

Women's Council of REALTORS®

Guide to Course Delivery

Who do I contact to schedule a Performance Management Network Course?

See <https://www.wcr.org/about-the-pmn-designation/host-a-pmn-course-in-your-area/> or contact the Education Department at 800-285-2955 or education@wcr.org.

Who is eligible to host a Performance Management Network Course?

The following groups may offer PMN courses:

- Local & State Women's Council Networks
- Local & State REALTOR® Associations
- Real Estate Schools

What are the requirements/cost to host a Performance Management Network Course?

A signed Course Provider Licensing Agreement and non-refundable processing fee (prices listed below) must accompany each request to license the presentation of a Women's Council PMN course in order to reserve the date for your course.

Below are provider fees associated with offering a PMN course. This fee is paid to National Women's Council when the course contract is signed prior to the course offering

OPTION 1

A.) State and/or Local Women's Council of REALTORS® Network

Pay National a flat \$800 (non-refundable fee of \$250) (price remains the same for joint Network offerings)

Or

B.) State and/or Local Women's Council of REALTORS® Network

Pay National a flat \$300 non-refundable fee – and a \$40 per student royalty fee.

OPTION 2

Women's Council State and/or Local Network AND local REALTOR® Association or REALTOR® School (joint offering)

Pay National a flat \$300 non-refundable fee – and a \$40 per student royalty fee.

OPTION 3

REALTOR® Association or Real Estate School

Pay National a flat \$300 non-refundable fee – and a \$45 per student royalty fee.

To significantly reduce the cost of hosting a course, we highly recommend that you partner with another Women's Council Network, Local/State REALTOR® Association or Real Estate School.

How do I find a qualified instructor to teach the course?

Visit <https://www.wcr.org/about-the-pmn-designation/certified-pmn-instructors-by-course-name/> or contact the Education Department at Women's Council 800-285-2955 or education@wcr.org for a list of approved instructors.

You may also elect to use your own instructor. Remember that instructor certification is required. Please see “How does my preferred instructor get certified as a PMN instructor” below for more details.

How does my preferred instructor get certified as a PMN instructor?

Interested individuals should contact the Education Department or see <https://www.wcr.org/about-the-pmn-designation/become-a-pmn-instructor/>.

If you are using your own instructor, it is important to plan your course 3 to 6 months in advance to ensure plenty of time for certification. Instructors are responsible for bringing their own laptop with the PowerPoint preloaded and bringing a copy of the Instructor Manual. It is a good idea to remind your instructor of this before the course.

Additional Instructor Requirements

Course Providers shall require all Instructors to agree to the following:

Throughout the presentation of a Course, Instructors shall conduct themselves in a professional and ethical manner and should not engage in any behavior or speech that is inappropriate, defamatory, obscene or unlawful, including any behavior that constitutes harassment or discrimination based on race, sex, religion, age, national origin, disability of any kind whatsoever, or impugns the integrity or reputation of the Women's Council of REALTORS® or the National Association of REALTORS®.

Instructors will not, without advance written permission from Women's Council National, engage in selling or promoting, for personal or third party gain or benefit, any course, product or service during the Course. The Provider shall notify Women's Council National of any alleged violations - and shall cooperate fully with Women's Council National in any investigations with respect to such violations.

Where do I get the student materials for our course?

Once you have scheduled a course with Women's Council's national office, you will be given access to a Course Provider Web Page. On this page, you will find all of the materials you will need. All items are down-loadable, including course descriptions and outlines, course presentations, student materials and instructor materials. Course Providers are responsible for duplicating and providing sufficient quantities of course materials for all students.

How do we market our course?

Once scheduled, customizable course advertisements will be made available to you on the Course Provider Web Page. Simply download, customize, print and your materials are ready to go. You should also promote your course on social media and through your Network's website. Your course will also be promoted on the Women's Council's course calendar page <https://www.wcr.org/about-the-pmn-designation/course-calendar/>.

Your course is an excellent recruiting opportunity. Be sure to market to ALL REALTORS® in your area, not just Women's Council members.

Aside from Provider Fees, what are my Network's financial responsibilities?

- Marketing expenses
- Instructor fees
- Instructor travel expenses (flight, meals, ground transportation, and lodging)
- Course room rental fees
- A/V equipment (data projector, screen, lavalier mic, wireless mic)
- Refreshment breaks (optional)
- Copying materials; printing course manuals, name badges, tent cards, PMN marketing materials

*****As a course provider, you are responsible for marketing, selecting a certified instructor, ordering the necessary room set, audio visuals and refreshments (if necessary) - as well as duplicating and providing sufficient quantities of course materials for all students.*****