

PAAR CPE POLICIES

PAAR CPE Cancellation Policy

If PAAR Center for Professional Education must cancel class for any reason you may transfer to another course date, pending course availability, within 60 days of the canceled course date. If a transfer email is not received within 60 days of the canceled course date, the option to transfer will expire.

Instructor Substitute Policy

When unplanned events take place, it is always preferable to find a substitute presenter rather than cancel a class. For this reason, we make no guarantee as to who a presenter will be.

Attendance & Receiving Credit

Payment is required at the time of registration. Physical or virtual live attendance for the entirety of the class is mandated by state law to receive credit. Late arrivals are disruptive to students and the instructor. Students MUST be on time for all required class sessions to receive credit for the class. Be prepared to provide a photo ID at class check-in. The state requires an attendance sheet at every class, please remember to sign in.

Class Check-In/Check-Out

Class check-in is approximately 30 minutes prior to the start of the class. Please be aware that in some cases classroom facilities are locked until the start of check-in. Check-in/Registration will NOT be held past the stated class start time. If you have registered for a class, please present your photo ID at check-in. Virtual attendance is tracked via Zoom polls. Video is required for participation in virtual instructor-led classes. Make sure that your camera, microphone, and sound are enabled for the entirety of each course.

Conduct

Electronic Devices - All electronic devices must be turned on silent while class is in session. Students may not receive or make phone calls, emails, or text messages while class is in session, except for emergencies, in which case, please alert your instructor.

Behavior - Be prepared to take notes. Bring a drink, lunch and/or snacks (if required). Bring your course materials. Bring your Photo ID (see Attendance & Receiving Credit). PAAR leadership and staff, in conjunction with your instructor retain the right to dismiss a student from a course for any of the following reasons.

- Dress appropriately. While allowing for comfortable attire, good taste is

expected and required. Business casual is always appropriate.

- Failure to turn off personal and/or business electronic devices (phones, pagers, laptops, etc.) as directed.
- Reading unrelated materials during class time including smartphones or similar devices.
- Talking during instructor lecture.
- Activities considered uncooperative, abusive, or otherwise disruptive in any way.
- Cheating on an exam, giving, or receiving help during a required exam or suspected of doing so.
- Attempting to record final exam questions or answers or suspected of doing so.
- Attempting to take the course for someone else or suspected of doing so.
- Harassing or abusive conduct (physical and/or verbal) to fellow student(s), instructor(s), speakers, association staff, association members or guests at any time, before, during or after a class.

The following list is not all-inclusive and any behavior considered inappropriate, disruptive, non-cooperative or abusive is subject to disciplinary action. Students dismissed from a course forfeit their tuition and the ability to reschedule or transfer.

Certificates of Completion and Course Transcripts

You will receive an e-mail with information on how to print your course transcript from the portal within ten (10) business days of the completion of your course. Keep these documents in a safe place, you will need them should you ever be audited by IDFPR. Your course completion will be submitted to IDFPR within ten (10) business days of the completion of your course.

Cancellations

The school must receive written notification of a student's cancellation a minimum of five (5) days prior to the start of the course, for the student to receive a refund. All written notifications must be emailed to education@paarealtors.com. All refunds are subject to a 25 percent cancellation fee and can take up to 10-14 business days to process. If a student cancels their registration less than five (5) days prior to the start of the course, their registration fee is non-refundable.

Transfers

Students must notify the school prior to the start of their registered course to be eligible for a transfer. Registration fees can be transferred to another course date, pending course availability, within 60 days of the initial course date. If a transfer email is not received within 60 days of the initial course date, the option to transfer will expire. If classes have ended for the year, a refund will be issued.

No Shows

In the event of a no-show, the student forfeits their registration fee. The course becomes non-refundable. The student loses the ability to reschedule or transfer.

CLASS FORMATS OFFERED

LIVE CLASSROOM (No Exam Required)– courses delivered in person at a specified time and location. Course materials are provided via email for you to view on a personal device or print if you choose. PAAR Center for Professional Education is an approved provider in Illinois. (License No. 515.000030)

LIVE VIRTUAL (No Exam Required)– courses delivered live through a virtual classroom such as zoom at a specified time. Course materials are provided via email. PAAR Center for Professional Education is an approved provider in Illinois. (License No. 515.000030)

ONLINE/SELF-STUDY (Exam Required)– self-study learning delivered online through PAAR CPE in conjunction with WebCE and The CE Shop. WebCE is an approved provider in Illinois. (License No. 515.000007) The CE Shop is an approved provider in Illinois. (License No. 515.000004)

REGISTRATION FORM

*ALL CLASSES MAY BE TAKEN INDIVIDUALLY OR THE DISCOUNTED PACKAGE RATE.

	Date	Live	Zoom	Course Code	CE Hrs	PAAR Member Price	Pkg Price	Non-PAAR Member Price
OCTOBER PACKAGE	10.18.22	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00	Member \$140.00	\$55.00
	10.18.22	<input type="radio"/>	<input type="radio"/>	E200	1	\$30.00		\$40.00
	10.18.22	<input type="radio"/>	<input type="radio"/>	E202	1	\$30.00	Non-Member \$175.00	\$40.00
	10.19.22	<input type="radio"/>	<input type="radio"/>	G101	3	\$30.00		\$40.00
	10.19.22	<input type="radio"/>	<input type="radio"/>	G201	3	\$30.00		\$40.00
NOVEMBER BME PACKAGE	11.09.22	<input type="radio"/>	<input type="radio"/>	MB120	12		Member \$100.00	
	11.09.22	<input type="radio"/>	<input type="radio"/>					
	11.10.22	<input type="radio"/>	<input type="radio"/>				Non-Member \$120.00	
	11.10.22	<input type="radio"/>	<input type="radio"/>					
DECEMBER PACKAGE	12.13.22	<input type="radio"/>	<input type="radio"/>	E311	3	\$40.00	Member \$150.00	\$50.00
	12.13.22	<input type="radio"/>	<input type="radio"/>	E711	1	\$30.00		\$40.00
	12.13.22	<input type="radio"/>	<input type="radio"/>	E203	2	\$35.00	Non-Member \$175.00	\$45.00
	12.14.22	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00		\$55.00
	12.14.22	<input type="radio"/>	<input type="radio"/>	E200	1	\$30.00		\$40.00
	12.14.22	<input type="radio"/>	<input type="radio"/>	E202	1	\$30.00		\$40.00
JANUARY PACKAGE	01.18.23	<input type="radio"/>	<input type="radio"/>	E350	3	FREE	Member \$140.00	\$50.00
	01.18.23	<input type="radio"/>	<input type="radio"/>	E204	3	\$40.00		\$50.00
	01.19.23	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00	Non-Member \$175.00	\$55.00
	01.19.23	<input type="radio"/>	<input type="radio"/>	E200	1	\$30.00		\$40.00
	01.19.23	<input type="radio"/>	<input type="radio"/>	E202	1	\$30.00		\$40.00
FEBRUARY BONUS PKG	02.08.23	<input type="radio"/>	<input type="radio"/>	E411	3	\$40.00		\$50.00
	02.08.23	<input type="radio"/>	<input type="radio"/>	E521	3	\$40.00		\$50.00
FEBRUARY BME PACKAGE	02.15.23	<input type="radio"/>	<input type="radio"/>	MB120	12		Member \$100.00	
	02.15.23	<input type="radio"/>	<input type="radio"/>					
	02.16.23	<input type="radio"/>	<input type="radio"/>				Non-Member \$120.00	
	02.16.23	<input type="radio"/>	<input type="radio"/>					
MARCH PACKAGE	03.01.23	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00	Member \$150.00	\$55.00
	03.01.23	<input type="radio"/>	<input type="radio"/>	E200	1	\$30.00		\$40.00
	03.01.23	<input type="radio"/>	<input type="radio"/>	E202	1	\$30.00	Non-Member \$175.00	\$40.00
	03.02.23	<input type="radio"/>	<input type="radio"/>	E311	3	\$40.00		\$50.00
	03.02.23	<input type="radio"/>	<input type="radio"/>	E521	3	\$40.00		\$50.00
	03.02.23	<input type="radio"/>	<input type="radio"/>					\$50.00
APRIL BME PACKAGE	04.05.23	<input type="radio"/>	<input type="radio"/>	MB120	12		Member \$100.00	
	04.05.23	<input type="radio"/>	<input type="radio"/>					
	04.06.23	<input type="radio"/>	<input type="radio"/>				Non-Member \$120.00	
	04.06.23	<input type="radio"/>	<input type="radio"/>					
TOTAL DUE:								



This registration fee is discounted thanks to our sponsor, the Midwest Energy Efficiency Alliance (MEEA), an Illinois not-for-profit corporation advancing energy efficiency in the Midwest United States to support sustainable economic development and environmental preservation.

REGISTRATION OPTIONS WITH PAYMENT

- 1 **ONLINE** 
- 2 **EMAIL** education@paarealtors.com
- 3 **PHONE** 309.688.8591
- 4 **MAIL** PAAR, 7307 N. Willowlake Ct., Peoria, IL 61614

Name: _____
 Address: _____
 City, State, Zip: _____
 Email: _____
 Mobile Phone: _____
 License #: _____

Make Checks Payable to **PAAR**
Visa, Mastercard, Discover, AMEX Number:

Card Number _____
 Expiration Date: _____ Code: _____
3 Digit Code on Back of Card
 AMEX 4 Digit Code on Front of Card
 MM / YY _____

Signature: _____

ONLINE OPTIONS

CHECK OUT OUR WEBSITE
 309mls.com



IMPORTANT NOTICE: If you have any disabilities that require special accommodations, please identify those special needs to PAARCPE staff.