

# PROGRAM CHECKLIST



## APPLICATION PROCESS

Submit application with initial one time non-refundable application fee of \$49

Membership in the RMS Program includes many benefits, such as a 10% discount on selected SDAR classes and seminars, as well as on the purchase of transaction forms for RMS in paper format from SDAR's REALTOR® Stores. Some courses are CalBRE-approved and are eligible towards your CA real estate license renewal.



## COMPLETE EDUCATION REQUIREMENTS

### MUST COMPLETE

#### ALL 5 CORE CLASSES

- Ethics
- Risk Management
- Fair Housing
- Management & Supervision
- C.A.R. Guide to the RPA

#### 1 CONTRACT CLASS

- Conquering Contracts
- Contract Essentials

#### 2 ELECTIVE CLASSES

- Short Sales & Foreclosures
- Know Your Disclosures
- Rules of Marketing & Advertising
- C.A.R.'s All About Disclosures



## PROOF OF TRANSACTION

A minimum of 4 transactions must be completed before graduating. Transactions to be verified by Broker of Record



## PAY DUES

\$99 Annual Dues  
prorated monthly



## RMS RE-CERTIFICATION (YEARLY)

Complete Ethics and  
Annual Forms Updates Class



## RISK MANAGEMENT SPECIALIST™

Greater San Diego Association of REALTORS®  
4845 Ronson Court, San Diego, CA 92111  
Phone: (858) 715-8000 | Fax: (858) 715-8088  
E-mail: [education@sdar.com](mailto:education@sdar.com)  
[www.sdar.com](http://www.sdar.com)

# PROGRAM WORKSHEET / SCHEDULE



## EDUCATION REQUIREMENTS

CORE (ALL 5)	HRS	DATE	
		SCHEDULED	COMPLETED
<input type="checkbox"/> Ethics - 4ET	4		
<input type="checkbox"/> Risk Mgmt - 3RM	3		
<input type="checkbox"/> Fair Housing - 3FH	3		
<input type="checkbox"/> Mgmt & Supervision - 3MS	3		
<input type="checkbox"/> C.A.R. Guide to RPA - 4CP	4		

CONTRACT (PICK 1)	HRS	DATE	
		SCHEDULED	COMPLETED
<input type="checkbox"/> Conquering Contracts - 19CP	19		
<input type="checkbox"/> Contract Essentials - 8CP	8		

ELECTIVE (PICK 2)	HRS	DATE	
		SCHEDULED	COMPLETED
<input type="checkbox"/> Short Sales & Foreclosures - 8CP	8		
<input type="checkbox"/> Know Your Disclosures - 6CP	6		
<input type="checkbox"/> Rules of Mkt & Advertising	NA		
<input type="checkbox"/> C.A.R. About Disclosures	NA		



## RISK MANAGEMENT SPECIALIST™

Greater San Diego Association of REALTORS®  
 4845 Ronson Court, San Diego, CA 92111  
 Phone: (858) 715-8000 | Fax: (858) 715-8088  
 E-mail: [education@sdar.com](mailto:education@sdar.com)  
[www.sdar.com](http://www.sdar.com)