



Atlanta Chapter of NARPM

Chapter Education

Location: JW Marriott - 201 8th Avenue South, Nashville, TN 37203
 Location Phone Number: 615-291-8600

CANCELLATION POLICY

Cancellations must be received in writing. If received at least 30 days before the class date, registrant will receive a full refund less a \$25.00 processing fee. If received within 30 days of the class date, a 50% refund will be issued. No refunds will be made on the day of class; however, the registration fee can be applied to a later class, with a \$25.00 transfer charge. **If course is cancelled because a minimum of 10 registrations have not been met or for any other reason, tuition paid will be fully refundable. All courses are subject to cancellation by NARPM®.**

In order to receive a certificate of completion, students must achieve a minimum of 70% on the NARPM® exams.

NARPM® ANTITRUST STATEMENT

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to solicit competitors' clients. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.

Office Operations – Policy & Procedures

July 17, 2018 | 9:00AM – 4:00PM

Instructor: Robert Locke, MPM®, RMP®

Every Brokerage needs a Policy & Procedure Manual to standardize their Office Operation, especially as they grow and add staff. This course covers the Process from start to finish and includes an overview of Trust Accounting P & P as an example for the Manual.

6 Hours CE Credit for Georgia & Tennessee Licensees

For more information on NARPM® classes, go to <http://www.narpm.org/education/course-descriptions/>

Course sponsored by the [Chapter Name] Chapter of NARPM®

Contact: [Contact name, designations], [Contact email]
and/or [Contact phone]

Fees Per Course	6-Hour Course		Ethics
	30 or more days before	Less than 30 days before	
Member/IREM® Member	\$195	\$250	\$45
Non-member	\$295	\$350	\$95
Retake	\$75	\$150	
RMP®/MPM® Designee	\$100	\$150	
Designee Candidate	\$180	\$250	

Register online at <https://www.narpm.org/education/course-schedule/>
Or return the completed PDF Registration Form by email to: educationinfo@narpm.org
Questions? 800-782-3452