

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.

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.

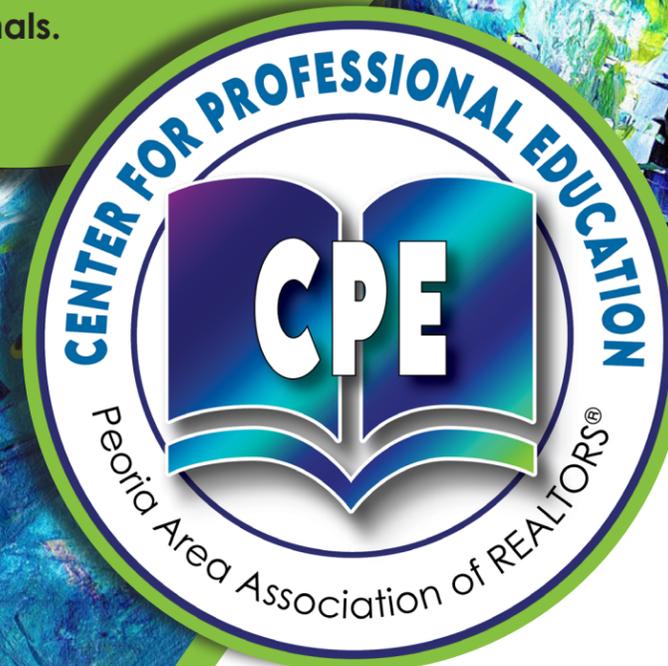
Code of Ethics training is not required for those who are not members of the National Association of REALTORS®.

IDFPR CE
LOOKUP



EDUCATION CATALOG '23 '24

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 CE PACKAGES

LIVE CLASSROOM OR LIVE VIRTUAL (NO EXAM)

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

NOVEMBER PACKAGE 11.01.23 & 11.02.23

Date	Time	Course	Hrs	Instructor
11.01.23	8:30A-12:30P	C101 CORE	4	R. Simpson
	1:30-2:30P	E200 Sexual Har. Prev.	1	D. Dewitte Scotti
	3:00-4:00P	E206 Cultural Aware.	1	K. McKeever
11.02.23	8:30-11:30A	E207 Digital World	3	K. McKeever
	12:30-3:30P	E301 Guide to Ethics	3	K. McKeever

TOTAL 12 Hrs.

NOVEMBER PACKAGE (WIU-LINCOLN RM., MACOMB, IL) 11.29.23 & 11.30.23

Date	Time	Course	Hrs	Instructor
11.29.23	8:30A-12:30P INCLUDES LUNCH	C101 CORE	4	R. Simpson
	1:30-2:30P	E200 Sexual Har. Prev.	1	D. Dewitte Scotti
	3:00-4:00P	E206 Cultural Aware.	1	K. McKeever
11.30.23	9:00A-12:00P INCLUDES LUNCH	E411 A Successful Sale	3	S. Grider Whitehurst
	1:00-4:00P	E301 Guide to Ethics	3	K. McKeever

TOTAL 12 Hrs.

DECEMBER PACKAGE 12.05.23 & 12.06.23

Date	Time	Course	Hrs	Instructor
12.05.23	8:30-11:30A INCLUDES LUNCH	E204 Different Perspectives	3	K. McKeever
	12:00-2:00P	E203 Serving Heroes	2	K. McKeever
	2:30-4:30P	E208 Professionalism	2	K. McKeever
12.06.23	8:30A-12:30P	C101 CORE	4	R. Simpson
	1:30-2:30P	E200 Sexual Har. Prev.	1	D. Dewitte Scotti

TOTAL 12 Hrs.

FEBRUARY PACKAGE (WIU-LINCOLN RM., MACOMB, IL) 02.15.24 & 02.16.24

Date	Time	Course	Hrs	Instructor
02.15.24	9:00A-12:00P INCLUDES LUNCH	E204 Different Perspectives	3	K. McKeever
	1:00-4:00P	E411 A Successful Sale	3	S. Grider Whitehurst
02.16.24	8:30A-12:30P INCLUDES LUNCH	C101 CORE	4	R. Simpson
	1:30-2:30P	E200 Sexual Har. Prev.	1	D. Dewitte Scotti
	3:00-4:00P	E205 Radon in RE	1	J. Emanuels

TOTAL 12 Hrs.

MARCH PACKAGE 03.13.24 & 03.14.24

Date	Time	Course	Hrs	Instructor
03.13.24	8:30A-12:30P	C101 CORE	4	R. Simpson
	1:30P-2:30P	E200 Sexual Har. Prev.	1	D. DeWitt Scotti
	3:00P-4:00P	E206 Cultural Aware.	1	K. McKeever
03.14.24	9:00A-12:00P	E207 Digital World	3	K. McKeever
	1:00P-4:00P	E411 A Successful Sale	3	S. Grider Whitehurst

TOTAL 12 Hrs.

APRIL PACKAGE 04.17.24 & 04.18.24

Date	Time	Course	Hrs	Instructor
04.17.24	8:30A-12:30P	C101 CORE	4	R. Simpson
	1:30P-2:30P	E205 Radon in RE	1	J. Emanuels
	3:00P-4:00P	E200 Sexual Har. Prev.	1	D. DeWitt Scotti
04.18.24	8:30-11:30A	E207 Digital World	3	K. McKeever
	12:30-1:30P	E206 Cultural Aware.	1	K. McKeever
	2:00-4:00P	E208 Professionalism	2	K. McKeever

TOTAL 12 Hrs.

DESIGNATION COURSE



ABR® DESIGNATION 01.17.24 & 01.18.24

Date	Time	Course	Hrs	Instructor
01.17.24	8:30A-4:30P INCLUDES LUNCH	PD401 Accredited Buyer's Rep. Designation (ABR®) Course - Day 1 of 2	8	S. Grider Whitehurst
01.18.24	8:30A-4:30P INCLUDES LUNCH	PD401 Accredited Buyer's Rep. Designation (ABR®) Course - Day 2 of 2	8	S. Grider Whitehurst

TOTAL 16 Hrs.

UNLESS OTHERWISE NOTED, ALL CLASSES WILL BE HELD AT THE PAAR OFFICE.

INSTRUCTORS



Jim Emanuels



Keith McKeever
AHWD, C2EX,
CNE, ePRO, GRI,
MRP



Dori Dewitte Scotti



Robin Simpson
AHWD, C2EX,
GRI



Sheryl Grider Whitehurst
ABR, CR8,
GRI, ePRO

COURSE DESCRIPTIONS

Course Number	Course Name	Description	Instructor	CE Hrs.
C101	4-Hour Core	The Illinois 4-Hour Core Course is a critical continuing education program tailored to provide active real estate professionals in Illinois with a current and comprehensive overview of the most pertinent topics affecting the industry today. Aligned with the stringent standards set by the Illinois Department of Financial and Professional Regulation (IDFPR), this course ensures that participants stay abreast of evolving regulations, best practices, and emerging trends, reinforcing their commitment to excellence and ethical practice.	Robin Simpson	4 Hours
E200	Sexual Harassment Prev.	With an emphasis tailored to Illinois' legal framework, this course provides real estate professionals with an in-depth look into sexual harassment prevention. Covering definitions from the Illinois Human Rights Act, real-world examples within the real estate context, a rundown of State and federal provisions, and the responsibilities of employers, attendees will gain both knowledge and actionable steps to ensure a respectful and compliant professional environment.	Dori DeWitte Scotti	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
E205	Radon Testing & Mitigation in RE	Throughout the duration of this course, real estate agents will learn what radon is and where it comes from, radon regulations in Illinois, and radon regulations in real estate transactions.	Jim Emanuels	1 Hour
E206	Cultural Awareness	In an increasingly globalized world, cultural awareness is pivotal for professionals across all sectors, including real estate. This concise, one-hour course dives deep into the nexus of diversity, equity, inclusion (DEI), and the real estate industry, emphasizing the relevance of Fair Housing in addressing cultural and religious sensitivities. Participants will explore cultural nuances, fortify their communication skills, and comprehend the significant role of emotional intelligence in fostering meaningful interactions.	Keith McKeever	1 Hour
E207	Operating in a Digital World	In this comprehensive course, participants will delve into the multifaceted world of digital literacy, safety, and the evolving technological landscape. Spanning a range of topics, from data protection to the intricacies of social media marketing, attendees will gain a robust understanding of best practices, emerging trends, and the ethical implications of digital interactions.	Keith McKeever	3 Hours
E208	Professionalism & Real Estate Today	As the real estate industry rapidly evolves, maintaining professionalism has never been more critical. In this intensive course, participants will explore the core tenets that define a professional Realtor in the modern world. This encompasses a comprehensive study of the Realtor Code, understanding professionalism's vast scope, harnessing the power of ethics and technology, and cultivating a reputation of excellence. Whether you're a novice or a seasoned professional, this course will recalibrate your approach, ensuring you stand out in today's competitive real estate landscape.	Keith McKeever	2 Hours
E301	A REALTORS® Guide to Ethics	Living Up To The Standards: A Realtor's Guide To Ethics is a three-hour Illinois CE course that teaches Realtors about the Code of Ethics and how to stay compliant. It covers the key concepts and principles of the Code of Ethics, practical application of ethical standards, and how to avoid common ethical pitfalls. Upon completion, students will have a deep understanding of the Code of Ethics, how to handle ethical issues, and provide clients with exceptional service while upholding the highest standards of ethical behavior. **NAR CODE OF ETHICS RENEWAL; DECEMBER 31, 2024	Keith McKeever	3 Hours
E411	Keys 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
PD401	ABR® Designation Course	The Accredited Buyer's Representative (ABR®) designation is for real estate buyer's agents who focus on working directly with buyer-clients at every stage of the home-buying process. You'll gain valuable real estate education that elevates your skills and knowledge in the eyes of home buyers. You'll receive ongoing specialized information, programs, and updates that keep you knowledgeable on the issues and trends facing home buyers.	Sheryl Grider Whitehurst	16 Hours

PAAR CPE POLICIES

PAAR CPE Cancellation Policy

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.

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 IDFP. Your course completion will be submitted to IDFP within ten (10) business days of the completion of your course.

Late Arrivals

As per the Real Estate Commission's Administrative rules & IDFP, achieving continuing education necessitates total attendance. Arriving late, taking unscheduled breaks, or leaving prematurely will prevent receipt of a certificate, equating to a no-show.

In-Person Terms and Conditions

Attendance and Participation Guidelines

- To earn credit for the session, you must be present for the entire duration of the class.
- Punctuality is crucial; ensure you arrive on time to every scheduled session.
- Tardiness disturbs the class flow. Please respect your peers' learning experience.

Conduct Electronic Devices

- Ensure all electronic devices are on silent mode during class.
- Avoid engaging in class while driving.
- Please refrain from making or receiving calls, texts, or emails during class unless it's an emergency. In such cases, inform your Instructor beforehand.

Behavioral Expectations

- Turn off all personal and business electronic devices when instructed.
- Engage only with class-relevant materials. Avoid using smartphones or similar devices for unrelated purposes.
- Be cooperative, respectful, and avoid behaviors deemed as disruptive.
- Harassment or abusive behavior, whether verbal or physical, towards peers, instructors, staff, or guests will not be tolerated at any point.

Virtual Class Terms and Conditions

Attendance & Participation Guidelines

- **Camera Policy:** Keeping your video on is essential. Ensure your entire face is visible for the duration of the class.
- **Attendance Checks:** We will periodically check attendance through poll questions. This helps confirm that participants remain actively logged in.
- **Full Attendance:** It's a must to attend the whole virtual class.
- **Criteria for CE Credit:** Departing before the class concludes or failing to turn on the camera will lead to the forfeiture of CE credit. If participants take breaks without instructor's consent, fail to return promptly after a break, or aren't on camera upon return, they will not earn CE credit. Your focus is paramount. Do not turn off the camera, walk away, use a static image, travel in a vehicle, engage in calls, emails, texting, other work, or converse during the class unless asked. Distractions, including sleeping or appearing disengaged, jeopardize your CE credit. Participants must remain fully engaged and may be requested to interact. Failure to respond may lead to loss of CE credit.
- **Questions and Interaction:** If you wish to ask the instructor something, utilize the chat feature on your screen. Although you'll be muted upon entering, instructors might ask for your input. Hence, having a functioning microphone is critical.

IDFPR CE
LOOKUP

