

CONTINUING EDUCATION COURSES



ILLINOIS REALTORS®
Licensing & Training Center
 Real Estate Licensing & Continuing Education
 Your **TRUSTED SOURCE** for state-approved education.



LOCATION OF COURSES:
THREE RIVERS ASSOCIATION
303 SPRINGFIELD AVE, JOLIET
815.744.4520

NAR ETHICS DEADLINE >>> DECEMBER 31, 2018

REALTORS® are required to complete ethics training of not less than 2 hours, 30 minutes of instructional time within two-year cycles. The training must meet specific learning objectives and criteria established by the National Association of REALTORS®. The new two-year cycle began January 1, 2017. The deadline for this cycle is December 31, 2018.

<p>FRIDAY, JANUARY 19, 2018 9:00 A.M. TO 12:00 P.M. COURSE: Safeguarding the Consumers We Serve COR 16012 - 3 Hours of CORE A COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Chris Read DESCRIPTION: With the opportunity to serve the general public comes the responsibility to conduct business in ways that keep the best interests of the consumers we interact with as a primary objective. This course focuses on the compliance with license law, federal, state and local laws for fair housing not only for risk management goals, but also for enhancing professional relationships with clients and customers.</p>	<p>FRIDAY, JANUARY 19, 2018 1:00 P.M. TO 4:00 P.M. COURSE: Team Strategies for Performance and License Compliance RD 975 - 3 Hours of ELECTIVE COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Chris Read DESCRIPTION: Successful Team development is a science that can be learned. Research tells us with the right strategies, culture and leadership a team has a better chance to more quickly become a cohesive and productive unit. In today's market place there have been cases of teams operating in ways contrary to the License Law Act and Rules. This course will look at best practices for a team's strategic growth as well as risk management habits that will keep the team on the right track.</p>
<p>THURSDAY, JANUARY 25, 2018 9:00 A.M. TO 12:00 P.M. COURSE: Code of Ethics - It's Good Business ETH 1512 - 3 Hours of ELECTIVE COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Lynn Madison DESCRIPTION: The Code is our blueprint for professional, ethical behavior and it's required for all REALTORS®. We will cover the most recent changes to the Code as well as practical application of the Code in typical situations and analyze how situations could have been handled differently. We will cover the new Citation Program as well as the elements of professionalism in Pathways to Professionalism. Result: PROFESSIONALISM with fewer – or more if needed – complaints being filed.</p>	<p>THURSDAY, JANUARY 25, 2018 1:00 P.M. TO 4:00 P.M. COURSE: Agency in Action: It's More Than Just the Law COR 16022 - 3 Hours of CORE B COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Lynn Madison DESCRIPTION: This course helps the licensees understand that agency disclosure should be more than just disclosure. We need to make sure the clients understand WHAT we are disclosing – WHY we are disclosing and use the disclosures as the foundation of preparing our clients for the one of the most important decisions they make.</p>
<p>FRIDAY, FEBRUARY 16, 2018 9:00 A.M. TO 12:00 P.M. COURSE: CMA: The Market Says - We need to Listen! RB 744 - 3 Hours of ELECTIVE COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Lynn Madison DESCRIPTION: Whether we are representing buyers or sellers, one of our most important jobs is doing an accurate CMA and communicating that to the clients. We'll look at the steps involved in choosing the right comps, what creates value, how to effectively work with the appraiser and what to do if it doesn't appraise!</p>	<p>FRIDAY, FEBRUARY 16, 2018 1:00 P.M. TO 4:00 P.M. COURSE: Fair Housing, Agency, License Law & Escrow Runamuck Realty - The Final Episode COR 16021 - 3 Hours of CORE A COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Lynn Madison DESCRIPTION: This course looks at the areas of the license law that make agents most vulnerable and provides insight on how to avoid the problems.</p>
<p>WEDNESDAY, FEBRUARY 21, 2018 9:00 A.M. TO 12:00 P.M. COURSE: Legal Issues - Swinging with the Pendulum COR 1623 - 3 Hours of CORE B COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Chris Read DESCRIPTION: Ever since the housing industry went into crisis mode the number of legislative initiatives to "fix" things continues to set new record highs. As "loose" as the financing regulations were up until 2006, that pendulum has swung even further into the other direction. The regulatory environment of today is producing new laws and regulations every week at the federal, state and local levels. This course will focus on just a few of the historical and recent regulations that have the largest current impact on buyers and sellers in Illinois.</p>	<p>WEDNESDAY, FEBRUARY 21, 2018 1:00 P.M. TO 4:00 P.M. COURSE: Embracing an Ethics Environment ETH 1522 - 3 Hours of ELECTIVE COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Chris Read DESCRIPTION: Agents and companies that continuously demonstrate good business ethics will enjoy reputations of professional and ethics practices. Through situation analysis of real life events students will recognize how a commitment to the Code of Ethics will guide the best of business decisions. This course meets the NAR quadrennial requirement for ethics training.</p>

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ALL COURSES WILL BE HELD AT THREE RIVERS ASSOCIATION at 303 Springfield Ave, Joliet
For additional information call (815) 744-4520 or visit our website at www.trarealtors.net

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<p>FRIDAY, MARCH 9, 2018 9:00 A.M. TO 12:00 P.M. COURSE: Fair Housing, Agency, License Law and Escrow COR 1634 - 3 Hours of CORE A COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Norm Willoughby DESCRIPTION: This course meets the requirements for the new Core A curriculum of 3 hours required by the IL Department of Financial and Professional Regulation. It 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.</p>	<p>FRIDAY, MARCH 9, 2018 1:00 P.M. TO 4:00 P.M. COURSE: 411 on Commercial Real Estate: What you Need to Know COM 1003 - 3 Hours of ELECTIVE COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Norm Willoughby DESCRIPTION: If you would like a better appreciation for the complexity of commercial real estate transactions, you will enjoy this 3-hour video online course in conversational format. Two experts discuss some of the intricacies commercial brokers encounter that may be foreign to residential brokers. Learn what types of transactions to refer and gain a deeper appreciation for this fascinating extension of real estate practice.</p>
<p>FRIDAY, MARCH 23, 2018 9:00 A.M. TO 12:00 P.M. COURSE: Property Taxes in Illinois FI 1103 - 3 Hours of ELECTIVE COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Norm Willoughby DESCRIPTION: An introduction to the basic principles and concepts of the Illinois property tax system. Property taxes in Illinois are the major source of revenues for local units of government, schools and local taxing bodies and districts. Over the past 30 years, property taxes have become a major expense for property owners and can be an obstacle to ownership. The property tax system in Illinois is confusing, cumbersome and intimidating to most citizens. The purpose of this course is to give real estate agents a better understanding of the system and provide a simple approach to the basics of property taxes. The agent should then be able to better explain and provide information to their clients, when assisting them in a real estate transaction.</p>	<p>FRIDAY, MARCH 23, 2018 1:00 P.M. TO 4:00 P.M. COURSE: Legal Issues: Real Estate Auction - The Basics COR 1682 - 3 Hours of CORE B COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Norm Willoughby DESCRIPTION: This course is developed to assist real estate licensees to better understand the processes involved in offering real estate at auction. The course provides the history and licensing and regulations involved in real estate auctions in Illinois. It also provides specific facts and issues involved in real estate auctions.</p>
<p>FRIDAY, APRIL 6, 2018 9:00 A.M. TO 12:00 P.M. COURSE: Ethics in Real Estate ETH 1517 - 3 Hours of ELECTIVE COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Norm Willoughby DESCRIPTION: It provides a history of the Code of Ethics, a study of the Code of Ethics and Pathways to Professionalism. In addition, the student will learn the process of filing an ethics complaint and a request for arbitration and how it is adjudicated within the local board/association. Finally, the student will review case interpretations authorized by the National Association of REALTORS® and learn how the cases were evaluated and resolved.</p>	<p>FRIDAY, APRIL 6, 2018 1:00 P.M. TO 4:00 P.M. COURSE: Fair Housing, Agency, License Law and Escrow COR 1634 - 3 Hours of CORE A COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Norm Willoughby DESCRIPTION: This course meets the requirements for the new Core A curriculum of 3 hours required by the IL Department of Financial and Professional Regulation. It 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.</p>
<p>WEDNESDAY, APRIL 18, 2018 9:00 A.M. TO 12:00 P.M. COURSE: Legal Issues - Residential Leasing, Property and Association Management COR 1607 - 3 Hours of CORE B COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Chris Read DESCRIPTION: This course focuses on key issues and statutes that licensees, in "exercising reasonable skills and care" for Landlords and Tenants, need to be aware of when providing Residential Leasing and Property Management services. Students will also receive an overview of the Community Association Management Act and the penalties for unlicensed activity after October, 2012.</p>	<p>WEDNESDAY, APRIL 18, 2018 1:00 P.M. TO 4:00 P.M. COURSE: Contract Strategies for Success RB 725 - 3 Hours of ELECTIVE COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Chris Read DESCRIPTION: Licensees with a thorough understanding of contract legalities can play an important role in proactively positioning their clients for a more successful transaction. This course will help both Buyer Agents and Listing Agents to professionally assist their clients make timely decisions and actions that are in the best interest of a smooth transaction versus firefighting crisis issues.</p>
<p>MONDAY, APRIL 23, 2018 9:00 A.M. TO 12:00 P.M. COURSE: It's Time For a Checkup COR 1615 - 3 Hours of CORE A COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Lynn Madison DESCRIPTION: Make an appointment to have a 'checkup' to be sure you are on top of what the license law and agency requirements are relative to issues in today's market. A bit of prevention to ensure you are handling escrow funds and contracts on distressed properties correctly as well as a shot or two of info on the protocols of submitting offers, Minimum Services - as well as commission issues - may be a review - but it's a whole lot better than the 'medicine' you'll need if don't know how to handle these situations.</p>	<p>MONDAY, APRIL 23, 2018 1:00 P.M. TO 4:00 P.M. COURSE: Pitfalls & Possibilities: Presenting & Negotiating Contracts RB 707 - 3 Hours of ELECTIVE COST: \$35 Members/ \$50 Non-Members INSTRUCTOR: Lynn Madison DESCRIPTION: It is critical that a professional real estate practitioner know what their responsibilities and duties are in the important step of presenting and negotiating their client's offers. This course looks at the Code of Ethics for the guidelines we need to help our buyers and sellers in negotiating. We'll discuss state laws as applicable and through case studies we'll explore common difficult situations and how to resolve them.</p>

The Illinois Association of REALTORS® requires all providers of continuing education to establish a comprehensive registration policy. The following are guidelines that will govern registrants at all Three Rivers Association of REALTORS® continuing education (C.E.) courses.

1. All reservations for continuing education classes must be in advance of class. Since printed material for each attendee must be ordered in advance, on-site registration may not be accepted. Only those who are properly registered will gain admittance.
2. Because all records are being maintained in an individual's name, the TRAR cannot accept any name substitutions. All C.E. records will reflect only the person who registered and not the individual who is attempting to take someone's place.
3. All reservation must be accompanied with the appropriate amount of money as indicated for each class.
4. In order to receive C.E. credit, each attendee is required to be present for the entire presentation (3 hours) and complete the final exam (1/2 hour) as proctored by the instructor. A minimum score of 70% is required to meet the State of Illinois requirements.
5. For your protection and the accuracy of our records required under the License Law, the class proctor may require you to produce proper photo identification.
6. Each attendee is responsible for the following:
 - a. The total number of C.E. credit hours earned to date. TRAR does not maintain a master database for each attendee.
 - b. If attending regional or national meetings which advertise C.E. sessions for Illinois, each member must independently ascertain if the class and instructor meet the requirement in Illinois, only the Illinois Department of Financial and Professional Regulation will be able to answer that questions (217) 785-9300.
 - c. Upon renewal of your License with the State of Illinois, each Licensee is responsible for supplying that Department with the necessary information required. The TRAR will not have additional certificates available for issue on demand or need. A fee of \$10.00 is required to order certificates. It is the responsibility of the attendee to see that no class number is repeated in any one license period. The Department will only give credit for one class.
7. **Cancellation Policy:**
 - a. All cancellations must be received via email to jacki@trarealtors.net 48 hours prior to the scheduled class to obtain a credit to take a replacement class.
 - b. All cancellations received less than 48 hours before the class will forfeit the registration fee. TRAR cannot admit any individual attempting to take the place of another.
 - c. Failure to attend the class as scheduled will result in the automatic forfeiture of the registration fee. Failure to stay for the entire class, taking unauthorized breaks, or your refusal to take the course exam will also result in the forfeiture of your registration fee.
8. **LATE ARRIVALS WILL NOT BE ADMITTED UNDER ANY CIRCUMSTANCES.**
9. **ALL PAGERS AND PHONES MUST BE TURNED OFF AND NO RECORDING DEVICES WILL BE ALLOWED.**

REGISTRATION FORM

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ TRAR MLS# _____

LOCAL ASSOCIATION NAME _____

REAL ESTATE LIC. # _____ Cell Phone # _____

EMAIL ADDRESS _____

I WISH TO ATTEND AND REGISTER FOR THE FOLLOWING CONTINUING EDUCATION CLASSES (please check)

- | | |
|--|---|
| ___ 01/19/18 9 A.M. to 12 P.M. COR 16012 - CORE A Chris Read | ___ 01/19/18 1 P.M. to 4 P.M. RD 975 - ELECTIVE Chris Read |
| ___ 01/25/18 9 A.M. to 12 P.M. ETH 1512 - ELECTIVE Lynn Madison | ___ 01/25/18 1 P.M. to 4 P.M. COR 16022 - CORE B Lynn Madison |
| ___ 02/16/18 9 A.M. to 12 P.M. RB 744 - ELECTIVE Lynn Madison | ___ 02/16/18 1 P.M. to 4 P.M. COR 16021 - CORE A Lynn Madison |
| ___ 02/21/18 9 A.M. to 12 P.M. COR 1623 - CORE B Chris Read | ___ 02/21/18 1 P.M. to 4 P.M. ETH 1522 - ELECTIVE Chris Read |
| ___ 03/09/18 9 A.M. to 12 P.M. COR 1634 - CORE A Norm Willoughby | ___ 03/09/18 1 P.M. to 4 P.M. COM 1003 - ELECTIVE Norm Willoughby |
| ___ 03/23/18 9 A.M. to 12 P.M. FI 1103 - ELECTIVE Norm Willoughby | ___ 03/23/18 1 P.M. to 4 P.M. COR 1682 - CORE B Norm Willoughby |
| ___ 04/06/18 9 A.M. to 12 P.M. ETH 1517 - ELECTIVE Norm Willoughby | ___ 04/06/18 1 P.M. to 4 P.M. COR 1634 - CORE A Norm Willoughby |
| ___ 04/18/18 9 A.M. to 12 P.M. COR 1607 - CORE B Chris read | ___ 04/18/18 1 P.M. to 4 P.M. RB 725 - ELECTIVE Chris read |
| ___ 04/23/18 9 A.M. to 12 P.M. COR 1615 - CORE A Lynn Madison | ___ 04/23/18 1 P.M. to 4 P.M. RB 707 - ELECTIVE Lynn Madison |

Payment is required at the time of registration.

I am a: Member

Non-Member

Cost: Members - \$35 each course / Non-members - \$50 each course

Payment Enclosed: \$ ___ cash \$ ___ check \$ ___ Visa \$ ___ MasterCard \$ ___ Discover \$ ___ AmEx

Credit Card No. _____ Exp. Date _____

SIGNATURE (for charge authorization) _____

Do you have any disabilities which require special accommodations? If so, please identify _____