

Registration form....

Name _____

Home Address _____

City _____ St _____ Zip _____

Work phone _____ Cell Phone _____

E-Mail Address: _____

Real Estate License # _____

Please Check One:

CAR Member IAR Member Non-Member

Total \$ _____

Check (payable to Capital Area REALTORS®)

Charge to: VISA MasterCard Discover

Number _____ Exp. _____

Signature Required _____

COURSE CHOICES (select those desired):

- 10/18 Code of Ethics (ETH 1518)
- 10/24 Developing a Marketing Plan (RB 714)
- 10/24 Risk Reduction & Technology... (TEC 1704)
- 11/17 Core A: Quiz Me... (COR 1644)
- 11/17 Core B: Disclose, Disclose... (COR 1640)

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 CAAR staff member to discuss your specific needs.

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

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 Association of REALTORS®

3149 Robbins Road
Springfield, IL 62704

Phone: 217.698.7000

www.SeeHouses.com



**Illinois REALTORS®
Licensing & Training Center**

**Capital Area
REALTORS®**

presents...



**2017 Fall
Schedule of IL Dept. of
Financial and Professional
Regulation approved
Real Estate Continuing
Education Courses**



2017 Fall Continuing Education Courses

October 18, 2017 **2:00 - 5:00 p.m.** **Kerry Kidwell**
ETH 1518 - Code of Ethics Overview (3 Hrs Elective)

Contains discussion of the entire Code of Ethics, the processing of ethics and arbitration complaints, plus classroom participation by attendees in mock hearing panels. This class satisfies the NAR requirement that all new and existing REALTORS have 3 hours of ethics training every 4 years.

(This course meets NAR's quadrennial requirement for Code of Ethics training.)

October 24, 2017 **9:00 - 12:00 p.m.** **Kerry Kidwell**
RB 714 - Developing a Marketing Plan (3 Hrs Elective)

When business is slow, do you just buy more magnetic business cards, or make a comment on social media, or do you really have a plan? How much money is spent on ads that don't bring in business? This course is designed around building a business plan and working your "sphere of influence" to get the greatest return on your marketing dollars. Also discussed is when to hire someone to help you market and sources of marketing materials. Of course, your marketing plan needs to meet all the guidelines of Federal and State laws which will also be referenced.

October 24, 2017 **1:00 - 4:00 p.m.** **Kerry Kidwell**
TEC 1704 - Risk Reduction and Technology (3 Hrs Elective)

How do technology tools sometimes lead to trouble? What laws affect real estate agents in their use of their "tech toys?" What should I put on Facebook®? Attend this class to get the answers! Includes lots of helpful websites!

November 17, 2017 **9:00 - 12:00 p.m.** **Kerry Kidwell**
COR 1644 - CORE A: Quiz Me - License Law, Escrow, Fair Housing and Agency (3 Hrs Core A)

This course covers the basics of the CORE A topics including Illinois License Law, agency, fair housing, and escrow. After completion of this course, the student should understand the basics of these topics as well as many of the recent changes in the License Law. Teams of students will put their heads together to solve the quizzes!

November 17, 2017 **1:00 - 4:00 p.m.** **Kerry Kidwell**
COR 1640 - Disclose! Disclose! Disclose! (3 Hrs Core B)

The purpose of this course is to familiarize agents about the Illinois Seller Disclosure Act and the form sellers need to complete. There will be discussion of what disclosures agents should, and should not, make in regards to Illinois License Law. The class will also contain instructions for completing the Lead Based Paint disclosure form as well as radon disclosure forms. Additionally the course will be to touch on various property problems such as flood zones, mine subsidence, stigmatized property and a variety of other problems.



Registration Information

\$40.00 for CAAR members

\$45.00 for IAR 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.

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