

LICENSE RENEWAL INFORMATION

BROKER RENEWAL REQUIREMENTS

LICENSE ISSUE DATE PRIOR TO 11.01.19

Total of 12 hours of continuing education (CE), including 1 hour of Sexual Harassment Prevention training.

All credits must be completed between October 1, 2020 and April 30, 2022.

- Must include a minimum 4 hours of Core CE credits and 8 hours of elective CE credit.
- Electives must include 1 hour of Sexual Harassment Prevention training.
- REALTORS® must include Code of Ethics (NAR, IR, or PAAR) every three years. The upcoming deadline is 12.31.21. This can be counted towards electives.

LICENSE ISSUE DATE BETWEEN 11.01.19 AND 10.31.21

Total of 45 hours of Broker Post-License education.

All credits must be completed on or before April 30, 2022.

- The 45-hour Broker Post-License curriculum will consist of three 15-hour courses, each course contains a final exam.
- Courses included are as follows: 15-hour Transactional Issues course, 15-Hour Applied Brokerage Principles course, and 15-hour Risk Management & Discipline course (1 hour of Sexual Harassment Prevention training is included).
- REALTORS® must include Code of Ethics (NAR, IR, or PAAR) every three years. The upcoming deadline is 12.31.21.

LICENSE ISSUE DATE ON OR AFTER 11.01.21

Total of 45 hours of Broker Post-License education.

All credits must be completed on or before April 30, 2024.

- The 45-hour Broker Post-License curriculum will consist of three 15-hour courses, each course contains a final exam.
- Courses included are as follows: 15-hour Transactional Issues course, 15-Hour Applied Brokerage Principles course, and 15-hour Risk Management & Discipline course (1 hour of Sexual Harassment Prevention training is included).
- REALTORS® must include Code of Ethics (NAR, IR, or PAAR) every three years. The upcoming deadline is 12.31.21.

MANAGING BROKER RENEWAL REQUIREMENTS

LICENSE ISSUE DATE PRIOR TO 02.01.21

Total of 24 hours of continuing education (CE).

All credits must be completed between May 1, 2021 and April 30, 2023.

- Must include the 12-HR Broker Management course.
- Minimum 4 hours of Core CE credits and 8 hours of elective CE credit.
- Must include 1 Sexual Harassment elective.
- Must include Code of Ethics (NAR, IR, or PAAR) every three years. The upcoming deadline is 12.31.21. This can be counted towards electives.

LICENSE ISSUE DATE BETWEEN 02.01.21 AND 01.31.23

Total of 12 hours of continuing education (CE).

All credits must be completed between May 1, 2021 and April 30, 2023.

- Minimum 4 hours of Core CE credits and 8 hours of elective CE credit.
- Must include 1 Sexual Harassment elective.
- Must include Code of Ethics (NAR, IR, or PAAR) every three years. The upcoming deadline is 12.31.21. This can be counted towards electives.

LICENSE ISSUE DATE AFTER 02.01.23

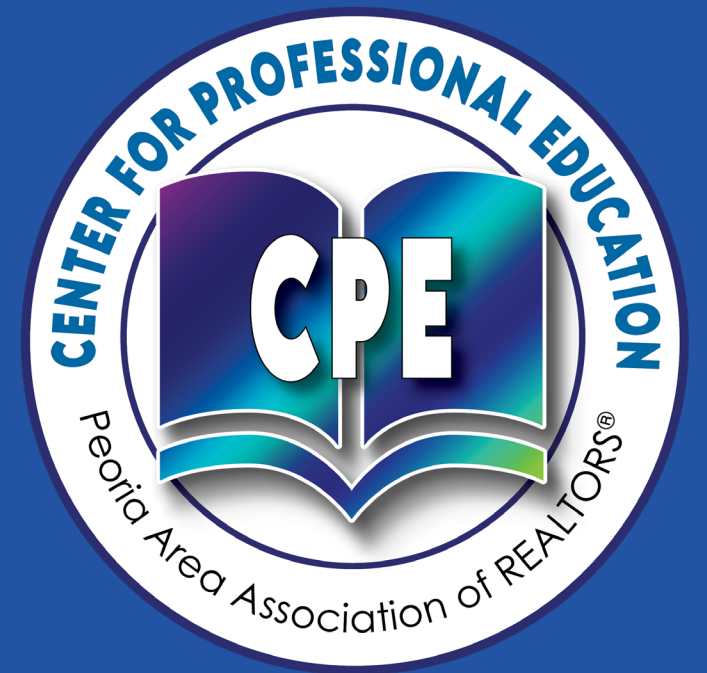
You do not need to renew your license in 2023. Your license renewal deadline is April 30, 2025.

- Must renew Code of Ethics (NAR, IR, or PAAR) every three years. The upcoming deadline is 12.31.21.

CODE OF ETHICS

REALTORS® must complete Code of Ethics training every 3 years. PAAR does not accept third party school courses for this requirement. The current deadline is 12.31.21. Courses are listed in this catalog and count toward elective credit.

Code of Ethics training is not required for those who are not members of the National Association of REALTORS®.



EDUCATION

2021 - 2022

PAAR's Center for Professional Education was founded with the goal of fostering professional development for brokers and managing brokers in the Greater Peoria Area. The school has grown and evolved to include technology-focused training, regular training events and a well curated catalog of relevant in-person, virtual and online classes for today's real estate professionals.

COMPLETE PACKAGES

LIVE CLASSROOM OR LIVE VIRTUAL (NO EXAM)

OCTOBER PACKAGE 10.18.21 & 10.19.21

Complete 12 hours of CE with a focus in lawsuits against agents and fair housing including Core, Sexual Harassment Prevention and NAR Code of Ethics.

Date	Time	Course	CE Hrs.	Instructor
10.18.21	8:30A-12:30P	C100 CORE	4	K. Kidwell
	1:30P-3:30P	E201 Fair Housing & Sexual Har.	2	K. Kidwell
10.19.21	9:00A-12:00P	E611 Dirty Dozen	3	K. Kidwell
	1:00P-4:00P	E300 Code of Ethics	3	K. Kidwell

TOTAL 12 Hrs.

DECEMBER PACKAGE 12.08.21 & 12.09.21

Complete 12 hours of CE with a focus in contracts and fair housing including Core, Sexual Harassment Prevention and NAR Code of Ethics.

Date	Time	Course	CE Hrs.	Instructor
12.08.21	8:30A-12:30P	C100 CORE	4	K. Kidwell
	1:30P-3:30P	E201 Fair Housing & Sexual Har.	2	K. Kidwell
12.09.21	9:00A-12:00P	E300 Code of Ethics	3	K. Kidwell
	1:00P-4:00P	E411 Contracts	3	S. Grider Whitehurst

TOTAL 12 Hrs.

FEBRUARY PACKAGE 02.09.22 & 02.10.22

Complete 12 hours of CE with a focus in contracts, communication and negotiation including Core and Sexual Harassment Prevention. ***Excludes NAR Code of Ethics**

Date	Time	Course	CE Hrs.	Instructor
02.09.22	9:00A-12:00P	E411 Contracts	3	S. Grider Whitehurst
	12:30P-1:30P	E711 Comm. in RE	1	K. Trimmel
	2:00P-4:00P	E512 Negotiation 2	2	K. Kidwell
02.10.22	8:30A-12:30P	C100 CORE	4	K. Kidwell
	1:30P-3:30P	E201 Fair Housing & Sexual Har.	2	K. Kidwell

TOTAL 12 Hrs.

NOVEMBER PACKAGE 11.03.21 & 11.04.21

Complete 12 hours of CE with a focus in contracts and fair housing including Core, Sexual Harassment Prevention and NAR Code of Ethics.

Date	Time	Course	CE Hrs.	Instructor
11.03.21	9:00A-11:00A	E201 Fair Housing & Sexual Har.	2	K. Kidwell
	12:30P-4:30P	C100 CORE	4	K. Kidwell
11.04.21	9:00A-12:00P	E300 Code of Ethics	3	K. Kidwell
	1:00P-4:00P	E411 Contracts	3	S. Grider Whitehurst

TOTAL 12 Hrs.

JANUARY PACKAGE 01.12.22 & 01.13.22

Complete 12 hours of CE with a focus in lawsuits against agents, fair housing, communication and negotiation including Core and Sexual Harassment Prevention. ***Excludes NAR Code of Ethics**

Date	Time	Course	CE Hrs.	Instructor
01.12.22	9:00A-12:00P	E611 Dirty Dozen	3	K. Kidwell
	12:30P-1:30P	E711 Comm. in RE	1	K. Trimmel
	2:00P-4:00P	E511 Negotiation 1	2	K. Kidwell
01.13.22	9:00A-11:00A	E201 Fair Housing & Sexual Har.	2	K. Kidwell
	12:30P-4:30P	C100 CORE	4	K. Kidwell





TOTAL 12 Hrs.

ADDITIONAL LAST MINUTE INDIVIDUAL CLASSES

Date	Time	Course	CE Hrs.	Instructor
03.09.22	9:00A-11:00A	E201 Fair Housing & Sexual Har.	2	K. Kidwell
	12:30P-4:30P	C100 CORE	4	K. Kidwell
03.10.22	9:00A-12:00P	E611 Dirty Dozen	3	K. Kidwell
04.20.22	9:00A-11:00A	E511 Negotiation 1	2	K. Kidwell
	2:00P-4:00P	E512 Negotiation 2	2	K. Kidwell
04.21.22	8:30A-12:30P	C100 CORE	4	K. Kidwell
	1:30P-2:30P	E200 Sexual Har.	1	K. Kidwell

*ALL CLASSES MAY BE
TAKEN INDIVIDUALLY
OR AT A DISCOUNTED
PACKAGE RATE.

COURSE DESCRIPTIONS

Course Number	Course Name	Description	Instructor	CE Hrs.
C100	4-Hour Core-Your Core Quiz	This 4-hour course meets the requirement for the Core portion of IL continuing education and includes license law, agency, brokerage agreements, disclosure, escrow, fair housing and advertising. It will be taught in a small group format.	Kerry Kidwell	4 Hour Core
E200	Sexual Harassment Prevention	A look at some everyday situations that could be looked at as sexual harassment. Includes do's and don'ts for agents and managers. This course fulfills the 1-hour requirement for all Illinois professionals.	Kerry Kidwell	1 Hour Elective
E201	Fair Housing Update & Sexual Harassment Prevention Training	An update on fair housing, assistance animals, and sexual harassment. This course will examine where the real estate industry stands in this time of racial and cultural turmoil as well as training resources for agents on this topic. Also included is an update on assistance animals from HUD and the 1-hour sexual harassment requirement for Illinois licensees.	Kerry Kidwell	2 Hours Elective
E300	Code of Ethics-Overview	This is an overview of the REALTOR® Code of Ethics. The student who completes this class will have a thorough knowledge of how the Professional Standards process works, as well as knowledge of all the Articles and Standards of Practice. Besides providing 3 hours of IL elective CE credit for all agents, it also fulfills the upcoming triannual requirement for those who are REALTORS®. (Deadline is Dec. 31, 2021)	Kerry Kidwell	3 Hours Elective
E411	RE Sales Contracts - Key To A Successful Sale	This course will review the essential elements of a valid contract, the process of writing and accepting the contract and possible contract contingencies. The course will review Multiple Offer Situations and the buyer and seller options. The course will also reference the Peoria Area Association of REALTORS® and the Peoria Bar Association Approved contract.	Sheryl Grider Whitehurst	3 Hours Elective
E511	Negotiating Part 1	This course is Part 1 of a 2 -part series on negotiation. It is recommended, but not required, that the student also takes Part 2. This part will cover opportunities to negotiate, styles of negotiating, information gathering to make a better negotiator and common negotiating techniques.	Kerry Kidwell	2 Hours Elective
E512	Negotiating Part 2	This is Part 2 of a 2 -part series on negotiation. It is recommended, but not required, that the student also takes Part 1. This part will cover basic negotiation facts, overcoming objections and scripts/techniques that can be used in negotiation in a variety of real estate related situations.	Kerry Kidwell	2 Hours Elective
E611	The Dirty Dozen	12 Ways to Get Sued . . . and how to avoid them! This class is a look at areas that are common sources of lawsuits against real estate agents and real estate companies and how to avoid them. Some material has been taken from studies performed by the National Association of REALTORS®, as well as E & O companies.	Kerry Kidwell	3 Hours Elective
E711	The Perfect Path - Understanding Communication in Real Estate	This course provides real estate leasing agents, brokers, and managing brokers with reliable references for guidance in dealing with complex communication issues while working in today's ever-changing marketplace. In an effort to meet the needs of communicating effectively in a fast-paced multi offer environment, this course will equip you to communicate and connect with clients, other agents, vendors and your team in the marketplace.	Kimberly Trimmel	1 Hour Elective
LUNCH PROVIDED BY		 CEFCU Not a bank. Better. .  Flat Branch FIVE BRANCHES  Hometown Community Banks A Division of Hometown Community Bank  INB We Make Banking Easy inb.com		

INSTRUCTORS



Kerry Kidwell
AHWD, CNE, GRI, ePRO



Sheryl Grider Whitehurst
ABR, CRB, GRI, ePRO



Kimberly Trimmel
AHWD, SFR

ONLINE/SELF-STUDY OPTION (EXAM REQUIRED)



The CE Shop offers education for the following:

- **CE for Brokers & Managing Brokers**
- **Post-Licensing for Brokers**
- **Pre-Licensing for Brokers & Managing Brokers**
- **Exam Prep for Brokers**

Online/Self Study learning is delivered online through PAAR CPE in conjunction with The CE Shop. The CE Shop is an approved Illinois provider.

Incomplete/Expired Courses. Online/Self-Study course expiration dates vary by course but are generally one year after order date. Each individual course will have an expiration date listed in your account.

Exam. Passing a final exam is not required to receive continuing education credit in Illinois, therefore our system is set up so that final exams can be passed with a 0% passing score.

Certificate. Immediately upon real estate course completion, The CE Shop will provide students with an electronic copy of the course certificate of completion. Certificates will remain in your account for a minimum of five years, should you need additional copies later. Please refer to your renewal application to determine if you need to submit your certificate(s) of completion with your renewal. Course completion dates are recorded using Central Standard Time. Please note that the date on your certificate of completion will reflect this. The state requires schools to report course completions within ten days from the course completion date. Course completions will be reported within this time frame.

● PARTICIPATION ● POLICIES

Attire. Dress appropriately. While allowing for comfortable attire, good taste is expected and required. Business casual is always appropriate.

PAAR CPE Cancellation Policy. If PAAR Center for Professional Education must cancel class for any reason you may transfer to another course date, pending course availability, within 60 days of the canceled course date. If a transfer email is not received within 60 days of the canceled course date, the option to transfer will expire.

Instructor Substitute Policy. When unplanned events take place, it is always preferable to find a substitute instructor rather than cancel a class. For this reason, we make no guarantee as to who an instructor will be.

Attendance & Receiving Credit. Payment is required at the time of registration. If payment is not made at the time of registration, this will result in removal from the course. Physical or virtual live attendance for the entirety of the class is mandated by state law to receive credit. Late arrivals are disruptive to students and the instructor. Students **MUST** be on time for all required class sessions to receive credit for the class. Be prepared to provide a photo ID at class check-in. The state requires an attendance sheet at every class, please remember to sign in.

Class Check-In/Check-Out. Class check-in is approximately 30 minutes prior to the start of the class. Please be aware that in some cases classroom facilities are locked until the start of check-in. Check-in/Registration will NOT be held past the stated class start time. If you have registered for a class, please present your photo ID at check-in. You will be given a pre-printed badge for classroom attendance. Keep your badge with you during the day. Scan your badge at the iPad at Check-In/Check-Out intervals to receive credit for attendance. Virtual attendance is tracked via Zoom.

Conduct.

The following list is not all-inclusive and any behavior considered inappropriate, disruptive, non-cooperative or abusive is subject to disciplinary action. Students dismissed from a course forfeit their tuition and the ability to reschedule or transfer.

Electronic Devices. All electronic devices must be on silent while class is in session. Students may not receive or make phone calls, emails, or text messages while class is in session, except for emergencies, in which case the instructor should be alerted.

Behavior. PAAR leadership and staff, in conjunction with your instructor retain the right to dismiss a student from a course for any of the following reasons.

- Failure to turn off personal and/or business electronic devices (phones, pagers, laptops, etc.) as directed.
- Reading unrelated materials during class time including smartphones or similar devices.
- Talking during instructor lecture.
- Activities considered uncooperative, abusive, or otherwise disruptive in any way.
- Cheating on an exam, giving, or receiving help during a required exam or suspected of doing so.
- Attempting to record final exam questions or answers or suspected of doing so.
- Attempting to take the course for someone else or suspected of doing so.
- Harassing or abusive conduct (physical and/or verbal) to fellow student(s), instructor(s), speakers, association staff, association members or guests at any time, before, during or after a class.
- Failure to follow COVID-19 safety procedures.

Certificates of Completion and Course

Transcripts. You will receive an e-mail with information on how to print your course transcript from the portal within ten (10)

business days of the completion of your course. Keep these documents in a safe place, you will need them when you apply for your state license and/or should you ever be audited by IDFP.

COVID-19 Safety Procedures. Do not come to class if you have any COVID-19 symptoms (Per CDC Guidelines):

- Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Cancellations
- If you are experiencing symptoms related to COVID-19 or have been in contact with someone experiencing symptoms related to COVID-19, you will not be admitted to class. In this instance, the school must receive written notification of a student's cancellation a minimum of 24 hours prior to the start of the course, for the student to receive a full refund. All written notifications must be emailed to education@paarealtors.com.
- Transfers
- Registered/attending students experiencing COVID-19 related symptoms must notify the school within 24 hours to be eligible for a course transfer. Registration fees can be transferred to another course date, pending course availability, within 60 days of the initial course date. If a transfer email is not received within 60 days of the initial course date, the option to transfer will expire.

No Shows. In the event of a no show, no email, no call, the student forfeits their registration fee. DO NOT show up to class if you have been exposed to COVID-19. Contact us immediately to arrange next steps.

REGISTRATION FORM

***ALL CLASSES MAY BE TAKEN INDIVIDUALLY OR THE DISCOUNTED PACKAGE RATE.**

	Date	Live	Zoom	Course Code	CE Hours	PAAR Member Price	Member Pkg. Price	Non-PAAR Member Price
OCTOBER PACKAGE	10.18.21	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00	\$150.00	\$55.00
	10.18.21	<input type="radio"/>	<input type="radio"/>	E201	2	\$35.00		\$45.00
	10.19.21	<input type="radio"/>	<input type="radio"/>	E611	3	\$40.00		\$50.00
	10.19.21	<input type="radio"/>	<input type="radio"/>	E300	3	\$40.00		\$50.00
NOVEMBER PACKAGE	11.03.21	<input type="radio"/>	<input type="radio"/>	E201	2	\$35.00	\$150.00	\$45.00
	11.03.21	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00		\$55.00
	11.04.21	<input type="radio"/>	<input type="radio"/>	E300	3	\$40.00		\$50.00
	11.04.21	<input type="radio"/>	<input type="radio"/>	E411	3	\$40.00		\$50.00
DECEMBER PACKAGE	12.08.21	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00	\$150.00	\$55.00
	12.08.21	<input type="radio"/>	<input type="radio"/>	E201	2	\$35.00		\$45.00
	12.09.21	<input type="radio"/>	<input type="radio"/>	E300	3	\$40.00		\$50.00
	12.09.21	<input type="radio"/>	<input type="radio"/>	E411	3	\$40.00		\$50.00
JANUARY PACKAGE	01.12.22	<input type="radio"/>	<input type="radio"/>	E611	3	\$40.00	\$175.00	\$50.00
	01.12.22	<input type="radio"/>	<input type="radio"/>	E711	1	\$30.00		\$40.00
	01.12.22	<input type="radio"/>	<input type="radio"/>	E511	2	\$35.00		\$45.00
	01.13.22	<input type="radio"/>	<input type="radio"/>	E201	2	\$35.00		\$45.00
	01.13.22	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00		\$55.00
FEBRUARY PACKAGE	02.09.22	<input type="radio"/>	<input type="radio"/>	E411	3	\$40.00	\$175.00	\$50.00
	02.09.22	<input type="radio"/>	<input type="radio"/>	E711	1	\$30.00		\$40.00
	02.09.22	<input type="radio"/>	<input type="radio"/>	E512	2	\$35.00		\$45.00
	02.10.22	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00		\$55.00
	02.10.22	<input type="radio"/>	<input type="radio"/>	E201	2	\$35.00		\$45.00
ADD'L LAST MINUTE INDIVIDUAL CLASSES	03.09.22	<input type="radio"/>	<input type="radio"/>	E201	2	\$35.00		\$45.00
	03.09.22	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00		\$55.00
	03.10.22	<input type="radio"/>	<input type="radio"/>	E611	3	\$40.00		\$50.00
	04.20.22	<input type="radio"/>	<input type="radio"/>	E511	2	\$35.00		\$45.00
	04.20.22	<input type="radio"/>	<input type="radio"/>	E512	2	\$35.00		\$45.00
	04.21.22	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00		\$55.00
	04.21.22	<input type="radio"/>	<input type="radio"/>	E200	1	\$30.00		\$40.00
TOTALS								

LIVE CLASSROOM (No Exam Required)

Live Classroom Courses – courses delivered in person at a specified time and location. Course materials are provided upon checking in for your course on the day of class unless otherwise stated. PAAR Center for Professional Education is an approved provider in Illinois.

Cancellations

- The school must receive written notification of a student's cancellation a minimum of five (5) days prior to the start of the course, for the student to receive a refund. All written notifications must be emailed to education@paarealtors.com. All refunds are subject to a 25 percent cancellation fee and can take up to 10-14 business days to process. If a student cancels their registration less than five (5) days prior to the start of the course, their registration fee is non-refundable.

Transfers

- Students must notify the school prior to the start of their registered course to be eligible for a transfer. Registration fees can be transferred to another course date, pending course availability, within 60 days of the initial course date. If a transfer email is not received within 60 days of the initial course date, the option to transfer will expire. Transfers are subject to a \$10 transfer fee.

No Shows

- In the event of a no-show, the student forfeits their registration fee. The course becomes non-refundable. The student loses the ability to reschedule or transfer.

Classroom Requirements

- Be prepared to take notes. Bring a drink, lunch and/or snacks (if required). Bring your course materials (if not provided). Bring your Photo ID (see Attendance & Building Entry).

LIVE VIRTUAL (No Exam Required)

Live Virtual Courses – courses delivered live through a virtual classroom such as zoom at a specified time. Course materials are provided through email. PAAR Center for Professional Education is an approved provider in Illinois. (License No. 515.000030)

Cancellations

- Virtual course cancellations are not eligible for a refund.

Transfers

- Students must notify the school prior to the start of their registered course to be eligible for a transfer. Registration fees can be transferred to another course date, pending course availability, within 60 days of the initial course date. If a transfer email is not received within 60 days of the initial course date, the option to transfer will expire. Transfers are subject to a \$10 transfer fee.

No Shows

- In the event of a no-show, the student forfeits their registration fee. The course becomes non-refundable. The student loses the ability to reschedule or transfer.

Video Requirement

- Video is required for participation in virtual instructor-led classes. Make sure that your camera, microphone, and sound are enabled.

REGISTRATION OPTIONS WITH PAYMENT

- ONLINE** www.309mls.com
- EMAIL** education@paarealtors.com
- PHONE** 309.688.8591
- MAIL** PAAR, 7307 N. Willowlake Ct., Peoria, IL 61614

Make Checks Payable to **PAAR**

Visa, Mastercard, Discover, AMEX Number:

Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Mobile Phone: _____

License #: _____

Card Number

Expiration Date:

MM / YY

Code:

3 Digit Code on Back of Card
AMEX 4 Digit Code on Front of Card

Signature: _____

IMPORTANT NOTICE: If you have any disabilities that require special accommodations, please identify those special needs to PAARCPE staff.