



NOVA (New or Veteran Agent) Training Program At the Mingle School of Real Estate September 14 – November 23, 2009

The **NOVA** Training Program is an opportunity to elevate your skills and excel in the real estate industry. Whether you are new to the industry or a veteran agent, **NOVA** will help maximize your potential and increase your chance of success.

The 11-course **NOVA** program covers a wide range of topics — from reviewing license law and Real Estate Commission rules to building effective interpersonal communications. The program will help you gain new understanding of the industry in the topics of:

- Establishing a business plan;
- Setting financial and professional goals;
- Developing marketing and advertising plans;
- Building client relationships;
- Providing a higher level of customer service to buyers and sellers;
- Measuring your results.

The **NOVA** Training Program is essential for all agents who want to improve in their profession.

NOVA Course Schedule

Monday, September 14:	Business Planning I: "Shoot for the Stars"
Monday, September 21:	Business Planning II: "Shoot for the Stars"
Monday, September 28:	Lead Generation Part I: "The Sky's the Limit"
Monday, October 5:	Lead Generation Part II: "The Sky's the Limit"
Monday, October 12:	Agency: "Countdown to Liftoff"
Monday, October 19:	Fair Housing: "Pre-Flight Check"
Monday, October 26:	Financing: "Liftoff"
Monday, November 2:	Market Values: "Entering Space"
Monday, November 9:	Working with Buyers and Understanding the Offer to Purchase: "In Orbit"
Monday, November 16:	The Listing: "Headed Home & Re-entry"
Monday, November 23:	Contract to Closing: "Touchdown & Safe Landing"

Class Times

Classes are offered Mondays from 6 p.m. – 10 p.m. The classes are most beneficial when taken as a series, which runs sequentially for 11 weeks, but they may be taken individually if space allows.

Eligibility

Realtors® served by CMLS are eligible for the **NOVA** program (CRRRA members, Gaston Association of Realtors®, Union County Association of Realtors®, Central Carolina Association of Realtors® and Lincoln County Board of Realtors®).

Cost

\$220 for the 11-course program. Two or more agents from the same firm \$198 each for the 11-course program.

\$35 for individual classes (as space allows – please call 704-940-3112 to check on availability)

Tuition includes the **NOVA** notebook and course materials, forms and other tools. Upon completion of **NOVA**, students will receive a certificate of completion, a **NOVA** lapel pin and recognition in *Realtor® Reflections*.

*****Please Note: Priority Seating Goes To Agents Enrolled In the Entire Program*****



Fall 2009 NOVA Registration
(Classes Offered To Realtors® Only)

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Two or more agents from the same firm \$198 each for the 11-course program.
The course schedule is as follows:

CLASS DAY/DATE	CLASS TIME	COURSE TITLE
Mon., September 14	6 p.m.-10 p.m.	Business Planning I: "Shoot for the Stars"
Mon., September 21	6 p.m.-10 p.m.	Business Planning II: "Shoot for the Stars"
Mon., September 28	6 p.m.-10 p.m.	Lead Generation Part I: "The Sky's the Limit"
Mon., October 5	6 p.m.-10 p.m.	Lead Generation Part II: "The Sky's the Limit"
Mon., October 12	6 p.m.-10 p.m.	Agency: "Countdown to Liftoff"
Mon., October 19	6 p.m.-10 p.m.	Fair Housing: "Pre-Flight Check"
Mon., October 26	6 p.m.-10 p.m.	Financing: "Liftoff"
Mon., November 2	6 p.m.-10 p.m.	Market Values: "Entering Space"
Mon., November 9	6 p.m.-10 p.m.	Working with Buyers and Understanding the Offer to Purchase: "In Orbit"
Mon., November 16	6 p.m.-10 p.m.	The Listing: "Headed Home & Re-entry"
Mon., November 23	6 p.m.-10 p.m.	Contract to Closing: "Touchdown & Safe Landing"

Name _____

5 Digit Member Number (required) _____ RDS ID # (required) _____

Company _____ E-mail _____

Address _____ City _____ State _____ Zip _____

Phone (Home) _____ (Office) _____ (Fax) _____

In accordance with Mingle's Disability Accommodation Policy, which is included in the School Bulletin, please notify the director in writing as soon as possible (preferably prior to your first class), if you have a disability that requires special accommodation for this course. Please include in your notification a statement of any desired accommodation.

Method of Payment

All registrations must be prepaid prior to start date of class.

Check enclosed payable to Mingle School of Real Estate \$ _____ Check number _____

Visa/ MasterCard account # _____ Tuition amount _____

Expiration date _____ Signature (required for credit card) _____

Cancellation and Withdrawal Policies

Notice is required 24 hours in advance for all cancellations, withdrawals and transfers.

Cancellation: If you wish to cancel prior to class starting, you may transfer to another class with full tuition credit within 12 months or receive a refund less \$50 administrative service fee. Students may not transfer more than two times.

Withdrawal/Transfer: Students may withdraw or transfer to another class with written notice. However, students may not withdraw or transfer after the third NOVA class. Students who withdraw will receive a tuition refund less a \$50 administrative service fee and \$25 materials charge. After the third class, there is no refund or transfer.

We are unable to offer a refund for "no shows" or withdrawals without notice.

Mail registrations with checks to Mingle School of Real Estate / 1201 Greenwood Cliff / Charlotte, NC 28204
Credit card registrations may be faxed to 704-332-1290 Phone: 704-372-2984 or Toll Free 1-800-754-1057

For questions call (704) 940-3112
Register online at www.MingleSchool.com