CTC

Certified Transaction Coordinator **Application**

In order to receive C.A.R. Education's Certified Transaction Coordinator (CTC), you must complete the following steps:

A. Licensed and non-licensed real estate professionals: Successfully complete the two (2) mandatory courses in any order: (*Please note:* *courses taken within the past six (6) months count towards earning your CTC)*

1. **Fundamentals of Transaction Coordination (live lecture, Face2Face™, and LearnMyWay™)**
2. **Transaction Talk - A Communication Workshop for REALTORS®/Lenders/Escrow Officers (live lecture, Face2Face™, and LearnMyWay™)**

B. REALTORS® (licensed real estate professionals): Successfully complete two (2) elective courses from list below in any order:
Non-licensed real estate professionals: Successfully complete one (1) elective course from list below in any order:

1. **Transaction Coordination 2 – Beyond the Contract Forms (live lecture, Face2Face™ and LearnMyWay™)**
2. **Your Guide to the California Residential Purchase Agreement (RPA-CA) and Related Forms (live lecture, Face2Face™, LearnMyWay™, and online)**
3. **All About Disclosures or Disclosures – What You Need to Know (Parts One & Two) (live lecture, Face2Face™, LearnMyWay™, and online)**
4. **Elective - Risk Management (live lecture, Face2Face™, LearnMyWay™, and online)**

ADDITIONAL MANDATORY COURSE FOR NON-LICENSEES:

C. In addition to successfully completing the classes listed above non-licensees must also successfully complete the online course: Real Estate Law Dos and Don'ts for the Non-Licensee.

D. Complete the Application below

E. Send your application to the C.A.R. Education Department

- ✓ You may email your application as an attachment to education@car.org
  Or, you may mail it to C.A.R. Education/CTC Program, 525 S. Virgil Ave., Los Angeles, CA 90020

When your application is approved:

- ✓ C.A.R. Education Department will notify you by email, as well as provide an electronic copy of the CTC certificate. After you receive the email approval, you may add CTC to your credentials and marketing materials.

Special Notes:

- ✓ Please allow two weeks upon receipt to process your application.
- ✓ As a reminder, you may ***not*** market yourself as a CTC until C.A.R. Education has conferred the certification and notified you in writing.

Questions?
You may contact CTC by email at education@car.org or by phone at 213.739.8396.

Name as you would like it to appear on your certificate:		
Address:	**City:**	**State:**
Email:	**Phone:**	
1. Course Title and Date taken	**3. Course Title and Date taken**	
2. Course Title and Date taken	**4. Course Title and Date taken**	

For C.A.R. Education Use Only						
Confirmed by:				**Date Certification Confirmed:**		
Registration Process Details Please Initial:	**Entered on spreadsheet:**					