

# LICENSE RENEWAL INFORMATION

## BROKER RENEWAL REQUIREMENTS

LICENSE  
ISSUE DATE  
PRIOR TO  
11.01.21

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

- All credits must be completed between May 1, 2022 and April 30, 2024.
- 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 courses only) every three years. The upcoming deadline is 12.31.24. This can be counted towards electives.

LICENSE  
ISSUE DATE  
BETWEEN  
11.01.21 AND  
10.31.23

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 courses only) every three years. The upcoming deadline is 12.31.24.

LICENSE  
ISSUE DATE  
ON OR AFTER  
11.01.23

Total of 45 hours of Broker Post-License education.

- All credits must be completed on or before April 30, 2026.
- 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 courses only) every three years. The upcoming deadline is 12.31.24.

## 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 courses only) every three years. The upcoming deadline is 12.31.24. This can be counted towards electives.

LICENSE  
ISSUE DATE  
BETWEEN  
02.01.21 AND  
01.31.23

- If you completed your Managing Broker Pre-License education prior to May 1, 2021, you must complete 24 hours of CE between May 1, 2021 and April 30, 2023. These 24 hours must include a 12-hour Broker Management CE course, 4 hours of Core CE, and 8 hours of elective CE that includes 1 hour of sexual harassment prevention training.
- If you completed your Managing Broker Pre-License education May 1, 2021 or later, you must complete 12 hours of CE between May 1, 2021 and April 30, 2023. These 12 hours must include a minimum of 4 hours of Core CE and 8 hours of elective CE that includes one hour of sexual harassment prevention training.
- 1-hour Sexual Harassment Prevention Training Course

LICENSE  
ISSUE DATE  
ON OR 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 courses only) every three years. The upcoming deadline is 12.31.24.

## CODE OF ETHICS

REALTORS® must complete Code of Ethics training every 3 years. PAAR does not accept third party school courses for this requirement. NAR will no longer allow PAAR to accept USPAP. **The current deadline is 12.31.24.** 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 CATALOG '22 '23

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.



PAAR Center for Professional Education  
7307 N. Willowlake Court  
Peoria, IL 61614  
www.309mls.com  
309.688.8591 or  
education@paarealtors.com



# COMPLETE PACKAGES

LIVE CLASSROOM OR LIVE VIRTUAL (NO EXAM)

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

## OCTOBER PACKAGE 10.18.22 & 10.19.22

Complete 12-Hour CE Broker Renewal Package with a focus in hoarding, solar, and high-performing homes including Core and Sexual Harassment Prevention.

Date	Time	Course	Hrs	Instructor
10.18.22	8:30A-12:30P	C100 CORE	4	K. Kidwell
	1:30P-2:30P	E200 Sexual Har. Prev.	1	K. Kidwell
	3:00P-4:00P	E202 Hoarding 101	1	K. McKeever
10.19.22	9:00A-12:00P	G101 Solar	3	P. Brookstein
	1:00P-4:00P	G201 High Perf Homes	3	P. Brookstein

TOTAL 12 Hrs.

## DECEMBER PACKAGE 12.13.22 & 12.14.22

Complete 12-Hour CE Broker Renewal Package with a focus in communication, veterans, VA loans, and hoarding including Core, Sexual Harassment Prevention, and NAR Code of Ethics.

Date	Time	Course	Hrs	Instructor
12.13.22	9:00A-12:00P	E311 Code of Ethics	3	K. Trimmel
	1:00P-2:00P	E711 Comm in RE	1	K. Trimmel
	2:30P-4:30P	E203 Serving Heroes	2	K. McKeever
12.14.22	8:30A-12:30P	C100 CORE	4	K. Kidwell
	1:30P-2:30P	E200 Sexual Har. Prev.	1	K. Kidwell
	3:00P-4:00P	E202 Hoarding 101	1	K. McKeever

TOTAL 12 Hrs.

## FEBRUARY BONUS PACKAGE 02.08.23

This bonus session focuses on PAAR contracts and new construction.

Date	Time	Course	Hrs	Instructor
02.08.23	9:00A-12:00P	E411 RE Contracts	3	S. Grider Whitehurst
	1:00P-4:00P	E521 New Construction	3	T. Bracey

TOTAL 6 Hrs.

## NOVEMBER BME PACKAGE 11.09.22 & 11.10.22

This session fulfills the 12-hour requirement for managing brokers. You will become aware of license law and rule changes, understand requirements for policy manuals and employment agreements, and better manage the office and reduce risk to the company.

Date	Time	Course	Hrs	Instructor
11.09.22	9:00A-12:00P	MB120 12 Hr. Broker Mgmt.	3	K. Kidwell
	1:00P-4:00P	MB120 12 Hr. Broker Mgmt.	3	K. Kidwell
11.10.22	9:00A-12:00P	MB120 12 Hr. Broker Mgmt.	3	K. Kidwell
	1:00P-4:00P	MB120 12 Hr. Broker Mgmt.	3	K. Kidwell

TOTAL 12 Hrs.

\*All 12 hours must be completed consecutively to receive credit.

## JANUARY PACKAGE 01.18.23 & 01.19.23

Complete 12-Hour CE Broker Renewal Package with a focus in taxes, fair housing, and hoarding including Core and Sexual Harassment Prevention.

Date	Time	Course	Hrs	Instructor
01.18.23	9:00A-12:00P	E350 Tax Update	3	C. Bird
	1:00P-4:00P	E204 Diff Perspective	3	K. McKeever
01.19.23	8:30A-12:30P	C100 CORE	4	K. Kidwell
	1:30P-2:30P	E200 Sexual Har. Prev.	1	K. Kidwell
	3:00P-4:00P	E202 Hoarding 101	1	K. McKeever

TOTAL 12 Hrs.

## FEBRUARY BME PACKAGE 02.15.23 & 02.16.23

This session fulfills the 12-hour requirement for managing brokers. You will become aware of license law and rule changes, understand requirements for policy manuals and employment agreements, and better manage the office and reduce risk to the company.

Date	Time	Course	Hrs	Instructor
02.15.23	9:00A-12:00P	MB120 12 Hr. Broker Mgmt.	3	K. Kidwell
	1:00P-4:00P	MB120 12 Hr. Broker Mgmt.	3	K. Kidwell
02.16.23	9:00A-12:00P	MB120 12 Hr. Broker Mgmt.	3	K. Kidwell
	1:00P-4:00P	MB120 12 Hr. Broker Mgmt.	3	K. Kidwell

TOTAL 12 Hrs.

\*All 12 hours must be completed consecutively to receive credit.

## MARCH PACKAGE 03.01.23 & 03.02.23

Complete 12-Hour CE Broker Renewal Package with a focus in hoarding and new construction including Core, Sexual Harassment Prevention, and NAR Code of Ethics.

Date	Time	Course	Hrs	Instructor
03.01.23	8:30A-12:30P	C100 CORE	4	K. Kidwell
	1:30P-2:30P	E200 Sexual Har. Prev.	1	K. Kidwell
	3:00P-4:00P	E202 Hoarding 101	1	K. McKeever
03.02.23	9:00A-12:00P	E311 Code of Ethics	3	K. Trimmel
	1:00P-4:00P	E521 New Construction	3	T. Bracey

TOTAL 12 Hrs.

## APRIL BME PACKAGE 04.05.23 & 04.06.23

This session fulfills the 12-hour requirement for managing brokers. You will become aware of license law and rule changes, understand requirements for policy manuals and employment agreements, and better manage the office and reduce risk to the company.

Date	Time	Course	Hrs	Instructor
04.05.23	9:00A-12:00P	MB120 12 Hr. Broker Mgmt.	3	K. Kidwell
	1:00P-4:00P	MB120 12 Hr. Broker Mgmt.	3	K. Kidwell
04.06.23	9:00A-12:00P	MB120 12 Hr. Broker Mgmt.	3	K. Kidwell
	1:00P-4:00P	MB120 12 Hr. Broker Mgmt.	3	K. Kidwell

TOTAL 12 Hrs.

\*All 12 hours must be completed consecutively to receive credit.

# INSTRUCTORS



Chris Bird  
CFP



Tom Bracey  
CRS



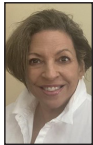
Pamela Brookstein



Kerry Kidwell  
ABR, AHWD,  
CNE, GREEN,  
GRI, ePRO, DREI



Keith McKeever  
ePRO, CNE,  
AHWD, MRP,  
C2EX



Kimberly Trimmel  
ABR, AHWD,  
HFR, PSA, SFR,  
SRES



Sheryl Grider  
Whitehurst  
ABR, CRB,  
GRI, ePRO

# COURSE DESCRIPTIONS

Course Number	Course Name	Description	Instructor	CE Hrs.
C100	4-Hour Core	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 Hours
E200	Sexual Harassment, Prev.	You will be exposed to some everyday situations that could be looked at as sexual harassment. This course fulfills the 1-hour requirement for Illinois professionals.	Kerry Kidwell	1 Hour
E202	Hoarding 101	Hoarding 101 is designed to assist real estate professionals in dealing with clients living in hoarding situations. This course will prepare them for difficult conversations and to look for potential pitfalls and red flags. They will learn how hoarding affects properties and the safety of all who enter a hoarded home. Also discussed is how to assist with cleanup efforts, protecting yourself and setting timelines with clients.	Keith McKeever	1 Hour
E203	Serving Our Heroes	Serving our heroes is a course designed to both bring understanding and familiarity of the military and its veterans to real estate professionals and to educate on the unique aspects of real estate transactions with veterans. This course highlights the branches of the military and what each is tasked with doing, dress and appearance, unique cultures, and missions. The course breaks down the different components and highlights local units to the Greater Peoria region. Statistics and demographics on who these heroes are and how the shop for homes, break down of service era's, and impact of disability ratings. Also covered is discharge status and the PCS move. The second half of the course covers VA loan basics, Certificates of Eligibility, housing grants, minimum property standards, and Illinois state tax exemptions.	Keith McKeever	2 Hours
E204	Different Perspectives	Different Perspectives is a deeper look at fair housing. Fair housing affects everyone, and as real estate professionals we must be educated on the past and present issues on Fair Housing to pave the way forward into the future. This course discussed a brief history of Fair Housing issues and laws and the reasons behind them. A review of the Realtor code of ethics in relation to Fair Housing. Group discussions and questions about each protected class to prompt a discussion and different points of view on what each protected class may endure in housing discrimination and ways all agents can stay compliant.	Keith McKeever	3 Hours
E311	NAR Code of Ethics	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.	Kimberly Trimmel	3 Hours
E350	Tax Update	This course will include issues relevant to the real estate industry that are included in the recent tax law bills signed into law. Major changes, retirement plan contributions limits, realtors deductions from rental properties, the Health Savings Accounts and the many special deductions available to REALTORS®.	Chris Bird	3 Hours
E411	Real Estate Contracts	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
E521	Navigating New Construction	This course will help agents understand the importance of learning new construction and adding it to their current line of business. The course is designed to benefit the newcomer all the way to the experienced agent as there are all levels of information from basic to advanced. The course will be particularly useful for local agents as the instructor works in the same market as many of the students and will be able to teach practical content as it applies to the local market.	Tom Bracey	3 Hours
E711	Communication in RE	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
G101	Solar for RE Agents	This class provides the tools real estate agents need to properly communicate the value of solar energy systems in the residential real estate market. Real estate agents that complete the class will be able to differentiate themselves by serving as the source of information on solar.	Pamela Brookstein	3 Hours
G201	High Performing Homes	This course 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 local area's 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.	Pamela Brookstein	3 Hours
MB120	12 Hour Broker Management	This course fulfills the 12-hour requirement for managing brokers. You will become aware of license law and rule changes, understand requirements for policy manuals and employment agreements, and better manage the office and reduce risk to the company.	Kerry Kidwell	12 Hours

# PAAR CPE POLICIES

## 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 presenter rather than cancel a class. For this reason, we make no guarantee as to who a presenter will be.

## Attendance & Receiving Credit

Payment is required at the time of registration. 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. Virtual attendance is tracked via Zoom polls. Video is required for participation in virtual instructor-led classes. Make sure that your camera, microphone, and sound are enabled for the entirety of each course.

## Conduct

**Electronic Devices** - All electronic devices must be turned 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, please alert your instructor.

**Behavior** - Be prepared to take notes. Bring a drink, lunch and/or snacks (if required). Bring your course materials. Bring your Photo ID (see Attendance & Receiving Credit). 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.

- Dress appropriately. While allowing for comfortable attire, good taste is

expected and required. Business casual is always appropriate.

- 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.

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.

## 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 should you ever be audited by IDFPR. Your course completion will be submitted to IDFPR within ten (10) business days of the completion of your course.

## 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](mailto: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. If classes have ended for the year, a refund will be issued.

## 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.

## CLASS FORMATS OFFERED

**LIVE CLASSROOM** (No Exam Required)– courses delivered in person at a specified time and location. Course materials are provided via email for you to view on a personal device or print if you choose. PAAR Center for Professional Education is an approved provider in Illinois. (License No. 515.000030)

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

**ONLINE/SELF-STUDY** (Exam Required)– self-study learning delivered online through PAAR CPE in conjunction with WebCE and The CE Shop. WebCE is an approved provider in Illinois. (License No. 515.000007) The CE Shop is an approved provider in Illinois. (License No. 515.000004)

# REGISTRATION FORM

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

	Date	Live	Zoom	Course Code	CE Hrs	PAAR Member Price	Pkg Price	Non-PAAR Member Price
OCTOBER PACKAGE	10.18.22	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00	Member \$140.00	\$55.00
	10.18.22	<input type="radio"/>	<input type="radio"/>	E200	1	\$30.00		\$40.00
	10.18.22	<input type="radio"/>	<input type="radio"/>	E202	1	\$30.00	Non-Member \$175.00	\$40.00
	10.19.22	<input type="radio"/>	<input type="radio"/>	G101	3	\$30.00		\$40.00
	10.19.22	<input type="radio"/>	<input type="radio"/>	G201	3	\$30.00		\$40.00
NOVEMBER BME PACKAGE	11.09.22	<input type="radio"/>	<input type="radio"/>	MB120	12		Member \$100.00	
	11.09.22						Non-Member \$120.00	
	11.10.22							
	11.10.22							
DECEMBER PACKAGE	12.13.22	<input type="radio"/>	<input type="radio"/>	E311	3	\$40.00	Member \$150.00	\$50.00
	12.13.22	<input type="radio"/>	<input type="radio"/>	E711	1	\$30.00		\$40.00
	12.13.22	<input type="radio"/>	<input type="radio"/>	E203	2	\$35.00	Non-Member \$175.00	\$45.00
	12.14.22	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00		\$55.00
	12.14.22	<input type="radio"/>	<input type="radio"/>	E200	1	\$30.00		\$40.00
	12.14.22	<input type="radio"/>	<input type="radio"/>	E202	1	\$30.00		\$40.00
JANUARY PACKAGE	01.18.23	<input type="radio"/>	<input type="radio"/>	E350	3	FREE	Member \$140.00	\$50.00
	01.18.23	<input type="radio"/>	<input type="radio"/>	E204	3	\$40.00		\$50.00
	01.19.23	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00	Non-Member \$175.00	\$55.00
	01.19.23	<input type="radio"/>	<input type="radio"/>	E200	1	\$30.00		\$40.00
	01.19.23	<input type="radio"/>	<input type="radio"/>	E202	1	\$30.00		\$40.00
FEBRUARY BONUS PKG	02.08.23	<input type="radio"/>	<input type="radio"/>	E411	3	\$40.00		\$50.00
	02.08.23	<input type="radio"/>	<input type="radio"/>	E521	3	\$40.00		\$50.00
FEBRUARY BME PACKAGE	02.15.23	<input type="radio"/>	<input type="radio"/>	MB120	12		Member \$100.00	
	02.15.23						Non-Member \$120.00	
	02.16.23							
	02.16.23							
MARCH PACKAGE	03.01.23	<input type="radio"/>	<input type="radio"/>	C100	4	\$45.00	Member \$150.00	\$55.00
	03.01.23	<input type="radio"/>	<input type="radio"/>	E200	1	\$30.00		\$40.00
	03.01.23	<input type="radio"/>	<input type="radio"/>	E202	1	\$30.00	Non-Member \$175.00	\$40.00
	03.02.23	<input type="radio"/>	<input type="radio"/>	E311	3	\$40.00		\$50.00
	03.02.23	<input type="radio"/>	<input type="radio"/>	E521	3	\$40.00		\$50.00
APRIL BME PACKAGE	04.05.23	<input type="radio"/>	<input type="radio"/>	MB120	12		Member \$100.00	
	04.05.23						Non-Member \$120.00	
	04.06.23							
	04.06.23							
TOTAL DUE:								



This registration fee is discounted thanks to our sponsor, the Midwest Energy Efficiency Alliance (MEEA), an Illinois not-for-profit corporation advancing energy efficiency in the Midwest United States to support sustainable economic development and environmental preservation.

## REGISTRATION OPTIONS WITH PAYMENT

### 1 ONLINE



### 2 EMAIL

[education@paarealtors.com](mailto:education@paarealtors.com)

### 3 PHONE

309.688.8591

### 4 MAIL

PAAR, 7307 N. Willowlake Ct.,  
Peoria, IL 61614

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

License #: \_\_\_\_\_

Make Checks Payable to **PAAR**

**Visa, Mastercard, Discover, AMEX Number:**

Card Number

Expiration Date:

Code:

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

MM / YY

Signature: \_\_\_\_\_

## ONLINE OPTIONS

CHECK OUT OUR WEBSITE  
**309mls.com**



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