

Registration form....

Name _____

Home Address _____

City _____ St _____ Zip _____

Work phone _____ Cell Phone _____

E-Mail Address: _____

Real Estate License # _____

Please Check One:

CAR Member IR Member Non-Member

Total \$ _____

Check (payable to Capital Area REALTORS®)

Charge to: VISA MasterCard Discover

Number _____ Exp. _____

Signature Required _____

COURSE CHOICES (select those desired):

- 2/9 **Core A:** Fair Housing ... (COR 1626)
- 2/9 Navigating Sales Contracts, etc. (RB 770)
- 2/20 **Core A:** Fair Housing, Agency ... (COR 1634)
- 2/20 Ethics in Real Estate ... (ETH 1517)
- 3/1 Radon & Real Estate ... (ENV 1240)
- 3/15 **Core A:** Fair Housing (**Pending Approval**)
- 3/15 Code of Ethics (**Pending Approval**)
- 3/27 **Core B:** Marketing, Mishaps, etc.. (COR 1697)
- 3/27 Real Estate Safety Matters ... (RD 900)

- Please mark here if you have a disability and may require special accommodations in order to fully participate in this course. You will be contacted by a CAR staff member to discuss your specific needs.

*All class will be held at the
Capital Area REALTORS® except as noted*

Register Online at: <https://mdweb.mmsi2.com/caar/>

Mail completed form with payment to:
Capital Area REALTORS®
3149 Robbins Road, Springfield, IL 62704

Or fax completed form with credit card information to:
(217) 698-7009

Continuing Education Instructions

1. In order to obtain CE credit for a course, you must attend the entire session. No credit will be given to those who arrive late, depart early or take breaks other than the pre-approved instructor's break.
2. Continuing Education sessions are approved for three full credit hours.
3. No pages, phones or recorders.
4. Driver's license picture ID will be required upon check-in.
5. A test will be given immediately following the course. There will be 25 questions for each three hours of credit.
6. Individual licensees are responsible for keeping track of their CE credits and reporting them to the Office of Banks and Real Estate upon renewal.
7. Real Estate License number is required on every test.

We are here to help!

Please call Kathy Nichelson at (217) 698-7000 or email her at knichelson@caaronline.com and she will be able to assist you with:

- *What options you have to transition your license*
- *What classes you have completed*
- *What classes you still need to take*
- *How CE figures into the equation*
- *in general ... your helping hand!*

Capital Area REALTORS®
3149 Robbins Road
Springfield, IL 62704

Phone: (217) 698-7000

www.SeeHouses.com



Illinois REALTORS®
Licensing & Training
Center

Capital Area
REALTORS®

presents...

2018 Winter Schedule of
IL Dept. of Financial and
Professional Regulation
approved Real Estate
Continuing Education
Courses



2018 Winter Continuing Education Courses

February 9, 2018 **9:00 - 12:00 noon** **Annette Akey Panzek**
COR 1626A: Fair Housing, Agency, License Law & Escrow: Back to the Basics – What You Need to Know and How to Apply It
(3 Hrs Core A)

This course will cover Fair Housing, License Law, Agency & Escrow and how to apply them to everyday business. Duties to customers & clients, advertising provisions, brokerage agreements and other License Law issues will be reviewed along with examples of common violations and how to avoid common mistakes made by licensees.

February 9, 2018 **1:00 - 4:00 p.m.** **Annette Akey Panzek**
RB 770: Be at the Helm-Navigating Sales Contracts, Offers, Contingencies & Escrow
(3 Hrs Elective)

This course will explore the essential elements of a contract, what agents are authorized to do regarding contract formation, requirements under the IL Real Estate Licensing Act of 2000 & the Realtor® Code of Ethics, contract negotiations, handling multiple offers, contingencies, disclosures, back up offers, contract default procedures, earnest money, and escrow requirements.

February 20, 2018 **9:00 - 12:00 noon** **Kim Daugherty**
COR 1634: Fair Housing, Agency, License Law & Escrow)
(3 Hrs Core A)

This course provides an in-depth review of the Real Estate License Act of 2000 with particular emphasis on fair housing, agency, licensing requirements, compensation and business practices, escrow and disciplinary provisions.

February 20, 2018 **1:00 - 4:00 p.m.** **Kim Daugherty**
ETH 1517: Ethics in Real Estate
(3 Hrs Elective)

This course covers the process of filing an ethics compliant and a request for arbitration and how it is adjudicated within the local board/association.

March 1, 2018 **1:00 - 4:00 p.m.** **Patrick Daniels**
ENV 1240: Radon & Real Estate
(3 Hrs Elective)

This course provides real estate agents and brokers with the information they need to avoid liability issues related to radon in real estate, radon occurrences in Illinois, Illinois radon legislation and regulations.

March 15, 2018 **9:00 - 12:00 noon** **Kim Daugherty**
Fair Housing (Pending Approval)
(3 Hrs Core A)

This fair housing course covers critical items, issues and a few thought provoking mini case studies that we as licensees encounter each day in our quest to serve the public. You will experience a great deal of interaction and critical analysis with your peers as we explore both the letter and spirit of fair housing laws. Will some of our time be a reminder and review? Current trends and thinking on "hot topics" in fair housing are discussed.

March 15, 2018 **1:00 - 4:00 p.m.** **Kim Daugherty**
Code of Ethics (Pending Approval)
(3 Hrs Elective)

The jury is not out on the importance of the Code of Ethics...the Articles and Standards of Practice apply in every twist and turn of almost ALL transactions. The real estate maze for home buyers, sellers and real estate agents is laced with trying moments where cooperation and following the "Golden Rule" enhances outcomes for all. This course is an excellent opportunity to put some details of Code under the microscope. Take this course to refresh your knowledge and understanding of these important rules of the game.

March 27, 2018 **9:00 - 12:00 noon** **Annette Akey Panzek**
COR 1697 B: Marketing Mishaps & Mayhem - Common Legal Blunders Brokers Make in Marketing & Advertising
(3 Hrs Core B)

This course covers common marketing mistakes that violate various laws and create liability for brokers and sponsoring brokers. We will discuss ways to avoid violating the various federal, state and local laws regarding issues surrounding prospecting to advertising.

March 27, 2018 **1:00 - 4:00 p.m.** **Annette Akey Panzek**
RD 900: Real Estate Safety Matters: Safe Business = Smart Business
(3 Hrs Elective)

NAR Safety Course covering basic safety skills, internet/cybersecurity, open house & showing tips, client data security & other day-to-day safety issues. This can be paired with hands-on 1 hour self-defense course taught by Master Frank Panzek of Panzek Martial Arts for an extra fee.

For convenient home study or online options visit us on the web at www.SeeHouses.com

Registration Information

\$40.00 for CAAR members

\$45.00 for IR members \$55.00 for Non-Members

No written confirmation of class will be mailed. You will be notified if class is full. Registration begins one-half hour prior to class starting. Photo ID required. Late arrivals will not be admitted. Advance registration and payment is required.

Cancellation Policy: You may cancel your registration by providing twenty-four (24) hours advanced notice to the Association. If the required twenty-four notice is provided then you shall be allowed to apply your registration fee to any C.E. course offered during the next twelve (12) months. NO REFUNDS will be granted. If the required twenty-four (24) hour notice is not provided, there shall be NO CREDIT granted. Any individual not providing the necessary twenty-four (24) hour notice will be billed for the course.