



PROFESSIONAL REAL ESTATE ASSISTANT

Training • Support • Community

Professional Development Course

Outline Application Form

Course/Presentation Title: \_\_\_\_\_

Course Objectives: \_\_\_\_\_

Proposed Course Outline:

Course Materials Provided:

FOR OFFICE USE ONLY //

CLIENT#:

PROCESS DATE (yyyy/mm/dd):



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## Fees and Rates:

A full-day is based on six-hours of instruction, and payment is for eight hours to include preparation time. Instructors are expected to invoice PRA Training Inc. Make sure to add applicable taxes.

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## Facility Expectations:

Please indicate whether you plan to conduct your workshop online or in a classroom. If in-class, provide an itemized list of what you require, for example, a computer lab, wireless internet access, a podium. *Please note: all in-class workshops at this time must be conducted in the Greater Vancouver area.* Please circle one.

Online / In-class / Either option

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## Instructor Expectations:

Do you require a minimum/maximum number of participants per workshop? Online training will be hosted through a webinar platform and can accommodate up to twenty-five (25) participants.

In-class workshops will require a set number of participants to determine room size at a selected facility for training. Should the demand be larger than seats available, the workshop may be repeated at a later date or moved to a larger room (availability permitting) to accommodate requests.

Please note, PRA Training Inc. may set minimum and maximum numbers for an in-class workshop to control facility costs or to accommodate demand.

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Please provide your optimum class size and if there is room for variation. For example, if the minimum number of participants you require is 10 and maximum is 20, and your variable is three, the class size can potentially be seven at minimum or 23 at maximum.

Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_ Variable: \_\_\_\_\_

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### Hours of Training:

Typically, workshops will be no more than six hours in length with two fifteen-minute coffee breaks and a one-hour lunch break. However, beginner's or advanced workshops may require additional time. Please indicate the duration of your workshop. If you are conducting your workshop online and require more than one session, appropriate arrangements can be made. Please indicate all necessary information, with additional room for any further notes below.

In-class:

Online:

- Number of Days: \_\_\_\_\_
- Hours: \_\_\_\_\_

- Number of sessions: \_\_\_\_\_
- Hours: \_\_\_\_\_

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### Locale Specifications:

PRA Training Inc. recognizes that there may be stipulations and area specific limitations on what is taught within some workshops (for example, forms, rules, legislation or regulation applicable to the Province or Municipality). If your workshop falls into these limitations, please indicate details here to limit any discrepancies in the advertising and availability of your training.

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