

*Thank you for asking  
About GRI*

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*The Professional Edge!*

*Presented by the Florida Realtors®*

# Standards of Practice

## GRI Course 1 COURSE CONTENT:

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- **Standards of Practice** is a “nuts and bolts” approach to transaction making, ethics in the marketplace, legal aspects of contracts, financing alternatives, tax implications of real estate transactions, fair housing and brokerage relationships.
- Get the latest information on government and other loan programs, how to financially qualify buyers, tax tips, closing techniques, the **Florida Realtors®**/BAR contract and business planning.

Finance .....	8 hours
Tax I .....	4 hours
Contacts to Contracts .....	8 hours
Law .....	8 hours
Professional Standards .....	8 hours
Fair Housing and Diversity .....	3 hours
Business Planning .....	3 hours
<b>Total .....</b>	<b>42 hours</b>
	<b>+ 3 hour exam</b>

### \* Exam is closed book

Note: The Standards of Practice has been approved by FREC for Sales Associate’s **45-hour post-licensing credit** or **11 hours of specialty CE** and **3 hours of Core Law credit** for the 14 hours needed for real estate license renewal. This curriculum qualifies for the periodic ethics training required by the National Association of Realtors®. You will receive a certificate stating this along with your completion letter. *This is a great way to earn your continuing education or 45 hour post-licensing credit while working on your GRI designation!*

The Standards of Practice is now an **online** course; go to <http://www.FARGRI.com>. The online course has been approved by FREC for Sales Associate’s **45-hour post-licensing credit** or **11 hours of specialty credit** and **qualifies for the periodic ethics training required by the National Association of Realtors®**. **(NO Core Law credit)**

# Essential Real Estate Techniques

## GRI Course 2 COURSE CONTENT:

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- Enhance your skills with the “sales from the ground up” approach. Construction, appraising, investment, proven listing & prospecting techniques and personal marketing will set you apart in today's rapidly changing marketplace.
- You'll learn construction terminology, the many facets of the construction process and features to look for that improve the energy efficiency and marketability of property.
- You'll hear from the experts how to market your listings and your expertise in the marketplace - how to set yourself apart from the competition and to plan for your growth both professionally and personally.
- There are several ways to appraise property - learn which method is most appropriate for a specific property, how it differs from a market analysis and what it means for buyers and sellers.
- Learn the nuts and bolts of e-mail.

Investments .....	6 hours
Sales & Marketing .....	5 hours
Effective Elements of E-mail.....	3 hours
Construction.....	4 hours
Appraising.....	6 hours
Personal Promotion.....	6 hours
<b>Total .....</b>	<b>30 hours</b>
	<b>+ 3 hour exam</b>

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### \* Exam is closed book

Note: The Essential Real Estate Techniques course has been approved by FREC for **broker's 30-hour post-licensing credit** or **11 hours of specialty CE credit for license renewal**. *This is a great way to earn your continuing education or broker post-licensing credit while working on your GRI designation!*

# Real Estate Specialties

## GRI Course 3 COURSE CONTENT:

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- Many Realtors® become property managers by default. Have you ever had a corporate relocation where the sellers have moved on, and you need to find a lawn service, a pool service and maybe even a tenant? Hear first hand how you can generate income from property management.
- Concurrency. What does it mean and how does it affect the transfer of property? Land and the Environment will provide you with much information on this sensitive topic. You'll learn what governmental agencies are involved, and where to go for answers in your area.
- Ever thought about opening your own office? Brokerage Management provides a birds-eye view of what you can expect, including profits and potential problems.
- Condos. The Over 55 rule, compliance with Florida Statutes and what can happen if you don't. If you sell attached housing of any kind, this is a must for you!
- Negotiating & Counseling - An area often overlooked by real estate practitioners where compensation is not necessarily tied to a closing. Use your expertise and experience in assisting clients in order to generate additional income.
- Internet Essentials – using the internet is easier than you think. Learn about computer equipment requirements, internet policy, domain name concepts, contact management software, translation software, navigating the internet and more.

Common Ownership .....	3 hours
Negotiating & Counseling .....	4 hours
Brokerage Management .....	4 hours
Land, Environment & Private Property Rights.....	3 hours
Tax II.....	3 hours
Exchanging .....	3 hours
Property Management.....	3 hours
International Real Estate.....	4 hours
Internet Essentials .....	3 hours
<b>Total .....</b>	<b>30 hours</b>
	<b>+ 3 hour exam *</b>

### \* Exam is closed book

Note: The Real Estate Specialties course has been approved by FREC for broker's 30-hour post-licensing credit or 11 hours of specialty CE credit for license renewal. *This is a great way to earn your continuing education or broker post-licensing credit while working on your GRI designation!*

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For specific information regarding the Realtor<sup>®</sup> Institute program, you may contact the following people at (407) 438-1400:

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**Professional Development Liaison  
Product & Program Development  
RI Instructors & Convention  
Speakers Scheduling  
GRI Course Scheduling  
Faculty Auditions  
CE Express Curriculum &  
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William Campbell

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**GRI Grade Letters  
GRI Diplomas  
DBPR Electronic Transmitting  
GRI Material Orders**

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GRI Retake Exams  
CD Orders**

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**GRI Course Curriculum &  
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PowerPoint**

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Evelyn Arthur

*Meeting Services Assistant,  
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*Instructor/Sponsor Evaluations*

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## Evaluations

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After each subject you will be asked to evaluate the subject and the instructor. Yes, we **DO** read each and every comment. When the course is completed, you will fill out evaluations for the course monitor, and we would appreciate your rating the overall institute. **Also, please make suggestions on how we may improve future Realtor® Institutes. These evaluations are important and provide feedback on teaching performance at the institute.** You deserve the best educational experience possible!

## Exams

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At the end of each course you will take a closed book multiple choice examination. No additional materials will be permitted (books, pamphlets, etc.) You must select the correct answer for 75% or more of the questions to attain a passing score. You will have three hours to complete the exam.

Your examination will be in a booklet format with a separate answer sheet. At the time of the exam, you will be given instructions on how to use these answer sheets. **It is VERY IMPORTANT that you follow these instructions, as marks improperly made may result in a possible error in scoring.** The examination is meant to help you test your learning; it is not tricky, and it is not designed to make you fail.

## *Continuing Education Credit & Attendance*

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All three courses in the GRI Series are approved for 11 hours of specialty continuing education credit. The "Standards of Practice" Course also provides 3 hours of Core Law credit, so that the student can earn the 14 hours of CE required for license renewal. You may also take the "Standards of Practice" course for Sales Associate's 45-hour post-licensing credit, the "Essential Real Estate Techniques" for broker's 30-hour post-licensing credit and "Real Estate Specialties" for broker's 30-hour post-licensing credit. **FREC requires attendance to be taken to receive credit**; therefore, a roster will be circulated periodically throughout the course for you to initial to verify your attendance. The same attendance requirement is required for earning your GRI.

## *Tips and Comments*

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Occasionally, Realtor® Institute courses are given offsite at a hotel or other meeting facility. The facility tends to keep meeting rooms *very* cool. You may want to take a jacket or sweater so you will be comfortable during the Realtor Institute course.

Students will be notified by mail of successful completion within (2) weeks of the course. In case of failure, a student will be notified by phone as soon as the grading process is complete, to provide the student the option of retaking the exam for the fee that has been established by the Realtor® Institute Subcommittee.

Smoking is not allowed in the classroom, but there are several breaks during the day.



## ***MOST FREQUENTLY ASKED QUESTIONS ABOUT GRI***

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- 1. I received my GRI designation in another state. What must I do to use my designation in Florida?**

*Once you have joined a local board or association, send us a copy of your certificate of that state, or other suitable verification. We will update our records accordingly. If you would like a new GRI pin, please send \$5.00 with your written request.*
- 2. I completed only one course in another state. May I continue on and take the other two courses in Florida without having to start over?**

*Ask the state where you completed the course to send us a copy of your course certificate, plus a list of the subjects and hours that were included in the course you completed. The GRI program provides a national designation but the arrangement of individual course content may vary by state. Determination of appropriate credit and which courses you will need to complete will be on a case by case basis.*
- 3. Do I have to take courses consecutively?**

*No. You may take GRI Courses in the sequence that is most convenient for you.*
- 4. I have a VERY important meeting I must attend during the GRI course. Can I miss a day or several hours of the day? Will I still get my CE Credit? Can I somehow make it up?**

*GRI courses provide 11 hours specialty credit for the Florida Real Estate Commission's 14-hour continuing education requirement for license renewal (and 3 hours Core Law credit for the Standards of Practice course). FREC requires 90% attendance in order to receive CE credit. If a situation occurs that you must miss a portion of a class, please notify the course monitor immediately. Allowances cannot be made for an individual to "make up" time.*
- 5. I have to cancel the GRI course I was going to attend because of a personal emergency, (or because I am ill). What do I do now? Will my money be refunded?**

*You should immediately contact **Florida Realtors**<sup>®</sup> who will contact the sponsor.*

6. **I am taking a modular institute course. If I have a scheduling conflict, can I take the second module at a different location?**  
*You **MUST** attend both modules in order to receive CE Credit and credit for successful completion of the course. If you do not receive a passing score, you may retake any of the exams either at your local board or FAR Headquarters within 60 days (for GRI credit only). However, if you are attending the class for post-licensing credit, according to FREC guidelines you must wait 30 days, but no longer than a year before retaking the post-licensing exam.*
- You **MUST** attend both modules in the same location. There is not a format set up at this present time for you to take **Module 1** at one location and **Module 2** at another location and/or date. If you do not attend both modules, we will assume that you are a "no show" even if you were in full attendance at the first module. If an emergency came up, you must attend a full course at a later time. **Florida Realtors**<sup>®</sup> is unable to give you credit for 1/2 course.*
7. **How long do I have to complete the required courses for my GRI designation?**  
*All three GRI courses must be completed within a five-year period from the time the first course is taken.*
8. **I have taken all the GRI courses and passed the exams, can I now use the GRI designation on my business cards and letterhead?**  
*Only members in good standing with a local Board, **Florida Realtors**<sup>®</sup> and NAR can receive the GRI designation, diploma, and pin after successfully completing all three courses and use the GRI designation in promoting themselves.*