

SCCAOR UNIVERSITY



This 3 ½ hour one-of-a-kind course is written "**through Transaction Coordinator glasses**" and covers what the Transaction Coordinator should be doing during the transaction outside of the contract.

For every TC or Agent who wants to take their career or business as a Transaction Coordination the rest of the way, the TC2 course drills down thoroughly into the details, workflow and compliance requirements needed to manage every type of transaction. Attendees will learn the complexities of the job, the attributes of a successful TC, how to run a TC business and everything in-between.

Who should attend: Transaction Coordinators, Agents or non-licensed assistants who need to understand the complete process of the real estate transaction.

The Transaction Coordination 2-Beyond the Contract course counts toward earning the Certified Transaction Coordinator (CTC).

For more information about the certification, please visit:

www.car.org/education/designations/certified-transaction-coordinator

Transaction Coordination 2 - Beyond the Contract - Day 2

How you will benefit from taking this class:

- Set boundaries with agents
- Become more efficient and effective in your daily work flow
- Discover the attributes required to be a successful Transaction Coordinator
- Understand how to protect yourself and your business with compliant best practices

- Feel more confident running your own Transaction Coordination business
- See the whole picture of Transaction Coordination beyond the contract

This course covers:

- How to work with Escrow
- Disclosures, what other disclosures might you use

When: Friday, May 11, 2018 @ 9:00 am - 12:30 pm

Where: 1651 N 1st St, San Jose, CA 95112 (408) 445-8500

Register:

sccaor.com/calendar/beyond

**\$85 for SCCAOR Members
\$110 for Non-Members**

Day 1 & Day 2

**\$175 for SCCAOR Members
\$225 for Non-Members**



Presented By:

Wendi Molina

*C.A.R. Instructor & Certified
Transaction Coordinator*

California Association of REALTORS® (C.A.R.)

SCCAOR Course Cancellation Policy

If you must cancel or reschedule your reservation, a full refund will be issued if notification is received by email, or in writing (not by telephone), three (3) days prior to class. Those who book within three (3) days are not eligible for cancellation or refunds. To cancel, please send an email to education@sccaor.com and identify the name of the course and include the order number associated with the purchase of the course. In the event that a student should fail to attend a class, the tuition for said class is forfeited and will not be transferred to future classes. SCCAOR reserves the right to cancel or reschedule any course. If cancellation occurs, SCCAOR will issue a full refund. In the event of rescheduling, SCCAOR will send immediate notification and transfer all reservations, including payment, to the new date.

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**For more information, contact the education department at education@sccaor.com
For additional Educational Opportunities please visit www.sccaor.com**