



2023 Winter Education Commitment Confirmation

SAMPLE Education Commitment

SPONSOR - BROKER COVERS ALL COSTS; AGENTS TO ATTEND FOR FREE
HOST - PROVIDES LOCATION, AV EQUIP AND REFRESHMENTS; AGENTS PAY FOR CLASS

Basics of Education Commitment for 2023 whether in-person, hybrid or live stream:

HOST/SPONSOR grants access/use of classrooms, parking, restroom, and kitchen area to Plan2Pass and attendees of in-person class. No expense to Plan2Pass or HOST/SPONSOR except as stated in this confirmation.

Day of access: Access granted to instructors at least 60 minutes prior to in-person class start time and allow entry to attending agents at least 30 minutes prior to start time. Hybrid class requires location to arrive in Zoom at least 20 minutes prior to start time. HOST/SPONSOR will help with setting up classrooms. Location allows for approximate attendance of 30 seats with tablespace and provides AV equipment.

HOST/SPONSOR and vendors can provide refreshments/meals to support the classes. Food is only provided during class breaks. Marketing materials is provided on refreshment tables outside of classroom and can be included in follow up emails. Vendor giveaways can be offered immediately preceding or following classes.

Instructors & Room Monitors: Classes will be taught by Plan2Pass instructors. If managers or support staff of HOST/SPONSOR attends classes, they will assist as needed as room monitor with printing handouts, checking of IDs, and signatures on roster. Plan2Pass provides a monitor for the first 25 attendees on Zoom at no additional cost.

No recruiting or soliciting occurs during class by agents, broker, host, instructors, sponsor, staff and vendors,

HOST/SPONSOR will market classes by use of signage, ads, social media. All advertising must be approved by Plan2Pass. Plan2Pass will provide usable post for email and social media marketing. HOST/SPONSOR gets to market the class for @2 weeks prior to Plan2Pass marketing for still remaining seats. HOST/BROKER can use Evite, FB events or take in-house enrollment. List of attendees emailed to Plan2Pass 1 week prior to class. Zoom links emailed **only** by Plan2Pass the day prior to class. Sharing Zoom link last minute or late will cause compliance issues for attendance.

Max Zoom attendance is 25 and max in person is 25. Additional attendance increases the cost to HOST/BROKER.

Plan2Pass will only upload agents to MREC if there was full CE compliance. Policies for in person and Zoom attendance have been reviewed by HOST/SPONSOR and will be shared with attendees. No exceptions.

Online invoices is provided once class is completed, and payment is made within 15 days. Plan2Pass will **only** invoice a HOST/SPONSOR not a contributing vendor. Arrangements with a vendor is between the HOST/SPONSOR and vendor.

Please make sure that RESPA guidance is applied to any covering of costs or involvement of vendors.

Changes to instructor may occur. Requests for changes to confirmed schedule need to be provided by HOST/SPONSOR at least 30 days prior to scheduled date. **Dates and topics are confirmed as follows:**

Education Commitment for Winter of 2023 is as follows: Plan2Pass Instructor teach 3 hours in person at Waldorf office. Arriving 30 minutes early to set up Zoom and in person presentation. Printed handouts, printed roster and in person monitor provided by SPONSOR. Zoom monitor, Zoom link and emailed handouts provided by Plan2Pass. Creation of roster, uploading to MREC and confirmation emails all provided by Plan2Pass.

Monday, February 7th from 1:00pm - 4:00pm (Hybrid) MREC Brokerage Relationships and Disclosures
CE 3hours Cost: Hybrid classes: \$150 per class with MAX of 25 enrolled for in person and 25 enrolled for Zoom, additional \$25 for classes if Zoom enrollment increases to 26-50.

HOST/SPONSOR Date

HOST/SPONSOR Printed Name

Education Contact for HOST/SPONSOR

Plan2Pass Real Estate School, LLC Date