



Colorado/Wyoming CCIM Chapter

EDUCATION POLICY

Core Course Selection Responsibility:

The Education Committee is responsible for completing the due diligence and recommending the core courses to be hosted by the Chapter for the following year, to the Board by August 1st. If there is no Education Committee, the responsibility for due diligence associated with selecting core courses becomes the responsibility of the Board.

Core Course Requests:

Typically, the CCIM Institute will require each Chapter to submit Core Course requests no later than the 31st of August. The Board will review the Core Courses recommended by the Education Committee at the Board Meeting scheduled in August, and if approved, the Executive Director will submit the request by the required timeline.

Core Course Instructors:

The CO/WY Chapter approves the contracting of one Instructor for all courses, with courses not to exceed 35 students, per the CCIM Institute. The contracting of a second Instructor must be approved by the Board, with a proposal from the Education Committee.

Core Course Delivery:

The CO/WY Chapter will adhere to the delivery requirements detailed in the Core Course Education Licensing Agreement. In addition, the Chapter will also provide a continental breakfast, with coffee, bottled water, and sodas for the duration of the course. The Board encourages the Education Committee to provide lunches at least on the 1st and 4th day of the course, and supports hosting a networking event on the 2nd day of the course. Additionally, the Chapter commits to preparing the classroom prior to registration, and to providing onsite support for the duration of the course.

Course Cancellation:

Courses are cancelled by the Board. Instructors may be guaranteed payment, if necessary, for a minimum of 20 students, for core courses. Because CCIM allows registration to remain open until the day the core course begins, and registration is slow until 2 weeks out, cancellation due to low registration cannot be quantified.

Additional Education:

All education events are considered projects, and the Education Committee is given the authority to explore any education opportunities that might be beneficial to the membership and the industry. It would be the Education Committee's responsibility to submit a Project Plan, with a budget, to the Board for approval, before taking an action to schedule an education event or to pursue contracting an Instructor. If there is no active Education Committee, the Board must act as the committee, and must submit a Project Plan, with a budget, prior to approval.

Conflict of Interest:

Because CCIM Instructors may also be Chapter members, and CCIM Instructors stand to gain financially from the local Chapter's approval to host Core Courses or any CCIM education, Instructors who might be a committee or Board member must recuse themselves from any voting to approve education. CCIM Instructors may be leveraged to understand course content, scheduling, and industry conflicts.

Approved: 1/28/14

Revised: 2/7/2014; 1/22/2015; 1/19/2016