

Unlicensed Assistant Workshop

(March 16th: 9:00—12:00 noon)

What Tasks Can Unlicensed Assistants Legally Perform?

Instructor: Kerry Kidwell

Many real estate brokerage offices and/or teams hire unlicensed assistants to assist them in their day-to-day business activities. However, often times there is a fine line between what these unlicensed individuals are able to do. It is imperative that unlicensed individuals and those licensees that employ them have a clear understanding as to what duties they can legally perform. Allowing an unlicensed assistant to engage in activities which are indicated as activities requiring a license may result in discipline against the employing licensee.

- What is a personal assistant
- Who is responsible for their actions
- What is an unlicensed personal assistant
- What can an unlicensed assistant do and not do
- Assistant time management
- Agency and agency relationships in Illinois
- Anti-trust
- Confidential information
- Equal opportunity in housing
- Protected classes
- Advertising
- CAN-SPAM Act
- Regulation Z
- Interest rate ads
- Showing etiquette
- Unauthorized practice of law
- MLS rules and regulations

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Registration Information

Registration confirmations will be sent via email. Registration begins one-half hour prior to class starting. Advance registration and payment is required.

Cancellation Policy: NO REFUNDS will be granted for cancellation.

Important Notice: If you have any disabilities which require special accommodations, please identify those needs: _____