



RLI Florida Chapter Education Protocol

CORE CLASSES:

- Florida RLI should hold a minimum of two core classes per year.
- Classes for the following year should be scheduled and a classroom secured by the Chapter Board of Directors meeting prior to the end of October of each year.
- The Chapter Vice President, in cooperation the Chapter Administrator or Board of Directors shall establish the Core Course Schedule, identify instructors for each course, generate and finalize contracts with each instructor, and register the Core Courses with the Realtor's Land Institute prior to the January Board of Directors meeting each year.
If possible, Florida based instructors shall be preferred.
- The Chapter Vice President shall administer the Core Course or arrange for an Administrator from a Realtor's Office to be present. Said administration shall include following: 1) Receive and house class materials at the end of each year for the following year; 2) Be present on the first day of class to sign in students and distribute class materials including books, lanyards, name tents, etc.; 3) Provide sufficient coffee, water, light breakfast items, and snacks to last throughout each day; 4) Ensure the classroom is left in organized and clean condition each evening, as well as at the conclusion of the course in order to keep good relations with the host providing the venue, 5) Communicate, at least one week in advance, with the Chapter Board of Directors, the Chapter Administrator, and the Realtor's Land Institute to arrange that classroom materials are onsite the first day of class; 6) Communicate, at least one week in advance, with the Instructors to assure the Instructors have what they need to make the class a success; 7) Hold a social reception for Students and members sometime during the week of the class,
- At least two weeks prior to a Core Course class start time, the Chapter VP will monitor class rosters and determine if the class has sufficient students to justify holding the class.
- IN THE EVENT A CLASS IS CANCELLED: The Chapter VP will reach out by email and phone directly to each student and instructor at least a week before the class to notify of cancellation.
- All Classes should be marketed at least five months in advance.



TECH REQUIREMENTS

- Your course may require the use of a laptop or desktop computer with full Excel capabilities. Mobile devices, like iPads, tablets, and cellphones, will not run all Institute's macro-enabled spreadsheets.
- PC: Microsoft Office 2000 or higher is necessary to run the Institute macro-enabled spreadsheets.
- Mac: Mac versions of Microsoft Office 2004, 2011, 2016, or 365 are required to run the Institute macro-enabled spreadsheets.
- Browser: Realtor's Land Institute courses are optimized for use with the Google Chrome web browser.

COURSE COST:

RLI National course registration fees are the following, except for Land Investment Analysis:

ALC Designated Course Price: \$268

RLI Member Course Price: \$535

Non-Member Course Price: \$735

The Land Investment Analysis course registration fees are

ALC Designated Course Price: \$375

RLI Member Course Price: \$750

Non-Member Course Price: \$950

CLASSROOM / FACILITY

- All classrooms should be easily accessible to area airports and transportation.
- Classroom setup should have round tables or rectangular tables that allow for collaboration among students. Verify with the Instructor how they would like the classroom set up.
- Power cords should be accessible to provide each student power for laptops.
- LED projector should be provided for each class with a screen to project presentations
- Water/Coffee should be available every day class is held. Snacks can be provided depending on class attendance.