



## 2009-2010 CE CLASSROOM INFORMATION

### Registration and Payment:

Payment and registration must be received by the CE Department 72 hours prior to the course start date. To register go to [www.coldwellbankercareers.com](http://www.coldwellbankercareers.com) and follow the Education Tab.

### Forms of Payment and Confirmation

Accepted forms of payment are Visa, MasterCard & Debit Cards. **NO CHECKS!**  
An email confirmation will be sent once the paid enrollment is received

### Locations:                      Coldwell Banker Professional Development Centers

**NORTHBROOK**  
2215 Sanders Rd. Ste. 150

**OAKBROOK**  
1225 W. 22nd St. Ste. #130

### Classroom Policies

- Registration and payments must be submitted no later than 72 hours prior to class date.
- Class sign-in is at 8:30am for morning classes and 12:30pm for afternoon classes.
- Classes start promptly at 9:00am for morning classes and 1:00pm for afternoon classes.
- Once class begins, no admittance will be allowed and no CE credit issued to late arrivals in accordance with IDFPR regulations.
- State-issued picture identification is required at check-in.
- Your real estate license number will be needed for the exam.
- Any questions can be directed to Coldwell Banker CE department at 1-800-698-2776 press option 2 when prompted.

### Refund Policy:

Requests for refunds will be accepted up to 72 hours prior to class start date via e-mail ([cbsalescareers@cbexchange.com](mailto:cbsalescareers@cbexchange.com)) or phone call. No refunds will be granted after the class begins.

## 2009-2010 CE HOME STUDY INFORMATION

### Materials:

All Home Study materials will be sent electronically in a pdf format within 3 business days of received payment.

### Form of Payment:

Accepted forms of payment are Visa, MasterCard & Debit Cards. **NO CHECKS!**

### Refund Policy:

No refunds will be granted after payment has been received.