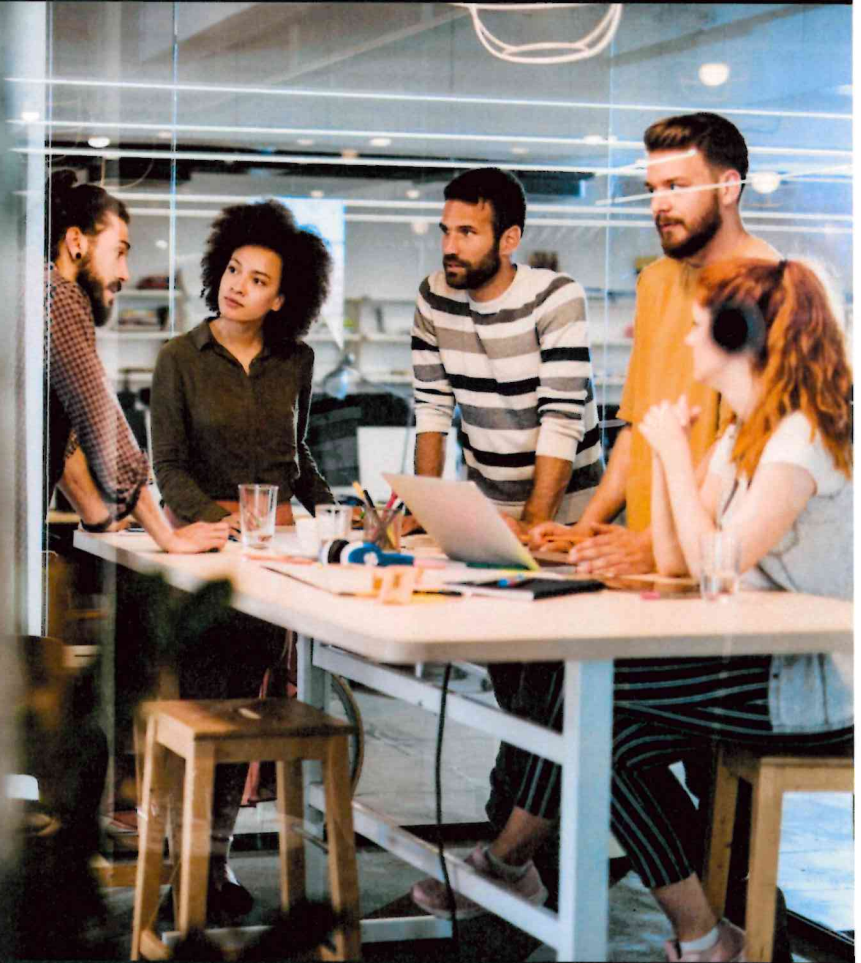




26/27/28



SD REALTORS® Institute

GRI Professional Designation Program



NATIONAL
ASSOCIATION of
REALTORS®
Official Designation



GRADUATE,
REALTOR®
INSTITUTE

Accredited by the National Association of REALTORS®



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 market 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 more per year on average than those without the GRI designation.

The South Dakota REALTORS® Institute Program curriculum consists of 10 courses that each student must complete successfully in order to earn the Graduate, REALTOR® Institute designation. The courses are in a one-day format and may be taken in any order. All GRI course modules must be completed within 5 (five) years of the starting date of your first GRI class. Students working towards the GRI designation have the added benefit of obtaining continuing education and/or post license credit through their coursework.

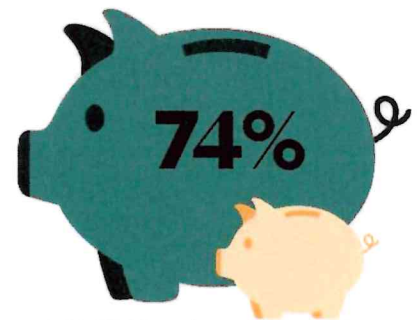
The South Dakota REALTOR® Institute Program may accept the completion of other designation and certification courses as equivalents toward your GRI designation, with prior approval.

All GRI Candidates must achieve a minimum passing score of 70% on final exams to successfully complete each course module. After successfully passing each course exam, you will receive a Completion Letter stating you received a passing score with credit towards your GRI designation, 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 completion** for all required courses in the SD REALTOR® Institute Program. Once all coursework is completed, submit your SD REALTOR® Institute application and all completion letters 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 at 1-800-277-5877.

In this welcome packet you will find:

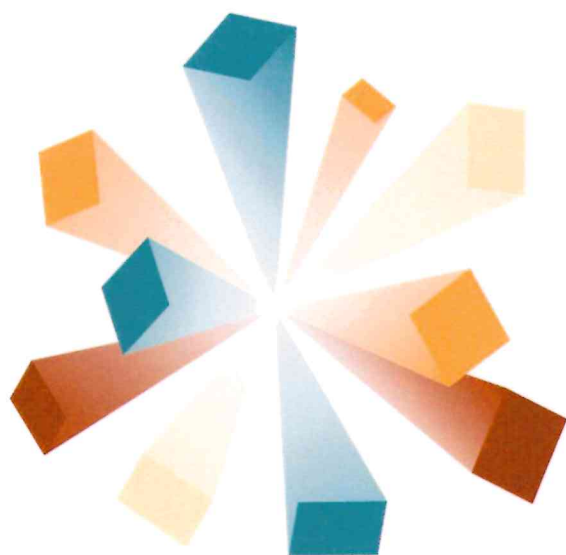
1. GRI Policies
2. GRI Program Courses
3. Progress Report
4. Completion Letter Sample
5. GRI Designation Application
6. NAR Designation Information



REALTORS® with a professional designation earn a median income of 74% more than those without.

SD REALTORS® Institute

GRI Program Policies



GRADUATE,
REALTOR®
INSTITUTE

MISSION STATEMENT: *The purpose of the Graduate, REALTOR® Institute (GRI) Professional Designation as established by the NATIONAL ASSOCIATION OF REALTORS® and licensed and administered by the South Dakota REALTORS® is to encourage and recognize the attainment of higher, common body of knowledge among real estate professionals. The GRI designation is conferred upon REALTOR® members who successfully complete the required number of courses in the program.*

TUITION FEES:

“Tuition fees” include classroom instruction, student workbooks, examination, continuing education credit towards license renewal, and administrative fees. **Registration for class is not considered confirmed and placement in class is not guaranteed until receipt of full payment of tuition at the SDR office.**

“Early Bird Registration” Tuition Fees

Registrations and payments received 30 or more days prior to the start of class

6 Hour Course	Tuition	8 Hour Course	Tuition
SDR GRI Designees	\$75.00	SDR GRI Designees	\$115.00
SDR Members	\$125.00	SDR Members	\$165.00
Non-Members	\$175.00	Non-Members	\$215.00

“Regular Registration” Tuition Fees

Registrations and payments received 29 to 15 days prior to the start of class

6 Hour Course	Tuition	8 Hour Course	Tuition
SDR GRI Designees	\$100.00	SDR GRI Designees	\$150.00
SDR Members	\$150.00	SDR Members	\$200.00
Non-Members	\$200.00	Non-Members	\$250.00

“Late Registration” Tuition Fees

Registrations and payments received 14 days or less prior to the start of class

6 Hour Course	Tuition	8 Hour Course	Tuition
SDR GRI Designees	\$125.00	SDR GRI Designees	\$185.00
SDR Members	\$175.00	SDR Members	\$235.00
Non-Members	\$225.00	Non-Members	\$285.00

Non-Member Tuition Fees

The non-member tuition fees are set at \$50.00, more than the member registration fee.

Refunds

All requests for refunds need to be submitted **in writing** to SDR 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.
- **NO Show/No Call** – Registrants who fail to show-up for class without contacting SDR are considered “No-Shows” and will not be given a refund under any circumstances.

All approved refunds will be processed during the next accounts payable cycle **following** the conclusion of the course.

SDR Transfer of Tuition Between GRI Modules

SDR 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 SDR to obtain the prescribed request form to complete and submit to SDR for processing.

SDR Transfer of Tuition to Alternate Attendee

SDR may approve the transfer of paid tuition fees from one GRI course registrant to an alternate who will attend in the registrant's 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 SDR to obtain the prescribed form to complete and submit to SDR for processing.

SDR Cancellation of Course

If SDR is forced to cancel a course for reasons outside of our control, students will receive a full refund of registration fees paid. 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 SDR staff accounting, SDR Executive Committee and the SDR Education Committee. Course expenses and sufficient registrant numbers are determined on a course-by-course basis due to the variable in instructor fees, accommodation, classroom facilities, travel 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.
- All GRI courses must be completed within 5 (five) years of the completion date of your first GRI class.
- You must complete and submit the GRI designation application for the GRI Designation to be conferred.

GRI Exams and Retake Procedures

In accordance with NAR's policy, GRI candidates must pass an exam to earn GRI credit. To successfully complete a course students must complete the exam and achieve a minimum score of 70% to pass. Students who do not pass have 30 days from the class date to complete a retake exam. If they fail a second time, they must retake the module to receive credit.

GRI designees and non-members are not required to take the exam.

Approval of Out-of-State GRI Program Credits

GRI courses taken in other states may be eligible for credit in South Dakota's GRI Program, subject to verification of course content. Individuals are strongly advised to consult with SDR prior to enrolling in any out-of-state GRI courses to ensure eligibility. After completing the course, participants must submit course outlines and proof of successful completion to SDR. A \$30 administrative fee per course will be assessed for credit transfer.

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

GRI Information Packets

SDR has put together information packets for individuals interested in pursuing the GRI Professional Designation. Packets may be obtained by request from the SDR Office or found on website.

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 specific criteria, State Associations are permitted to tailor the prescribed subject to best suit the needs of its membership. Every three 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 timeframe.

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).



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.** Explore our course titles and content outlined below.

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 contracts, deposits, and title insurance.

GRI 503 - South Dakota Agency: This course provides a detailed guide on important issues dealing with agency representation. Topics included: brokerage relationships, agency disclosure, confidentiality, transaction, office policy as it relates to overall service, identifying fiduciary duties, and 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 satisfies NAR Code of Ethics training 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#

◀ HAVE	◀ NEED	COURSE	Current Course Titles and Subject Matter - REQUIRED	Credits	Date	Location
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		
<p>You have <u>0</u> of the 64 GRI/REQUIRED credits needed for your designation program.</p> <p>You need <u>64</u> more REQUIRED credits to meet the program standards.</p>						

To earn your GRI designation in South Dakota, you must successfully complete all 10 courses for a total of 64 hours. Exams are given at the conclusion of each course. Each course is offered by the SD REALTORS® Education Committee on a two-year rotation cycle. All courses are held via Virtual Classroom and may be completed in any order. Alternative courses have been approved for GRI credit and may be taken in place of the corresponding course. For questions, please call the association office at 605-224-0554.



Date

Name
Office Name
Street Address
City, State ZIP

RE: GRI Course Completion Letter

Dear Name,

Thank you for attending **GRI # – Course Name**, which was held on Zoom Virtual Classroom on DATE, with instructor NAME. You have received a **PASSING** score on the course completion exam. Congratulations!

This course has also been approved by the South Dakota Real Estate Commission for:

- ◆ Real Estate License Renewal # OF APPROVED hours of Continuing Education

 <p>GRADUATE, REALTOR® INSTITUTE</p>	<p>GRI CANDIDATE INSTRUCTIONS: Please retain this letter in your permanent records as official documentation of your successful course completion. It must be submitted along with your GRI application to verify completion of the course.</p>
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Sincerely,

Education Director
South Dakota REALTORS®



SD REALTORS® Graduate, REALTOR® Institute

Application for GRI Designation

South Dakota REALTOR® members enrolled in the GRI program must complete the designation requirements within a five year time frame. The five-year completion period operates on a rolling basis meaning each course expires after five years after it is taken and must be retaken to remain current.

Once you have completed all course work for the GRI designation, please fill out the Application Form and submit it with copies of all of your course Completion Letters. You may send the information via email at education@sdrealtor.org or by mail to the address below:

South Dakota REALTORS®
ATTN: Education Director
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 a GRI personal promotional packet which will include a verification letter, press release and GRI/REALTOR® logo information.*

*Please allow 2 weeks for delivery.

Once you have been notified that you have been awarded the GRI designation, you may use it as long as you are an active, in-good-standing member of the REALTOR® organization. No chapter membership or additional fees are required. Eligibility to use the designation is maintained by remaining an active member.

If you have any questions, contact the South Dakota REALTORS® at 605.224.0554 or via email at education@sdrealtor.org.



GRADUATE,
REALTOR®
INSTITUTE

Application for GRI Designation Designee Information

Name	
M1 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	
Certificate Information: In the space provided below, please print your name EXACTLY as you would like it to appear on your certificate:	
Month and Year of Completion of GRI course work requirements	
Address Certificate should be sent if different from above.	

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

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

NAR Designations:

Accredited Buyer's Representative –ABR®

Presented by REBAC (Real Estate Buyer's Agent Council) and the Center for REALTOR® Development. Contact REBAC atrebac@nar.realtor or 800-648-6224

Accredited Land Consultant -ALC

Presented by the REALTORS® Land Institute (RLI) Contact RLI at 800.441.5263 or rli@nar.realtor

Certified Commercial Investment Member -CCIM

Presented by the REALTORS® Land Institute (RLI) Contact RLI at 800.441.5263 or rli@nar.realtor

Certified International Property Specialist -CIPS

Presented by the National Association of REALTORS® and the Center for REALTOR® Development Contact Member Support at 800.441.5263 atCIPS@nar.realtor

Certified Property Manager® -CPM®

Presented by the Institute of Real Estate Management (IREM) Contact IREM® at 800.837-0706, ext. 4650

Certified Real Estate Broker Manager -CRB

Visit REBINstitute.com or contact the Real Estate Business Institute (REBI) at info@REBINstitute.com or 800.621.8738

Certified Residential Specialist -CRS

Presented by Residential Real Estate Council Contact RRC at www.crs.com/about-us/contact-us or 800.462-8841

Counselor of Real Estate® -CRE®

Presented by The Counselors of Real Estate® Contact CRE® at 312.329.8427 or info@cre.org

General Accredited Appraiser -GAA

Presented by National Association of REALTORS® Contact GAA program staff at 800.874.6500, ext. 8268 or email appraisal@nar.realtor

NAR Certifications:

At Home With Diversity® -AHWD

Presented by the National Association of REALTORS® and the Center for REALTOR® Development. For more information, please contact ahwd@nar.realtor or 800.874.6500, ext. 83

REALTORS® Commitment to Excellence -C2EX

For more information please contact C2EX@nar.realtor or 1.888.299.9669

Certified Real Estate Team Specialist -CRETS

Visit www.REBINstitute.com or contact the Real Estate Business Institute (REBI) at info@REBINstitute.com or 800.621.8738

Digital Marketing: Social Media

Presented by Residential Real Estate Council Contact RRC at www.crs.com/about-us/contact-us or 800.462.8841

e-PRO®

Presented by the National Association of REALTORS® and the Center for REALTOR® Development. Contact e-PRO® at epro@nar.realtor or 877.397.3132

Inside Sales Agent -ISA

Presented by the Residential Real Estate Council Contact RRC at crs.com/about-us/contact-us or 877.397.3132

Luxury Homes Certification -LHC

Presented by the Residential Real Estate Council Contact RRC at CRSHelp@crs.com

NAR's Green Designation

Presented by the Green REsource Council and the Center for REALTOR® Development. Contact the Green REsource Council at green@nar.realtor or 800-498-9422

Graduate, REALTOR® Institute -GRI

Presented National Association of REALTORS® Contact your State Association for information

Performance Management Network -PMN

Presented by Women's Council of REALTORS® Contact the Women's Council of REALTORS® at 800.3245.8512 or visit the Women's Council of REALTORS® website

REALTOR® Association Certified Executive -RCE

Presented by National Association of REALTORS® Contact Renee Holland at 312.329.8545 or rholland@nar.realtor

Residential Accredited Appraiser -RAA

Presented by National Association of REALTORS® Contact RAA program staff at 312.329.8268 or email appraisal@nar.realtor

Seller Representative Specialist -SRS

Visit www.REBINstitute.com or contact the Real Estate Business Institute (REBI) at info@REBINstitute.com or 800.621-8738

Society of Industrial and Office REALTORS® - SIOR

Presented by Society of Industrial and Office REALTORS® Contact SIOR at 202.449.8200

Seniors Real Estate Specialist® -SRES®

Presented by SRES® Council and the Center for REALTOR® Development. Contact SRES® Council at sres@nar.realtor or 800.500.4564

Military Relocation Program -MRP

Presented by the National Association of REALTORS® and the Center for REALTOR® Development. Contact us at MRP@nar.realtor or 888.648.8321

Pricing Strategy Advisor -PSA

Presented by the National Association of REALTORS® and the Center for REALTOR® Development. Contact us at psa@nar.realtor

Real Estate Investing -REI

Presented by the Residential Real Estate Council Contact RRC at crs.com/about-us/contact-us

Real Estate Negotiation Expert -RENE

Presented by the Real Estate Business Institute (REBI) Contact REBI at 800.621.8738 or info@rebinstitute.com

Resort and Second-Home Property Specialist -RSPS

Presented by the National Association of REALTORS® and the Center for REALTOR® Development. Contact us at resort@nar.realtor or 800.874.6500, ext. 8320

Short Sales and Foreclosure Resource –SFR®

Presented by the National Association of REALTORS® and the Center for REALTOR® Development. Contact us sfr@nar.realtor or 877.510.7855

Smart Home

Presented by Residential Real Estate Council Contact RRC at www.crs.com/about-us/contact-us