



## SIRA CE/Class Tentative Schedule 2010

The following events are tentatively scheduled for 2010. Please contact [Education@SIRA.org](mailto:Education@SIRA.org) or Shawn Cornell 812.941.7472 for questions or additional information. Don't remember how many credit hours you already have??? Email [Shawn@SIRA.org](mailto:Shawn@SIRA.org)

Dates	Time	Fee	Class	Instructor
May 12 <sup>th</sup>	9am-11am	Free	SIRA Listing Contracts & Purchase Agreements (2M)	Pat O'Day
May 13 <sup>th</sup>	2pm-4pm 5pm-7pm	Free	Lead-Based Paint 2010 Regulations (2M)	Dave Balmer
May 18 <sup>th</sup>	9am-11am	Free	Tax Strategies for the Real Estate Professional (2E)	Maine Shafer
May 21 <sup>st</sup> & 22 <sup>nd</sup>	All Day	\$20 per	16 Hour (Friday & Saturday) (6M, 10E)	Tim McColly
June 4 <sup>th</sup>	9am-12pm	\$20.00	ANSI Standards (2M, 1E)	Woodrow Wilson
June 4 <sup>th</sup>	1pm-4pm	\$20.00	ANSI Standards (2M, 1E)	Woodrow Wilson
TBD	9am-12pm 1pm-4pm	Free	Rapattoni Office Administration For ADMINS & Principal Brokers Only Updates on policies & ADMIN short cuts in the system.	Shawn Cornell
TBD	10am-12pm 1pm-3pm 3pm-5pm	Free	Rapattoni Basics (2E) Where do I find that??? Agent Preferences, Profiles, Links and Custom Settings.	Shawn Cornell
TBD	10am-12pm 1pm-3pm 3pm-5pm	Free	Rapattoni Intermediate (2E) Working with Clients/Prospects, Auto-Prospecting, the Client Portal & a Tour of the Different Types of Searches	Shawn Cornell
TBD	10am-12pm 1pm-3pm 3pm-5pm	Free	Rapattoni Advanced (2E) Exporting Contact Information into Outlook/Yahoo, etc. Using the CMA Package & Custom Report Writer.	Shawn Cornell

### Educational Events Requiring Payment

**Deadline Date:** The deadline for **reservation and payment** will be Friday, Noon, one week prior to the event.

**Confirmation:** Once SIRA receives your reservation and payment, you will receive an email containing a confirmation number. **If you do not receive a confirmation number, then SIRA has not received your reservation.** Simply making a reservation and not making the required payment will not be enough to confirm your seat. SIRA must receive **both reservation and payment** to issue your confirmation number to hold your seat. If you do not have a confirmation number, walk-in fee policy applies --no exceptions.

**Walk-in Fee Policy:** The walk-in fee is for those who do not wish to make a commitment to attend the event and want the convenience of walking in. In the interest of fairness to those members that paid by the deadline, do not ask SIRA to exempt you from the walk-in fee.

**Cancellation:** *SIRA reserves the right to cancel events that do not receive enough paid reservations. In the event of a cancellation, you will be notified and your payment will be returned.*

### Events at no charge (Educational or Other)

**Deadline Date:** The deadline for **reservation** will be Friday, Noon, one week prior to the event.

**Confirmation:** Once SIRA receives your reservation, you will receive an email containing a confirmation number. **If you do not receive a confirmation number, then SIRA has not received your reservation.**

**Walk-in Policy:** Space permitting, SIRA will accommodate walk-ins once all pre-registered attendees have signed in. Walk-ins are not guaranteed a seat, so it is always best to make a confirmed reservation by the deadline. In the interest of fairness to those members that reserved by the deadline, do not ask to take the seat of a pre-registered confirmed attendee.

**Cancellation:** *SIRA reserves the right to cancel events that do not receive enough participation. In the event of a cancellation, you will be notified.*

~Bringing World Class Real Estate Services to Southern Indiana~ \*MLS \*Education \*Technology \*Legislative Advocate \*Code of Ethics \*Legal \*Professional Standards \*Forms \*Arbitration & Mediation \*Industry Networking

The Southern Indiana REALTORS® Association exists to maintain and enforce the REALTOR® Code of Ethics, to provide our members with state-of-the-art programs, products, and services that are more affordable and accessible collectively than individually, to advocate a high standard of education and professionalism, to influence public policy and political affairs which promote and protect private property rights, and to enhance the public image of our REALTOR® members.