

BME 1804

Broker Management Continuing Education (12-Hour Mandatory Course)

Illinois REALTORS® Licensing & Training Center
Capital Area REALTORS®

Presents the
Continuing Education Course
Broker Management

BME-1804

(564003332)



April 8 & April 9, 2025

9:00 a.m. - 4:00 p.m. (both days)

**Attend in-person or remotely via Zoom.
There will not be a final exam however,
students attending remotely will be required to
use a video camera the entire time to
receive credit for attending.**

The 2024-2025 Broker Management CE course is written by REALTORS® for REALTORS® and has been updated to cover the latest issues with tips and strategies to run your brokerage/business. Topics include navigating the new normal post settlement, updating company policy, risk management systems, designated managing broker responsibilities, fair housing concerns, negotiating strategies, escrow issues, and conflict resolution escalation resources.



3149 Robbins Road
Springfield, IL 62707
217-698-7000
www.SeeHouses.com

Course Registration

Broker Management CE Registration Tuesday, April 8, 2025 & Wednesday, April 9, 2025

Instructor: Lynn Madison

Both Days: 9:00 a.m. - 4:00 p.m. (Lunch break approximately from noon - 1:00 p.m.)

Complete and return to:

Capital Area REALTOR® • 3149 Robbins Road • Springfield, IL 62704

Phone: 217-698-7000

or register online at: <https://mdweb.mmsi2.com/caar/>

Name: _____ RE License #: _____

Firm: _____

Business Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

Local Board of REALTORS®: _____ E-Mail: _____

REGISTRATION FEE

CAR Member \$159.00

IAR Member \$169.00

Non-Member \$179.00

TOTAL AMOUNT DUE: \$ _____

Check (payable to Capital Area REALTORS®)

Charge to: VISA MasterCard Discover

Number _____ Exp. _____

Signature Required _____

REMOTE ATTENDANCE:

Once you have registered and paid for the course Katie Karhliker will forward you a Zoom registration link.

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

(Registration conformations will be sent via email)

Registration Information

Registration conformations will be sent via email. 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 are required.

Cancellation Policy: You may cancel your registration by providing forty-eight (48) hour advanced notice to the Association. If the required forty-eight (48) hour notice is provided, then you shall be allowed to apply your registration fee minus a \$25 processing fee to any C.E. course offered during the next twelve (12) months. NO REFUNDS will be granted. If the required forty-eight (48) hour notice is not provided, there shall be NO CREDIT granted. Any individual not providing the necessary forty-eight (48) hour notice will be billed for the course.