



KENTUCKY REALTOR[®] INSTITUTE

Assuring Quality Education for Real Estate Professionals
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KRI CLASSROOM POLICIES & PROCEDURES

Welcome to Kentucky REALTOR[®] Institute (KRI). Our goal is to ensure you receive your required credit hours and to also increase your knowledge level to meet your business and industry needs in an enjoyable and pleasant environment. You will be provided an evaluation to let us know if we are meeting that goal.

PLEASE NOTE:

- Classrooms tend to be cold. Please come prepared.
- Smoking or other tobacco use is not permitted in any building or facility
- Mobile phones and other electronic devices are allowed and suggested to be used to review the class material during the class. We require all electronics to be silenced during the duration of the class and to not interrupt or distract those around you which includes taking or making any phone calls during the class.
- Materials will be emailed to you electronically two days prior. You may want to print them off prior to class or plan to read them off a device.

REGISTRATION: Online registration is required and registration closes 3 days prior to class. Walk-ins are no longer accepted. The cancellation policies are located on the course details page of the course being registered for.

ATTENDANCE: Class begins promptly at the scheduled time. A sign-in sheet will be with the monitor and must be signed prior to the start of class and after lunch before the class starts back up. Credit may not be granted if the attendee arrives late (10 minutes after start time as well as after lunch break). You must be in attendance during all designated hours of the session. The instructor will give the appropriate number of breaks to make phone calls, visit the restroom, etc.

EVALUATION & AFFIDAVIT: At the end of the day, you are required to fill out an online affidavit of attendance and complete the anonymous evaluation. Those links will be given to you at the end of the class. If you have any issues with the links, the monitors will be able to help.

For the evaluation, we ask that you answer the evaluation honestly, as your name is no longer required. Although, we request a high quality and valuable evaluation. Advising that the room is cold isn't considered valuable, as we warn classrooms tend to be cold and to come prepared. Your opinions allow us to maintain high-quality course content and instructors. KREC and the KRI Staff review the evaluations. Please help us meet our goal to bring you the highest quality education.

REPORTING & CERTIFICATES: Students are reported to KREC and emailed the completion certificate within ten (10) business days of the class completion date. You are not required to forward your certificate to them. You should keep your certificate in the event any discrepancy occurs for your verification. KRI is only required to keep attendance records and certificates for up to three (3) years. The GRI 100 includes the REALTOR NAR ethics within the course. You will want to email that certificate to your local board to have it recorded in NRDS.

OUT OF STATE CREDIT APPROVAL: States may accept an out of state compliance form for individual credit. Please check with the real estate commission of the state you are seeking approval for clarification.

APPRAISERS: Most real estate continuing education courses are not approved for appraisal certification. This is due to the requirements of the Appraisal Board. A real estate continuing education course must contain 70% or more appraisal information to be approved. The majority of our courses do not. KRI will indicate in the credit hours section of a course if that specific course was submitted and approved with KREAB. For courses that are approved, the licensee is responsible for submitting the certificate to KREAB for credit. Please note that the GRI 300 classroom course is typically approved for credit by the KREAB and PVA.

AUCTIONEERS: The Kentucky and Tennessee Auctioneer Board accepts most of the courses offered by KRI. You may fax a copy of your completion certificates to your respective Auctioneer Board.

Please call us at 859.309.6059 or email kri@kyrealtors.com, if you have additional questions/comments or would like information on other courses we provide. You are a valued customer and we are honored that you selected KRI to meet your education requirements. Make sure to visit the Kentucky REALTOR® Institute website for other course offerings.