



COURSE REQUEST FORM

Complete and return to request a PRI course in your area. PRI will make every effort to fulfill specific date and location requests. Associations are encouraged to work cooperatively with neighboring associations to ensure sufficient class sizes.

Return forms to: Pennsylvania REALTORS® Institute
Attn: Samantha Neely
sneely@parealtor.org

(Only one course per request form, please. You may duplicate this form as needed to submit multiple requests.)

Association: _____

Contact Person: _____

Phone: _____ Email: _____

On-site Staff Person (if different than above; on-site staff may NOT complete course for CE): _____

Phone: _____ Email: _____

What course are you requesting? _____

Dates (mm/dd/yy): 1st Choice _____ 2nd choice _____
3rd choice _____

Do you have an on-site classroom that may be used? ___ yes (room capacity ___) ___ no

Suggested location/facility: _____ Phone: _____

Alternate facility suggestion (if 1st choice is unavailable):

_____ Phone: _____

*If you would like to have lunch served, it will be an **additional charge** of \$15.00 per person for a one-day course and \$20.00 per person for a two-day course. Lunch is not offered with 3.5 hour courses. Some designation courses require lunch. Refer to pricing sheet.

Please initial here if you would like to have lunch provided _____

Do you wish to offer this course via the alternative model? _____