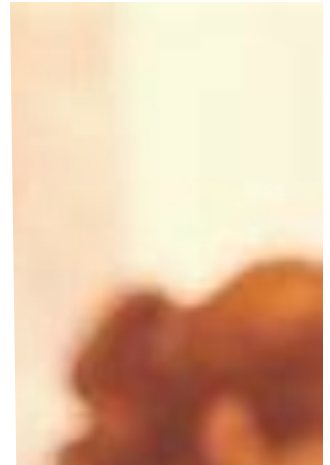




**SOUTH DAKOTA
REALTORS®**

SD REALTORS® Institute GRI Professional Designation Program



**Accredited by the
National Association of REALTORS®**



GRADUATE,
REALTOR®
INSTITUTE

Welcome to the SD REALTORS® Institute

If you're serious about boosting your income and career opportunities, take the GRI road to success. You'll be recognized as a top-tier real estate professional.

In today's competitive business environment, successful REALTORS® need the professional advantage that comes with cutting-edge education. The Graduate, REALTORS® Institute (GRI) designation is recognized nationwide as the gold standard for real estate educational achievement.

Also, according to the National Association of REALTORS® (NAR), Realtors who earn the GRI designation make \$30,000 per year more on average than those without a GRI designation.

The South Dakota REALTOR® Institute Program curriculum consists of 10 courses that each student must complete successfully in order to earn the Graduate, REALTOR® Institute (GRI) designation. The courses are in a one day format and may be taken in any order. Students working towards the GRI designation have the added benefit of obtaining continuing education and/or post license credit through their coursework.

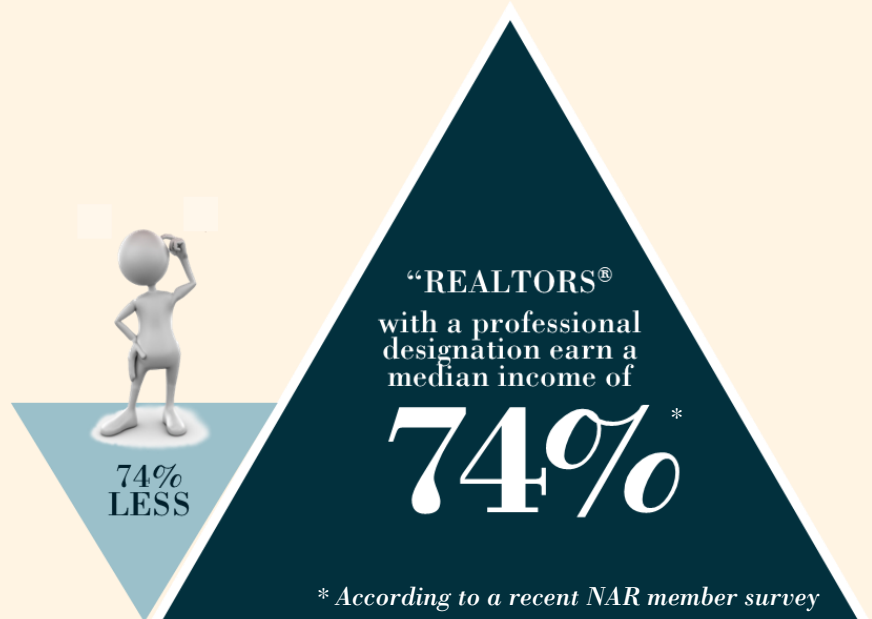
The SD REALTOR® Institute Program also accepts many other designation and certification courses as equivalencies toward your GRI designation.

All GRI Candidates are required to receive a minimum passing score of 70% on final exams for successful completion of the course module. After successfully passing the final exam, you will receive a Completion Letter with your exam score, amount of GRI credit received, and the amount of CE credit received and reported to the SD Real Estate Commission. You **must retain a copy of each completion letter** as proof of your successful completion of all required subject matter in the SD REALTOR® Institute Program. When all courses work has been successfully completed, the SD REALTOR® Institute application, along with the completion letters, must be sent to the SD REALTOR® office at PO Box 1175, Pierre, SD 57501.

For any questions, please contact the SD REALTORS office at 605-224-0554 or in-state toll free 1-800-227-5877.

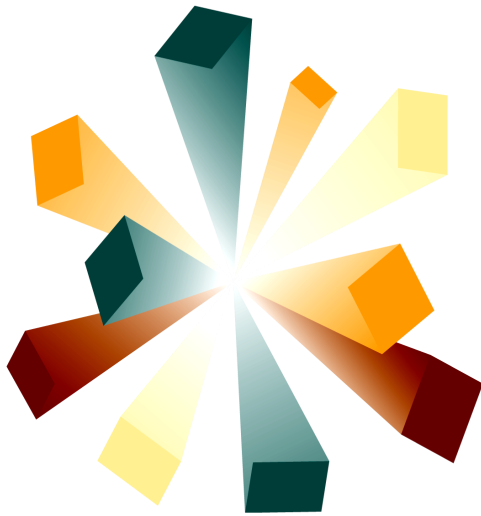
In this welcome packet you will find:

1. GRI Policies
2. NEW GRI Program Courses
3. Progress Report Sample
4. Completion letter sample
5. GRI Designation Application Sample
6. NAR Designation Information



SD REALTORS® Institute

GRI Program Policies



GRADUATE,
REALTOR®
INSTITUTE

MISSION STATEMENT: *The purpose of the SD REALTORS® GRI program and the Graduate, REALTOR® Institute (GRI) Professional Designation as established by the NATIONAL ASSOCIATION OF REALTORS® and licensed to and administered by the South Dakota REALTORS® is to encourage and recognize the attainment of higher, common body of knowledge among real estate professionals. Even though all courses are open to anyone, REALTOR® Members wishing to earn their GRI professional designation must complete a program made up of 64 required hours. A GRI Designee will have earned all 64 hours of credit before attaining the designation.*

TUITION FEES:

“Tuition Fees” include classroom instruction, student workbook, examination, continuing education credit towards license renewal, administrative fees, and on-site break items and beverages.

Registration for class is not considered confirmed and placement in a class is not guaranteed until receipt of full payment of tuition at the SDAR office.

A registration received the day prior to class (considered to be **within 24 hrs prior** to the class start time) will be considered as an on-site or late registration.

“Early Bird Registration” Tuition Fees

Registrations and payments received more than three weeks (21 calendar days) prior to the start of class

<u>16 Hour Courses</u> (two day format)	<u>Tuition</u>	<u>4 Hour Courses</u> (half-day format)	<u>Tuition</u>
SDAR Members	\$200.00	SDAR Members	\$ 75.00
SDAR GRI Designees	\$100.00	SDAR GRI Designees	\$ 37.50
Non-Members	\$250.00	Non-Members	\$100.00
<u>8 Hour Courses</u> (one day format)	<u>Tuition</u>	<u>6 Hour Courses</u>	<u>Tuition</u>
SDAR Members	\$110.00	SDAR Members	\$ 90.00
SDAR GRI Designees	\$ 55.00	SDAR GRI Designees	\$ 45.00
Non-Member	\$150.00	Non-Members	\$115.00

“Regular Registration” Tuition Fees

Registrations and payments received three weeks (21 calendar days) prior to the start of the class

<u>16 Hour Courses</u> (two day format)	<u>Tuition</u>	<u>4 Hour Courses</u> (half-day format)	<u>Tuition</u>
SDAR Members	\$225.00	SDAR Members	\$100.00
SDAR GRI Designees	\$112.50	SDAR GRI Designees	\$ 50.00
Non-Members	\$275.00	Non-Members	\$125.00
<u>8 Hour Courses</u> (one day format)	<u>Tuition</u>	<u>6 Hour Courses</u>	<u>Tuition</u>
SDAR Members	\$135.00	SDAR Members	\$115.00
SDAR GRI Designees	\$ 67.50	SDAR GRI Designees	\$ 57.50
Non-Member	\$175.00	Non-Members	\$140.00

“Late Registration” and “On-Site Registration” Tuition Fees

Registrations and payments received within 24 hours (considered on-site) prior to the start time of the class

<u>16 Hour Courses</u> (two day format)	<u>Tuition</u>	<u>4 Hour Courses</u> (half-day format)	<u>Tuition</u>
SDAR Members	\$250.00	SDAR Members	\$125.00
SDAR GRI Designees	\$125.00	SDAR GRI Designees	\$ 62.50
Non-Members	\$300.00	Non-Members	\$150.00
<u>8 Hour Courses</u> (one day format)	<u>Tuition</u>	<u>6 Hour Courses</u>	<u>Tuition</u>
SDAR Members	\$160.00	SDAR Members	\$140.00
SDAR GRI Designees	\$ 80.00	SDAR GRI Designees	\$ 70.00
Non-Member	\$200.00	Non-Members	\$165.00

Non-Member Tuition Fees

Courses offered by SDAR, unless a tuition fee has already been established, will be based calculated at \$15/credit hour for non-members. (12/5/00)

Refunds

All requests for refunds need to be submitted **in writing** to SDAR by mail, fax, or e-mail and should include all pertinent information and reason for the refund.

- **Prior to 14 days** - Requests for refunds received 14 calendar days prior to the event will receive a **full refund** minus a processing fee of \$20.
- **14 days or less** - Refunds requested 14 calendar days or less prior to the class will receive a **50% refund minus** a processing fee of \$20.
- **24 hours prior or day of class** - Refunds requested the day before (considered 24 hrs. prior) or the day of the class will **not** be given a refund unless the reason is deemed unavoidable.
- **NO Show/No Call** – Registrants who fail to show-up for class without contacting SDAR are considered “No-Shows” and will not be given a refund under any circumstances.

All approved refunds will be processed within **one week following** the ending date of the course.

SDAR Transfer of Tuition Between GRI Modules

SDAR may approve the transfer of paid tuition fees from one GRI Course to another GRI course within the same calendar year. There is no refund given on tuition transfers if the registrant fails to attend the course.

Please contact SDAR to obtain the prescribed request form to complete and submit to SDAR for processing.

SDAR Transfer of Tuition To Alternate Attendee

SDAR may approve the transfer of paid tuition fees from one GRI Course registrant to an alternate who will attend in the registrants place. Transfers to alternate attendees must be within the same calendar year. There is no refund given if the alternate fails to attend the course.

Please contact SDAR to obtain the prescribed request form to complete and submit to SDAR for processing.

SDAR Cancellation of Courses

In the event SDAR is forced to cancel a class for reasons outside our control, the students will be able to receive a full refund of the registration fees. This would include: inclement weather, conflict with instructors, and emergency situations.

All educational offerings will be “subject to cancellation” if the projected number of registrants is insufficient to sustain the expense of the course as determined by SDAR staff accounting, SDAR Executive Committee, and the SDAR Education committee.

Course expenses and sufficient registrant numbers are determined on a course –by-course basis due to the variables in instructor fees, accommodations, classroom facilities, traveling expenses, etc. Therefore, the amount determined to be “sufficient registrant numbers” may vary.

GRI Designation Requirements

- You must be an active REALTOR® member in good standing to obtain the GRI designation.
- All GRI course modules must be completed within 5 (five) years of the starting date of your first GRI class.

(Approved 09/25/2013)

- You must complete the GRI designation application in order for your GRI Designation to be awarded.

GRI Exams and Retake Procedures

In Accordance with NAR’s policy, GRI Candidates must pass an exam for GRI Credit. SDAR requires a 70% exam score to successfully complete a module. GRI Designees or non-members in attendance for CE only are not required to take the Exam. In the event a student does not receive a 70% passing score, they will be given thirty days from the date of the class to complete and pass a retake exam administered by their local board representative on the SDAR Education Committee. If the student fails the exam a second time, they will be required to retake the module.

Approval of Out-of-State GRI Program Credits

GRI courses taken in other states are eligible to receive credit in South Dakota's GRI Program upon verification of course subject matter. Upon completion of the out-of-state course, the participant should provide SDAR with the course outlines and proof of successful completion. An administrative fee of \$30/per course will be assessed for the transfer of credit.

NOTICE: Local Board educational offerings for the purpose of CE are **NOT** approvable for GRI credit.

GRI Information Packets

SDAR has put together information packets for individuals interested in pursuing the GRI Professional Designation. Packets may be obtained by request from the SDAR Office or any GRI course.

SD REALTORS® Institute GRI Program History

The REALTOR® Institute was developed by the National Association of REALTORS® for use by State REALTOR® Associations. Although the National Association establishes the specific criteria, State Associations are permitted to tailor the prescribed subject to best suit the needs of its membership. Every five years each State Association must submit its GRI Program to the National Association for reaccreditation. This process assures the quality of the GRI programs and preserves the integrity of the Designation, GRI.

The SD REALTORS® Institute started in 1970 with three (3) courses; GRI I, GRI II and GRI III with the first graduates from the SD GRI Program in 1972.

From the inception of the GRI Program until August 24, 1979 over 106 members earned their GRI Designation

Beginning in 1990, The SD REALTORS® GRI Program switched to 1 or 2 day seminars instead of 4 or 5 days per course. When the program was redesigned, a member wanting to obtain the GRI Designation would need to take a total of 96 clock hours of classes, 1 or 2 days at a time. There were 4 required classes and the rest of the hours were to be made up of elective hours from a choice of 7 classes.

When accredited in 2008, the National Association of REALTORS® accredited the program for 5 years with 11 classes which needed to be taken within a 5-year time frame.

Since then, the program has evolved into 10 courses for a minimum of 64 hours. Many other Designations and Certifications offered through NAR and its Institutes, Societies and Councils can be accepted as equivalencies toward the GRI Designation (each course must be approved through SD REALTORS® office prior to taking the course).

A Great Way Enhance Your Career

Check out our new GRI Program



The SD REALTORS® Institute is accredited by the National Association of REALTORS® in the subject matter of: Market Knowledge, Business Skills, Systems and Tools, Avoiding Setbacks, Fines and Lawsuits, and Running Your Business.

GRI 501 – Business Planning - Develop goals, business plan, budget and marketing skills to move their business forward to success with social media, and other avenues.

GRI 502 – Contracts 101 - Learn about state laws regarding the essential elements of a contract and gives you guidance and tactical skills for writing and presenting a variety of real estate agreements, such as sales contract, deposits, and title insurance.

GRI 503 - South Dakota Agency – This course provides a detailed guide on important issues dealing with agency. Topics included: brokerage relationships, agency disclosure, confidentiality, transaction, office policy as it relates to overall service, identify the fiduciary duties, how MLS rules affect agency and agency in the Code of Ethics.

GRI 504 - Working with Buyers - This course is designed to teach and create a solid foundation upon which to build an outstanding relationship through the transaction and beyond.

GRI 505 – Working with Sellers - Refine tools to uncover sellers, market your strengths, price the property, win the listing, and be competent in your abilities during and after the transaction.

GRI 506 – The Code is Good Business - Review the NAR Code of Ethics to find key articles, changes, and pointers you can apply to your day-to-day business dealings to ensure you're always ethical. **Also counts for NAR Code of Ethics requirement.*

GRI 507- Risk Awareness - Taking and managing risk is the very essence of business survival and growth. Develop, implement, recognize, and monitor plans to address issues before they arise.

GRI 508 – Technology - This course helps REALTORS® learn how to leverage digital marketing theory and technologies in their day- to-day marketing efforts while protecting client information.

GRI 509 – Financials: Your Bottom Line - Understand what goes into a business plan, how to budget, understand cash flows, navigate the employee vs. 1099 world, and get a basic outline of tax treatment.

GRI 510 – At Home with Diversity - Learn diversity sensitivity, how to apply fair housing laws in your business, and ways to develop professional guidelines for working with people in the increasingly multicultural real estate market.



South Dakota REALTORS®
REALTOR® Institute GRI Designation Program
Progress Report

Date

Start Date

Local Board

Full Name

Member ID#

<input type="checkbox"/> HAVE	<input type="checkbox"/> NEED	<u>COURSE</u>	<u>Current Course Titles and Subject Matter - REQUIRED</u>	<u>Credits</u>	<u>Date</u>	<u>Location</u>
EXAM TIMES ARE INCLUDED IN TOTAL CREDITS						
	X	GRI 501	Business Planning	8		
	X	GRI 502	Contracts 101	6		
	X	GRI 503	South Dakota Agency	6		
	X	GRI 504	Working with Buyers	6		
	X	GRI 505	Working with Sellers	6		
	X	GRI 506	The code is Good Business	6		
	X	GRI 507	Risk Awareness	6		
	X	GRI 508	Technology	8		
	X	GRI 509	Financials: The Bottom Line	6		
	X	GRI 510	At Home With Diversity	6		
You have <u>0</u>		of the 64 GRI/REQUIRED credits needed for your designation program.				
You need <u>64</u>		more REQUIRED credits to meet the program standards.				

PREVIOUS ACCUMULATED GRI/REQUIRED CREDITS						
<input type="checkbox"/> HAVE	<input type="checkbox"/> NEED	<u>COURSE</u>	<u>Current Course Titles and Subject Matter - REQUIRED</u>	<u>Credits</u>	<u>Date</u>	<u>Location</u>
EXAM TIMES ARE INCLUDED IN TOTAL CREDITS						
		GRI 101	X-Selleration Part I	8		
		GRI 102	X-Selleration Part II	8		
		GRI 103	Order in Court	8		
		GRI 104	Sign and Shine	8		
		GRI 105	Rolling in the Dough	8		
		GRI 106	Construction Junction, What's Your Function?	8		
		GRI 107	Ethics & Conduct	8		
		GRI 108	Legal Issues	8		
		GRI 109	It's a Small World After All	8		
		GRI 110	Get Your Tech On	8		
		GRI 111	Planning a Real Estate Career	8		
You have <u>0</u>		of the 64 GRI/REQUIRED credits needed for your designation program.				
You need <u>88</u>		more REQUIRED credits to meet the program standards.				

To earn your GRI Designation in SD, you must successfully complete all of the following 10 modules for a total of 64 hours. Exams are given at the conclusion of each module. Each module, except for GRI 510 (available online only), will be offered in the SDAR Education Schedule according to a two year rotation cycle. Course locations will vary. Modules may be completed in any order. Alternative Courses have been approved for GRI Credit. An alternative course may be taken for credit towards the corresponding course module.



GRADUATE,
REALTOR®
INSTITUTE



SOUTH DAKOTA
REALTORS®

Date

Name

Company Name

Address

City, SD Zip

RE: **GRI Completion Letter**

Dear _____,

Thank you for attending **GRI Course Name** which was held in City on Date with instructor _____ . I am please to inform you that you have successfully passed the course with a score of _____ % on the course final exam.

Please keep this letter in your permanent file as evidence and documentation of successful course completion.

This course has also been approved by the South Dakota Real Estate for _____ Required/
Elective Continuing Education credits.

Sincerely,

Dana R. Holben, RCE e-Pro C2EX
Member Services Director



REALTOR® - is a registered mark, which identifies a professional in real estate who subscribes to a strict Code of Ethics as a member of the NATIONAL ASSOCIATION OF REALTORS®.

SD REALTORS® Institute Application for GRI Designation

GRI requirements must be completed within five years.

South Dakota REALTORS® enrolled in the program must complete the following designation requirements within a five year time frame. This time frame is on a rolling scale which means that each course will expire after five years and will need to be retaken.

Once you have completed all course work for the GRI designation, please fill out this form and submit with all course Completion Letters via email (dholben@sdrealtors.org) or by mail to the address

South Dakota REALTORS®
ATTN: Dana R Holben
PO Box 1175
Pierre, SD 57501

Once the application and completion letters have been received and verified, the South Dakota REALTORS® will automatically:

- Add your designation to the National Association of REALTORS® database.
- Notify your local association and broker of your accomplishment.
- Provide a graduation certificate*
- Provide a GRI lapel pin to help other identify your accomplishment and training.*
- Provide you with a GRI personal promotional packet which will include a verification letter, press release and GRI/REALTOR® logo information.*

**Please allow 4-6 weeks for delivery.*

Once you have been notified that you have been awarded the GRI designation, all you must do to hold and use the designation is maintain your membership in the REALTOR® organization. And unlike other designations, you do not have to join a chapter or pay yearly dues to use your GRI designation.

This application should only be returned if you have completed all necessary GRI credit hours. If you have any questions, contact the South Dakota REALTORS® at dholben@sdrealtor.org or 605-224-0554



GRADUATE,
REALTOR®
INSTITUTE

Application for GRI Designation Designee Information

Name	
NRDS Number	
Firm Name	
Firm Address	
Firm City/State/Zip	
Firm Business Phone	
Name of Your Managing Broker	
Managing Broker Email Address	
Your Email Address	
Your Cell Phone	
Your Primary Local Association	
<p><i>Certificate Information: In the space provided below, please print your name EXACTLY as you would like it to appear on your certificate:</i></p>	
<p> </p>	
Month and Year of Completion of GRI Requirements	
<p>Address Certificate should be sent if different from above.</p>	

Please ensure all Completion Letters are submitted with this application.

With my signature, I verify that all information given in this application is true and complete to the best of my knowledge.

Signature

Date

Keep it in the Family

Earn An Official REALTOR® Designation or Certification

With the NATIONAL ASSOCIATION OF REALTORS® and its Institutes, Societies and Councils you have the opportunity to earn valuable certifications and designations that can:

- Increase your income*
- Build your skills to provide specialized expertise
- Add prestige to enhance your professional image
- Increase your marketability, proficiency and productivity

Find out more about the official NAR family of designations and certifications at <https://www.nar.realtor/education>

Earn An Official REALTOR® Designation or Certificate

Official NAR Designations:

ABR®, Accredited Buyer's Representative, Real Estate Buyer's Agent Council (REBAC), 1-800-648-6224, www.REBAC.net

ALC, Accredited Land Consultant, REALTORS® Land Institute (RLI), 1-800-441-LAND (5263), www.RLILand.com

CCIM, Certified Commercial Investment Member, CCIM Institute, 1-800-621-7027, www.ccim.com

CIPS®, Certified International Property Specialist, NATIONAL ASSOCIATION OF REALTORS®, 1-800-874-6500, ext. 8412, www.REALTOR.org/international

CPM®, Certified Property Manager, Institute of Real Estate Management (IREM®), 1-800-837-0706, ext. 4650, www.irem.org

CRBSM, Certified Real Estate Brokerage Manager, Council of Real Estate Brokerage Managers, 1-800-621-8738, www.CRB.com

CRS®, Certified Residential Specialist, Council of Residential Specialists, 1-800-462-8841, www.crs.com

CRE®, Counselor of Real Estate, The Counselors of Real Estate, 1-800-874-6500, ext. 8427, www.cre.org

GAA, General Accredited Appraiser, NATIONAL ASSOCIATION OF REALTORS®, 1-800-874-6500, ext. 8393, www.REALTOR.org/appraisal

GREEN, NAR's Green Designation, Green REsource Council, 1-800-498-9422, www.greenresourcecouncil.org

GRI, Graduate, REALTOR® Institute, NATIONAL ASSOCIATION OF REALTORS®, 1-800-874-6500, ext. 8215, www.REALTOR.org/gri

PMN, Performance Management Network, Women's Council of REALTORS®, 1-800-245-8512, www.WCR.org

RAA, Residential Accredited Appraiser, NATIONAL ASSOCIATION OF REALTORS®, 1-800-874-6500, ext. 8393, www.REALTOR.org/appraisal

RCE, REALTOR® association Certified Executive, NATIONAL ASSOCIATION OF REALTORS®, 1-800-874-6500, ext. 8545, www.REALTOR.org/rce

SRS, Seller Representative Specialist, Real Estate Business Institute, www.REBInstitute.com, 1-800-621-8738

SIOR®, Society of Industrial and Office REALTORS®, 1-202-449-8200, www.sior.com

SRES®, Seniors Real Estate Specialist®, SRES® Council, 1-800-500-4564, www.SRES.org

Official NAR Certifications:

At Home with Diversity®, National Assoc. of REALTORS®, 1-800-874-6500, ext. 1201, www.REALTOR.org/diversity

BPOR, Broker Price Opinion Resource National Assoc. of REALTORS®, 1-800-874-6500

CRET, Certified Real Estate Team Specialist, Real Estate Business Institute, 1-800-621-8738, www.REBInstitute.com

Digital Marketing: Social Media, National Assoc. of REALTORS®, www.crs.com, 1-800-462-8841

e-PRO®, National Assoc. of REALTORS®, 1-866-377-0627, www.eProNAR.com

MRP, Military Relocation Professional, REBAC, 1-888-648-8321 www.militaryrelocationpro.org

PSA, Pricing Strategy Advisor, National Assoc. of REALTORS®, 1-800-874-6500, www.pricingstrategyadvisor.org

Residential Listing, Residential Real Estate Council, 1-800-462-8841 www.crs.com

RSPS, Resort & Second-Home Property Specialist, National Assoc. of REALTORS®, 1-800-874-6500, ext. 8393, www.REALTOR.org/resorts

SFR, Short Sales & Foreclosure Resource, National Assoc. of REALTORS®, 1-800-874-6500

Smart Home, Residential Real Estate Council, www.crs.com, 1-800-462-8841

** Based on 2018 survey data, the median income of REALTORS® without a designation was \$33,500 and the median income of those with at least one designation was \$61,100: a difference of \$27,600.*