

Required Course Options

COR1900 Illinois 4-Hour Core
4 Hours

Instructor: **Lynn Madison,
Annette Panzek, or Chris Read**
Category: **Mandatory Core**

In the best interests of protecting the public that licensees serve, the CORE Education curriculum is designed to address License Law, Agency duties, Fair Housing Laws, Advertising issues, and Escrow obligations, along with changes and trends in the Industry. Subject areas are aimed at preventing violations to the Real Estate License Act. Through case studies, polling questions and discussions, students will recognize risk management procedures as well as best practices for successful client experiences.

RD982 Sexual Harassment Prevention
& R.E. Safety
2 Hours

Instructor: **Lynn Madison,
Annette Panzek, or Chris Read**
Category: **Elective**

This two-hour elective course is designed to meet the requirements of sexual harassment prevention training required for all IDFPR licensees. In addition, it provides the student with information and training for safe interaction with the public in real estate transactions.

Elective Course Options

ENV1227 High Performing Homes
3 Hours

Instructor: **Pamela Brookstein**
Category: **Elective**

This class offers information and resources that enable real estate agents to identify and address high-performing homes in the residential real estate market. Topics include an overview of the Chicago area high-performance housing market, a review of the features that contribute to performance and details on incentives and rebates available for clients looking to upgrade their homes. The class also provides guidance for listing and marketing these homes so that the value is visible to buyers, sellers and appraisers.

ENV1233 Solar For Real Estate Agents
3 Hours

Instructor: **Pamela Brookstein**
Category: **Elective**

Solar for Real Estate Agents provides the tools real estate professionals need to properly communicate the value of solar energy systems in the residential real estate market. Agents that complete the class will be able to differentiate themselves by serving as the source of information on solar.

ETH1511 Ethics in the Field
3 Hours

Instructor: **Annette Panzek**
Category: **Elective**

This course will cover how the REALTOR® Code of Ethics affects a REALTOR's® day-to-day business and its impact on our industry and how our business is perceived by the general public. Using case studies and examples, this course will explain the Code of Ethics and how it relates to a REALTOR's® business. At the end of the course, students should be able to cite key components of the Code of Ethics and know what to do when unethical behavior is witnessed or there is a dispute about money.

Elective Course Options

ETH1512 The Code of Ethics: It's Good Business
3 Hours

Instructor: **Lynn Madison**
Category: **Elective**

Keeping up to date on what is required of us as REALTORS® – and in a bigger picture – what the consumer has come to expect of all real estate practitioners – is a critical part of our job. This course looks at those areas of the Code of Ethics that are most often cited by buyers and sellers and how the agents need to change their procedures to comply.

ETH1513 Understanding Ethics, Diversity,
Inclusion & You
3 Hours

Instructor: **Kimberly Trimmel**
Category: **Elective**

This course provides real estate leasing agents, brokers and managing brokers with reliable references for guidance in dealing with complex ethical issues while working in today's marketplace. In an effort to meet the needs of having individuals participate in the real estate business and bring their full selves to work, this course also folds in the need to examine the effect and positive impact of a diverse and inclusive work environment.

ETH1516 Commitment to the Code
3 Hours

Instructor: **Chris Read**
Category: **Elective**

REALTORS® committed to the Spirit of the Code of Ethics display competency, fairness and integrity while serving their clients and working cooperatively with other professionals. This course will provide an overview of the Code aspirations, history and enforcement procedures. Through situational analysis of real market events, students will recognize that good business decisions start with a commitment to the REALTOR® Code of Ethics.

Elective Course Options

FH303 Working with Housing Vouchers
3 Hours

Instructor: **Annette Panzek**
Category: **Elective**

This course will give a detailed overview of the Housing Choice Voucher Program (Section 8) that is used in all parts of the state to help families obtain affordable housing. Students will learn how the HCV program works from both the tenant & landlord perspective. Students will learn how rent calculations are made and how to identify common inspection issues. Paperwork for tenant, landlord, and unit approval will be reviewed. Through both lecture and interactive scenarios, students will finish the course understanding the HCV program.

FH116 Financing Facts & Fiction
3 Hours

Instructor: **Chris Read**
Category: **Elective**

Assisting consumers to reach their homeownership goals is such an important part of what we do. This course focuses on the residential mortgage market, conventional and non-conventional arena along with facts and skills that will help provide more opportunities to proactively position clients for successful purchases, sales and closings.

LL100 License Law: Runamuck Realty: Epilogue
3 Hours

Instructor: **Lynn Madison**
Category: **Elective**

The last time we visited Runamuck they were being sued and in trouble with IDFPR. Let's look at them again to see if they've learned their lessons (hint - probably not!) This course looks at the areas of the license law and client duties and make agents most vulnerable and how to avoid the problems.

Elective Course Options

PM605 Legal Issues for Leasing, Property and
Association Management
3 Hours

Instructor: **Chris Read**
Category: **Elective**

This course focuses on key issues and statutes that licensees in “exercising reasonable skill 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.

RB703 Navigating Offers & Sales Contracts
3 Hours

Instructor: **Annette Panzek**
Category: **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 and the REALTOR® Code of Ethics, contract negotiations, handling multiple offers, contingencies, disclosures, backup offers, contract default procedures, earnest money, and escrow requirements. Buyer love letters, escalation clauses, and other offer issues will be discussed.

RB707 Pitfalls & Possibilities – Presenting and
Negotiating Contracts
3 Hours

Instructor: **Lynn Madison**
Category: **Elective**

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.

Elective Course Options

RB710 Home Staging for the Real Estate Professional
3 Hours of C.E./4 hours of class time

Instructor: **Julea Joseph**
Category: **Elective**

This is a one day comprehensive and educational certification program which introduces a real estate license to the services and procedures of home staging. Participants receive insight on the advantages of integrating staging services in a real estate business and have the opportunity for actual hands-on staging in a unique staging studio. This is a Mainstreet certification recognized by MRED; however, it is not an NAR approved certification.

RB715 Risk Management Remix for Today's
Market
3 Hours

Instructor: **Lynn Madison**
Category: **Elective**

Looking out for our client's best interest is the first defense in controlling our risk. This course looks at what is expected of us in a transaction, how to minimize risk by maximizing our commitment to our clients and how to prevent the worst from happening.

RB725 Contract Strategies for Success
3 Hours

Instructor: **Chris Read**
Category: **Elective**

Licenses 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.

RB770 Be at the Helm – Navigating Sales
Contracts, Offers, Contingencies & Escrow
3 Hours

Instructor: **Annette Panzek**
Category: **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 and the REALTOR® Code of Ethics, contract negotiations, handling multiple offers, contingencies, disclosures, back up offers, contract default procedures, earnest money, and escrow requirements.

Elective Course Options

RB771 Marketing Mishaps & Mayhem
3 Hours

Instructor: **Annette Panzek**
Category: **Elective**

This course will address the common marketing mistakes that Brokers make when advertising their business & property for sale. Prospecting for business ethically & legally will be covered as well as various federal & state laws affecting advertising. Copyright infringement, use of vendors to offset costs, and the role of the managing broker & brokerage in advertising will also be covered.

RB778 Rental Realities
3 Hours

Instructor: **Annette Panzek**
Category: **Elective**

This course will cover the nuances that renting residential property poses to the real estate licensee. Students will learn how the same license law issues that apply to sales also apply to rentals and the specific instances where they may find themselves in similar, yet different situations. Leasing Agent license rules will also be addressed. Special focus will be spent on Fair Housing since the majority of violations stem from rental property. Use of credit reports and other consumer reports will also be addressed. Fair housing issues include tenant screening, use of credit & criminal background reports, assistance animals, reasonable accommodations, advertising and other hot rental topics. Escrow issues, security deposit laws and disclosure laws are also discussed.

RB789 Transaction Systems & Supervision
3 Hours

Instructor: **Chris Read**
Category: **Elective**

From contract to close, systems of best practices when organized and followed in a consistent manner are vital components of fabled service. This course will provide examples of systems successful agents follow and techniques that designated Managing Brokers and Team Leaders can adopt for risk management and supervision compliance practices.

Elective Course Options

RD903 Versatility: Social Style Communication
3 Hours

Instructor: **Lynn Madison**
Category: **Elective**

Buying or selling a home is the largest single investment most people make in their lives. They are under stress and don't fully understand the process. Our job is to make it as easy for them as possible and tuning in to their needs for how they want the transaction to go is critical. Join us as we look at the basic social styles, how each of them approaches the buying and selling process and how we can make their process easier.

RD905 Compensation & Clients: Disclose it!
Earn it! Keep it!
3 Hours

Instructor: **Lynn Madison**
Category: **Elective**

Learn the requirements for disclosure of compensation and the reasons why disclosure needs to be disclosed to both the buyers and sellers. Analyze situations that commonly occur in the business and how to handle them so compensation disputes are kept to a minimum.

RD908 Conflict Resolution
3 Hours

Instructor: **Chris Read**
Category: **Elective**

REALTORS® adhering to the Code of Ethics have pledged to high standards of cooperation with their fellow licensees. When conflicts arise, resolution efforts are highly recommended for the more immediate agreeable solutions as well as better long-term relationships. This course will highlight and compare certain rights licensees have as outlined in the Code of Ethics, Illinois License Law, local MLS Rules and Regulations and NAR MLS policies. Also covered is an overview of various options for formal dispute resolution including the complaint filing process with IDFPR, Ethics and Arbitration hearings, Mediation, Ombudsman and the IR Citation

Elective Course Options

RD932 Assistance Animals in Rental Housing and
Community Associations
3 Hours

Instructor: **Annette Panzek**
Category: **Elective**

Assistance animals have become a hot topic in housing. Many associations, landlords, property managers and real estate professionals do not know how to handle the situation when someone with a disability requests a reasonable accommodation for their animal. This course will cover the federal & state regulations that relate to these animals in housing situations and where those who feel they have been discriminated against can go for help.

RD938 Game On: Getting to Closing
3 Hours

Instructor: **Lynn Madison**
Category: **Elective**

One of the most important jobs we have for our clients is getting their transaction to closing. This course looks at the common reasons why transactions fail and what we as licensees can do to ensure this doesn't happen to our buyers and sellers.

RD945 Today's Buyers & Sellers: What They
Need To Know
3 Hours

Instructor: **Lynn Madison**
Category: **Elective**

Today's buyers and sellers are bombarded with data and influences that impact their perception of the real estate transaction and the market. This course shows students how to use their MLS statistical data to keep their clients up to date on the reality of the market to assist their clients in what is arguably the most important transaction of their lives.

RD975 Team Strategies for Performance
3 Hours

Instructor: **Chris Read**
Category: **Elective**

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 marketplace 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.