



CONTINUING EDUCATION COURSE APPLICATION

Office Use Only; Date Received: _____

INSTRUCTIONS: New Applications: Complete and submit this form in its entirety to the Montana Association of REALTORS® (MAR) along with a non-refundable \$150.00 application fee.

Course Renewals: Only check the RENEWING box below, provide the Course ID#, note past presentation(s), note below any contact information changes, and submit all to the Montana Association of REALTORS® (MAR) along with \$50.00.

Checks should be made payable to Montana Association of REALTORS®; Attn: Education. To pay by credit card, please provide an email address: _____ An electronic invoice will be emailed.

Application type and renewal information with checkboxes and fields for previous course ID and presentation details.

COURSE INFORMATION Title: _____ # of course hours: _____

Format: In-person presentation Virtual presentation (distance learning)

Instructor(s): _____

Instructor approval checkboxes and fields for ID # and application status.

Course Provider/Host* and Phone/Email fields.

Known Date(s) & Location(s)/Access information for presentation of Course: _____

Has this course previously been approved by any real estate regulatory body, board, association, or recognized organization within the last 3 years? No Yes; list below organization, course identifier (if applicable), credit allotted, and date of approval.

TOPIC THAT APPLIES TO COURSE CONTENT (CHECK ALL THAT APPLY):

- Agency
Leadership/ Professional Development
Broker Management (non-supervising brokers)
Conflict Resolution
Consumer Tax Issues
Contract Law
Data Security
Economic Conditions & Issues
Energy Conservation relating to RE Sales and Rentals
Env issues relating to real estate sales and rentals
Escrow, Closing & Settlement Procedures
Ethics
Financing
Financial Strategies – Non-traditional
How Government/ Community Works
Land use Planning, Construction & Land Development
Licensee and Consumer Safety
Marketing
Mobile and Other Manufactured Homes
Montana Licensing Laws and Rules
Negotiations
Non-Residential/Commercial & Multifamily Real Estate (except agriculture)
Property Inspection Process
Property Manager Topics
Real Estate Forms
Real Estate Law
Risk Reduction
Title Insurance
Trust Accounts for Brokers & Supervising Brokers
Technology
Other:



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How does this course benefit and protect real estate consumers or otherwise enable a Montana real estate licensee to develop his/her professional skills?

THE FOLLOWING MUST BE INCLUDED WITH THE COURSE APPLICATION:

- Description or narrative outlining course goals and objectives.
 A course outline (see Sample Course Outline) with time segments of between 5 and 15 instructional minutes each.
 Course objectives clearly answering what the course attendee will be able to do at the end of instruction.
 Copies of all course materials students receive, view, or utilize.
 Citation of any sources (i.e. court cases, laws, rules, policies, etc.) for material being presented.
 Instructor Approval # listed above OR a Continuing Education Instructor Application

STATEMENT OF INTENTION

As the Course Instructor AND/OR Course Provider/Host, I acknowledge, understand and affirm the following regarding the content and delivery of this course:

- Course and delivery shall NOT violate, infringe or impede the legal or equitable rights of any person or legal entity or appropriate the intellectual property of any person or legal entity, without express permission from all such persons or legal entities.
• Course and delivery shall NOT contain personal or commercial solicitation of any course attendee.
• MAR shall be notified in writing of all presentation dates/locations or access information <Education@MontanaRealtors.org>
• Course delivery is subject to MAR audit at any time; MAR reserves the right to revoke or suspend course approval based on audit results, attendee evaluations, or violation(s) of these Intentions.
• Course may be advertised as "pending approval" after MAR has acknowledged receiving a complete application.
• Communication and documentation regarding the status of this Course may be made available to other organizations.
• Course and delivery shall be free of discriminatory/derogatory language regarding disability, sexual orientation/identity, race, religion, gender, or ethnicity.
• Once approved, any significant changes to this course's content, structure, or timing shall be conveyed to MAR.
• Once approved, the Course ID# should be clearly noted on all promotional and (when possible) course materials.
• *Delivery of this course shall only be conducted under the supervision of a recognized Continuing Education Provider.

I have read, understand, and agree to the terms listed above. I hereby certify that the information supplied on this application and supporting materials is true and correct.

APPLICANT'S SIGNATURE: _____ DATE: _____

EMAIL THE COMPLETED APPLICATION PACKAGE TO: Education@MontanaRealtors.org

- Please retain a copy your application and all materials
• A decision regarding this submission will be returned within 30 days.

OFFICE USE ONLY

Instructor Approved: Yes No Instructor ID # __ - MAR- ###C Approval Expires: _____

Authorized Signature: _____ Date: _____

Printed Name _____



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SAMPLE Course Outline

Course Title: The Code of Ethics & You

Course Duration (instructional minutes): 150 instructional minutes

Instructor: Guy Smiley

Course Description/Narrative: This session covers what you need to know as a practicing real estate professional in order to stay in step with the NAR Code of Ethics. You'll find out what's a bad idea, what violates the Code of Ethics and—as an added bonus—what breaks Montana law. Find out how you can make your professionalism soar and your legal bills plummet. Change how you do business with risk management techniques that keep you ethical and protected.

Learning Objectives: "Upon completion of this session, an attendee will be able to . . . "

1. Identify key aspirational concepts found in the Preamble to the NATIONAL ASSOCIATION OF REALTORS® Code of Ethics.
2. Compare and contrast the REALTORS®' Code of Ethics with general business ethics.
3. List 3 possible violations of the Code of Ethics specifically related to the Articles cited above, after participating in interactive learning methods
4. XXX
5. XXX

Obj #	Minutes (15 min increments)	Topic/Activity	Method of Instruction
1, 2	10	Introduce the class to the creation of what is now the National Association of REALTORS® and the adoption of the Code of Ethics as well as the role of NAR in the governmental regulation of the real estate industry.	Lecture and slideshow presentation
3	15	Based on Case #2-7 Obligation to Determine Pertinent Facts from the Interpretations of the Code of Ethics	small group discussions about case study fact scenarios
		TOTAL MINUTES	