation.** Financial calculator required. Students will gain knowledge, tools and confidence with the money earning and saving ideas taken from this exciting course. Making the Right Real Estate Finance

Decisions teaches agents how to use the newest tax information, make easy and accurate money-saving decisions and increase buyer and seller referrals, all while making a personal point of difference in their marketplace. Other agents will find it difficult to match the financial skills and tax saving information you will obtain in this course. Buyers and sellers want financial information that will help them make better decisions and this course will teach you how to provide a new level of service to your clients. For complete CRS designation details go to [www.crs.com](http://www.crs.com).

**September 16 - 17; 8:30 a.m. - 5 p.m.**  
**CRS 204: Creating Wealth Through Residential Real Estate Investments (TREC 631)**  
**Instructor: Tina Daniel, CRS**  
**16 Hours CE • Lunch Provided**  
**GNAR Members \$275; All Others \$300**  
**Audit \$150 (Designees Only)**

Financial calculator required. More people have become wealthy investing in real estate than many other investments. Agents who want to learn the specific secrets to smart real estate investments can discover them in this course. Students will learn how to identify the right opportunities in a down market or an up market, compare real estate with other investments and create additional wealth – for themselves and their clients. This high-energy course explores another way to generate sales that has been overlooked. And the results can be life changing! This class is a must for any real estate professional looking to create wealth through residential real estate investment. For complete CRS designation details go to [www.crs.com](http://www.crs.com).

**September 18; 9 a.m. - Noon**  
**Code of Ethics (TREC 2490)**  
**Instructor: Paul Gaddes, ABR, e-PRO, ITI**  
**3 Hours CE**  
**GNAR Members \$30; All Others \$55**

Meets the National Association of Realtors mandatory quadrennial ethics training requirement.

**September 18; 1 - 5 p.m.**  
**TREC CORE 07/08 (TREC 5059)**  
**Instructor: Paul Gaddes, ABR, e-PRO, ITI**  
**4 Hours CE**  
**GNAR Members \$40; All Others \$55**

TREC CORE 07/08 is a specific four-hour course required of certain affiliate brokers in order to renew a license. GNAR offers the course in the classroom, online and in paper and pencil formats.

**September 19; 9 - 11 a.m.**  
**Crime Prevention & Agent Safety (TREC 5466)**  
**2 Hours CE**  
**Instructor: Lt. Tommy Halfen**  
**GNAR Members \$20; All Others \$35**

Learn to protect yourself from becoming a victim and to create a safe environment for your clients. Includes how to implement a safety system for your office; safe open houses; weekend and after hours showings; safe advertising;

buddy system; mistakes agents make; everyday safety rules. Instructors are law enforcement officers who are specialists in crime prevention.

**September 22 - 26; 8:30 a.m. - 5:30 p.m.**

**CI 102: Market Analysis for Commercial Investment Real Estate  
(TREC 1182)**

**Instructor: Larry Baumgardner, CCIM**

**39 Hours CE • Lunch Provided**

**Call CCIM Institute at 800-621-7027 to register**

**CI 101 required prerequisite.**

This course is our most technologically oriented, and incorporates custom designed Excel®-based worksheets, internet resources, and mapping software.

You will:

- Understand how supply and demand factors impact a market forecast.
- Gain insight into site feasibility, market dynamics and market pricing.
- Learn and apply the Market Analysis Model in making real estate decisions.
- Understand how to collect and use market data and mapping software.
- Analyze retail, office, residential and industrial

**September 29; 8:30 a.m. - 5 p.m.**

**Orientation (TREC 2467 and 2490)**

**6 Hours CE • Lunch Provided**

**For GNAR Applicants Only**

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## — October —

**October 1 - 2; 8:30 a.m. - 5 p.m.**

**“ABR” Accredited Buyer Representative Designation Course (TREC 2723)**

**Instructor: Curtis Hall, ABR, CRS, GRI**

**16 Hours CE • Lunch Provided**

**GNAR Members \$275; All Others \$300**

The Real Estate BUYERS AGENT Council (REBAC) of the National Association of Realtors is the world's largest association of real estate professionals focusing specifically on representing the real estate buyer. The Accredited Buyer Representative (ABR) designation is the benchmark of excellence in buyer representation and is awarded by REBAC to real estate practitioners who meet specified educational and practical experience criteria. To earn the designation you must complete the 2-day ABR course and one elective course. ABR electives are noted with this schedule. And, a complete list is also available at [www.rebac.net](http://www.rebac.net).

**October 3; 9 a.m. - 4 p.m.**

**Innovative Marketing Techniques for Buyer's Reps (TREC 3489)**

**Instructor: Curtis Hall, ABR, CRS, GRI**

**6 Hours CE • Lunch Provided**

**GNAR Members \$125; All Others \$140**

**ABR elective.** One of the reasons why licensees fail or only achieve modest success is their inability to focus on the consumer's needs and to market their services accordingly. In the past, marketing courses have dealt with marketing the seller's property as opposed to marketing to the buyer. Structured to inspire novel marketing approaches to create a personal "brand," this course encourages students to look everywhere for differentiating marketing opportunities that grab the attention of buyers. With buyer representation now in the mainstream of the real estate profession, this course addresses marketing for the buyer's representative with the buyer's interest in mind.

**October 6; Noon - 2 p.m.**

**How to Correctly Complete the Purchase and Sale Agreement (TREC 5346)**

**Instructor: Jim Vanderpool, JD**

**2 Hours CE**

**GNAR Members \$30; All Others \$35**

Attorney Jim Vanderpool provides a review of the TAR Purchase and Sale Agreement as well as a brief overview of supporting documents.

**October 6; 3 - 5 p.m.**

**How to Close the Sale Correctly (TREC 3892)**

**Instructor: Jim Vanderpool, JD**

**2 Hours CE**

**GNAR Members \$30; All Others \$35**

Learn how the best agents prepare customers for closing the sale. Includes closing check list, avoiding contract issues, false assumptions.

**October 14; Noon - 4 p.m.**

**TREC CORE 07/08 (TREC 5059)**

**Instructor: Bill Schlueter, GRI, ITI**

**4 Hours CE**

**GNAR Members \$40; All Others \$55**

TREC CORE 07/08 is a specific four-hour course required of certain affiliate brokers in order to renew a license. GNAR offers the course in the classroom, online and in paper and pencil formats.

**October 16; 9 a.m. - 4 p.m.**

**MS Word Level One (TREC 4299)**

**6 Hours CE • Lunch Provided**

**GNAR Members \$100; All Others \$115**

Hands on training. Topics covered include working with text, formatting, working with files and printing documents. Prerequisites: Windows Introduction or equivalent experience.

**October 16; 1 - 4 p.m.**  
**Meth Lab Awareness (TREC 4588)**  
**Instructor: Ken Poteet**  
**3 Hours CE**

**GNAR Members \$30; All Others \$45**

Protect yourself and your clients! Learn about warning signs, disclosure laws, and hazardous effects of meth and meth labs on humans and property.

**October 17; 9 a.m. - Noon**  
**Code of Ethics (TREC 2490)**  
**Instructor: Dave Floyd, GRI, ITI**  
**3 Hours CE**

**GNAR Members \$30; All Others \$55**

Meets the National Association of Realtors mandatory quadrennial ethics training requirement.

**October 18, 19, 25, 26, Nov. 1; 9 a.m. - 4 p.m.**

**Pre-License (Pre-One)** You must complete both Pre-License One and Two to complete the 60 hour Pre-License course. More details on the course are available on the Education page of [www.gnar.org](http://www.gnar.org). Click on the Sales Agent Pre-Licensing Information link.

**October 20 - 24; 9 a.m. - 4 p.m.**  
**Pre-License (Pre-Two) See above for details.**

**October 23; 9 a.m. - 4 p.m.**  
**MS Outlook Level Two (TREC 4302)**  
**6 Hours CE • Lunch Provided**

**GNAR Members \$100; All Others \$115**

Hands on. Intermediate features of Outlook including using mail features, organizing items, exploring contacts and the journal, and integrating Outlook and Office. Prerequisites: Windows Introduction, Outlook Level One or equivalent experience.

**October 27 - 28; 5 - 9 p.m. (Night)**  
**Orientation (TREC 2467 and 2490)**  
**6 Hours CE • Snack Dinner Provided**  
**For GNAR Applicants Only**

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**October 29; 9 a.m. - 1 p.m.**  
**TREC CORE 07/08 (TREC 5059)**  
**Instructor: Paul Gaddes, ABR, e-PRO, ITI**  
**4 Hours CE**

**GNAR Members \$40; All Others \$55**

TREC CORE 07/08 is a specific four-hour course required of certain affiliate brokers in order to renew a license. GNAR offers the course in the classroom, online and in paper and pencil formats.

## — November —

**November 6; 9 a.m. - 4 p.m.**  
**MS Word Level Two (TREC 4300)**  
**6 Hours CE • Lunch Provided**

**GNAR Members \$100; All Others \$115**

Hands on. Intermediate training with Word including page setup, laying out and formatting characters and paragraphs, sectioning a document, adding graphics and lists, creating and formatting tables, inserting charts and diagrams, exploring Web features in Word and using revision tools to collaborate with others.

Prerequisite: MS Word Level One or equivalent experience.

**November 11; Noon - 4 p.m.**  
**Getting The Most From Your FREE Qualifier IIIX Calculator**  
**(TREC 3944) Class Limited to 30 Students**

**Instructor: Dave Floyd, GRI, ITI**

**4 Hours CE**

**GNAR Members \$70; All Others \$85**

Includes FREE Qualifier Plus IIIX calculator, workbook and CD. Learn to use the Qualifier IIIX to solve common real estate financing problems and take the calculator home with you!

**November 12; 9 a.m. - Noon**  
**Code of Ethics (TREC 2490)**  
**Instructor: Bill Schlueter, GRI, ITI**  
**3 Hours CE**

**GNAR Members \$30; All Others \$55**

Meets the National Association of Realtors mandatory quadrennial ethics training requirement.

**November 12; 1 - 5 p.m.**  
**TREC CORE 07/08 (TREC 5059)**  
**Instructor: Bill Schlueter, GRI, ITI**  
**4 Hours CE**

**GNAR Members \$40; All Others \$55**

TREC CORE 07/08 is a specific four-hour course required of certain affiliate brokers in order to renew a license. GNAR offers the course in the classroom, online and in paper and pencil formats.

**November 17 - 21; 8:30 a.m. - 5:30 p.m.**

**CI 103: User Decision Analysis for Commercial Investment Real Estate (TREC 2860)**

**Instructor: Charlie White, CCIM**

**38 Hours CE • Lunch Provided**

**Prerequisite: CI 101.** Considered by many to be the most comprehensive course on comparative lease analysis available anywhere.

**November 20; 9 a.m. - 4 p.m.**

**MS PowerPoint Level One (TREC 4303)**

**6 Hours CE • Lunch Provided**

**GNAR Members \$100; All Others \$115**

Hands on. Learn the introductory features of PowerPoint. Topics include creating presentations, working with slide masters, working with visual elements, such as how to add clip art and to draw shapes. Prerequisite: Windows Introduction or equivalent experience.

**November 24; 8:30 a.m. - 5 p.m.**

**Orientation (TREC 2467 and 2490)**

**6 Hours CE • Lunch Provided**

**For GNAR Applicants Only**

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**November 29, 30, Dec. 6, 7, 13; 9 a.m. - 4 p.m.**

**Pre-License (Pre-Two)** You must complete both Pre-License One and Two to complete the 60 hour Pre-License course. More details on the course are available on the Education page of [www.gnar.org](http://www.gnar.org). Click on the Sales Agent Pre-Licensing Information link.

**December 1 - 5; 9 a.m. - 4 p.m.**

**Pre-License (Pre-One) See above for details.**

**— December —**

**December 4; 9 a.m. - 4 p.m.**

**MS Outlook Level Two (TREC 4302)**

**6 Hours CE • Lunch Provided**

**GNAR Members \$100; All Others \$115**

Hands on. Intermediate features of Outlook including using mail features, organizing items, exploring contacts and the journal, and integrating Outlook and Office. Prerequisites: Windows Introduction, Outlook Level One or equivalent experience.

**December 9; 1 - 5 p.m.**  
**TREC CORE 07/08 (TREC 5059)**  
**Instructor: Bill Schlueter, GRI, ITI**  
**4 Hours CE**

**GNAR Members \$40; All Others \$55**

TREC CORE 07/08 is a specific four-hour course required of certain affiliate brokers in order to renew a license. GNAR offers the course in the classroom, online and in paper and pencil formats.

**December 15; 9 a.m. - Noon**  
**2009 Officers and Directors Training**  
**Instructor: Bruce Aydt, ABR, ABRM, CRB, SRS**

**December 30; 9 a.m. - Noon**  
**Code of Ethics (TREC 2490)**  
**Instructor: Bill Schlueter, GRI, ITI**  
**3 Hours CE**

**GNAR Members \$30; All Others \$55**

This is the final classroom ethics course that meets the National Association of Realtors mandatory quadrennial ethics training requirement for the Jan. 1, 2005-Dec. 31, 2008 period.

#### **DISTANCE LEARNING OPTIONS**

GNAR offers a wide selection of distance learning courses to aid your professional development. All GNAR distance learning courses are approved for continuing education credit by the Tennessee Real Estate Commission. To access our distance learning options go to [www.gnar.org](http://www.gnar.org), choose the Real Estate Education link, and click on the Distance Learning link. GNAR checks the distance learning site during regular office hours, submits rosters daily to the Tennessee Real Estate Commission and mails students a completion certificate for recordkeeping.