**MLTA on the Move**

“MLTA on the Move” is an opportunity for our members to offer an approved real estate continuing education (CE) class to REALTORS® and real estate agents at their office or another convenient location they secure. The facility must meet COMAR regulations.

**How it works**

* Set up a discussion with MLTA’s Executive Director about the class(es) you might like to offer and when and where you are thinking of offering them (dates and times).
* Pick a location and secure the necessary AV equipment (screen, projector, flipchart – if you do not have a projector MLTA may be able to supply one), provide any refreshments
* Registration – because all classes are required to be open to the public, a minimum number of seats must be made available to the public (this number is generally five). The MLTA member may take registration and provide that payment to MLTA or registration can be available solely through MLTA. This is at the choice of the host member but must be agreed upon prior to finalizing class details.
* MLTA will work in concert with the host do all of the legwork – booking an instructor (if it is not the host), distributing the handouts, having sign-in sheets and reporting forms available, reporting attendance to the real estate commission, and staffing the class (handling on-site registration and sign-in, opening announcements, and assuring adherence to MD Real Estate Commission rules).

**The following criteria must be met to book a class:**

* Must be a MLTA-approved class.
* Instructor must be a MLTA member.
* MLTA staff must receive all instructor materials at least one week prior to the class date to email out to the attendees (if the host would prefer to distribute them onsite, they will be responsible for the production of the materials; MLTA will provide a registration number 72 hours in advance of the class).
* Class must be booked a minimum of thirty (30) days in advance.
* Classes must run between the hours of 10:00 a.m. and 1:00 p.m., unless special arrangements are made.

**Cost**

$100 per class. This accounts for MLTA providing the license of the approved class to the host for usage and for the necessary tasks to execute the class.

That's it!  Book your next class with MLTA!