

# Sponsoring CRS Courses in 2017

Course Request Process and Preferred  
Scheduling Period

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# Fees Paid to CRS Are the Same as 2015

- Many aspects of sponsorship will stay the same for 2017, including Sponsorship Fees paid to CRS
  - **Licensing Fee** of \$250
    - Due when course is officially booked
  - **Per Student Fees**
    - Due once course has been held
      - \$30 Per Student for One-day Courses
      - \$60 Per Student for Two-day Courses



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# Change in Instructor Booking Process

- Instructors booked through CRS
  - Submit your request to CRS
    - CRS coordinates scheduling with the instructor and confirms the booking with you
- You pay CRS, and CRS pays the instructor
- Rates for all instructors are the same for CRS courses
  - \$4,500 Instructor Fee for Two-day Courses
  - \$2,250 Instructor Fee for One-day Courses
  - Plus Reimbursement for Instructor's Actual Travel Expenses



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# Preferred Scheduling Period

- Encourage you to submit 2017 course requests courses during the Preferred Scheduling Period, **September 15, 2016-October 15, 2016**
  - Affords you more marketing time for your courses
  - Improves your chances of getting your top choices for instructors and dates
- You can book a One- or Two-day course after the initial scheduling period, but preferred instructors and dates may no longer be available



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# Preferred Scheduling Course Request Process

## 1. Submission

- You submit your preferences via online course request form (Preferred Scheduling Period 9/15-10/15)

## 2. Processing

- CRS processes all requests, working to resolve any potential scheduling conflicts

## 3. Notification

- CRS sends you a notification of the courses that we have reserved for you

## 4. Acceptance

- You return signed documentation to CRS accepting courses and pay \$250 licensing fee per course

## 5. Booking


- CRS officially books the courses and enters them in our system
- You can begin marketing the courses



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# Submission

- Online Request Form
  - <http://www.surveygizmo.com/s3/2286425/1222b884e40b>
- Can request up to 5 courses per submission
- This request form and process apply only to 2017 CRS One- and Two-day courses
  - [Elective courses](#) will continue to be booked directly with course providers

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**CRS Course Request Form - for Sponsors**

CRS Live One- and Two-Day Classroom Courses contain comprehensive, practical, real-world strategies and solutions that can immediately benefit your students. Sponsoring a CRS Course is a great way to offer value to your members and help them become better agents. CRS courses offer top-notch content, expert instructors, and a robust suite of marketing materials and support to ensure that your course is a success.

Please use this form to submit your requests to sponsor CRS courses. Visit [CRS.com](http://CRS.com) for additional information about [CRS One-Day Courses](#) and [Two-Day Courses](#), as well as information about [CRS Certified Instructors](#).

As a Course Sponsor, your organization is responsible for managing the course including collecting registrations and all the financial obligations for the class.

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**Course, Instructor, and Date Preferences**

1. Have you already been in contact with an instructor about teaching a course? \*\*

Yes

No

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2. Choose a course. Note: You will have the option to add another course after identifying your preferred instructor and date for this one. \*

**4 Day Course**

**NEW!** [2 Things Successful Agents Do Differently: A Proven Business System](#) (1 Day)

[Building a Team to Grow Your Business](#) (1 Day)

[Converting Leads into Closings](#) (1 Day)

[Mastering Beyond-Customer-Created Marketing](#) (1 Day)

[Mastering Your Time to Achieve Your Goals](#) (1 Day)

[Short Sales and Foreclosures](#) (1 Day)

**NEW!** [Succession Planning: Building, Valuing, and Selling Your Business](#) (1 Day)

# Processing and Notification

- CRS will process requests submitted during the Preferred Scheduling Period, working with sponsors and instructors to resolve any potential scheduling conflicts
- Once CRS has drafted a 2017 schedule, you will receive written notification of the courses that have been reserved for you
  - This should occur a couple of weeks after October 15th
  - Notification will include information such as course date, location, instructor, and CE availability
- Keep in mind that that you must send written acceptance of these course before they are officially booked



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# Acceptance

- Your notification will include documentation that you need to sign and return to CRS to accept the courses
  - If you have questions or need to make adjustments, contact CRS as soon as possible
  - CRS States will sign acknowledgement forms
  - External sponsors, such as Boards, Associations, and Companies will continue to sign agreements
- The \$250 licensing fee for each course is also due at the time you submit your signed acceptance



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# Booking

- Once CRS receives the signed documentation and fee, your course will be officially booked
- If you are a CRS state, CRS will set up online registration for you and provide the link
  - If you are non-CRS sponsor interested in using our online registration platform, please let us know
- Booked courses will be entered into CRS schedule and appear in TRS magazine



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# Thank You!

- Thank you for your interest in sponsoring CRS Education!
- We are excited to be working with you to bring CRS education to your local agents
- If you have any questions or need assistance, contact us at [crscourses@crs.com](mailto:crscourses@crs.com) or 312-321-4411
- For additional information about the course request submission process, please see the recording that covers the Online Course Request Form



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