

FUNDAMENTALS OF TRANSACTION COORDINATION-DAY 1

THURSDAY, MAY 9, 2019

9:00 AM - 2:30 PM



Day 1



1651 North 1st Street,
San Jose, CA 95112
408.445.8500

\$100
SCCAOR Members

\$125
Non-Members

Day 1 & Day 2
\$175 SCCAOR Members
\$225 Non-Members

REGISTER:
SCCAOR.COM/CTC

Putting the deal together is just half of the battle when closing the real estate transaction!

Advance your career by taking the Transaction Coordination course - providing you with a complete and full understanding of every part of the real estate transaction.

Learn how to be the most effective Transaction Coordinator in the real estate business during this training. Understand how to remain aware of things that might affect the outcome of the transaction. Make sure every deal closes properly and on time - every time. Prepare yourself to work with any transaction that comes your way

The Fundamentals of Transaction Coordination course counts toward earning the Certified Transaction Coordinator (CTC).



Presented By:

Wendi Molina

C.A.R. Instructor & Certified
Transaction Coordinator

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

How you will benefit from taking this class:

- Learn how the Residential Purchase Agreement lays the foundation for the transaction
- Understand how, when, and why you use the different disclosures.
- Identify what paperwork is required from each party.
- Discover how the escrow and lending process work together to close the transaction.
- Set timelines for contractual obligations and contingency removals.
- Complete the documentation required in order to submit a complete file.

**For more information about
the certification, please visit:**
[www.car.org/education/designations/
certified-transaction-coordinator](http://www.car.org/education/designations/certified-transaction-coordinator)

Rev. 3.7.2019 19CTCWM1

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

TRANSACTION COORDINATION 2: BEYOND THE CONTRACT-DAY 2

FRIDAY, MAY 10, 2019
9:00 AM - 12:30 PM



1651 North 1st Street,
San Jose, CA 95112
408.445.8500

\$85
SCCAOR Members

\$110
Non-Members

Day 1 & Day 2
\$175 SCCAOR Members
\$225 Non-Members

REGISTER:
SCCAOR.COM/CTC



Day 2



Take your solid foundation of transaction coordination knowledge to the next level.

In this training you learn and practice the latest tools and techniques necessary for the transaction coordination success. The lecture, discussions and exercises will cover the details, workflow and compliance requirements needed to manage every type of transaction. This course is designed to focus on the complexities of the job, the attributes of a successful Transaction Coordination and everything in-between. Learn from the experienced Transaction Coordinator with over 17 years in the real estate business.

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).



Presented By:

Wendi Molina

C.A.R. Instructor & Certified
Transaction Coordinator

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

How you will benefit from taking this class:

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

**For more information about
the certification, please visit:**
**[www.car.org/education/designations/
certified-transaction-coordinator](http://www.car.org/education/designations/certified-transaction-coordinator)**

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