



**MONTANA ASSOCIATION OF REALTORS®
REQUEST FOR CONTINUING EDUCATION COURSE APPROVAL**

MAR OFFICE USE ONLY:

Course Approved: ☐ YES ☐ NO **Course ID** ____ - **MAR** - ____ - **C**
Approval Expires: _____

CONTINUING EDUCATION COURSE APPLICATION

Please complete and submit this form in its entirety to the Montana Association of REALTORS® (MAR) along with a non-refundable application fee of \$150 per course. One application form per course. Approval term is for a period of 3 years.

NOTE: The course should have a clear connection to the practice of real estate. Please see Page 3 prior to submitting application.

Thank you!

Date of Request:	
Name of Requestor: Name of Company: Phone: Email: Mailing Address:	
Applying For: If your course was previously approved by the Board of Realty Regulation, this counts as a new application.	☐ New MAR Course Application Request = \$150 ☐ Course Renewal = \$150 Previous Course ID:
COURSE INFORMATION	
Course Name/Title: Number of Course Hours: Requesting CE Approval: 1 CE per 50 minutes of instruction Instruction Format: Brief Description of Course:	Yes ☐ / No ☐
Has this course been previously approved by any real estate regulatory body, board, association, or recognized organization within the last 3 years? Yes ☐ / No ☐ If yes, list organization, course #, credit allotted and date of approval:	

INSTRUCTOR INFORMATION	
Name of Instructor/s: Instructor Previously Approved: Approved by Association: New Instructor Application Attached (Approval Pending):	☐ Approval ID # If you don't know your ID# leave blank
COURSE PROVIDER/HOST (if applicable – if not, leave blank):	
Name of Provider: Phone: Email:	
TOPIC/S APPLICABLE TO COURSE CONTENT (check all that apply):	
☐ 1031 Tax Deferred Exchange ☐ Agency ☐ Appraiser Lawsuits & Legal Issues ☐ Broker Management (non-supervising) ☐ Conflict Resolution ☐ Consumer Tax Issues ☐ Contract Law ☐ Data Security ☐ Economic Conditions & Issues ☐ Energy Conservation ☐ Environmental Issues ☐ Escrow, Closing & Settlement Procedures ☐ Ethics / ☐ Fair Housing ☐ Financing ☐ Financial Strategies (non-traditional) ☐ Leadership/Professional Development ☐ Lending: Conventional*FHA*VA Home Loans ☐ Marketing ☐ Mobile & Manufactured Homes	☐ MT Licensing Laws & Rules ☐ Negotiations ☐ Property Inspection Process ☐ Property Investing & Tax Deferral ☐ Property Management ☐ Real Estate Forms ☐ Real Estate Law ☐ Risk Reduction ☐ Safety ☐ Securities & Insurance ☐ Home Equity Conversion Mortgage ☐ Land Use Planning, Construction & Dvlpmt ☐ Government/Community Works ☐ Self-Care/Work-Life Balance ☐ Technology ☐ Title Insurance ☐ Trust Accounts (Brokers & Supervising) ☐ Other

EMAIL THE COMPLETED APPLICATION TO: Julie@MontanaRealtors.org

Once the application fee is received, a decision regarding this submission will be made within 30 days.

Educational Criteria for Montana Real Estate CE

Course subject matter should have a clear connection to the practice of real estate. The content of the course should provide education that improves the licensee's knowledge, skills, or ability to practice real estate.

For a course to qualify as Montana real estate continuing education, the course should meet these general requirements:

1. The subject matter must be real estate related and relevant to licensed real estate professionals.
2. Will the course improve the participant's knowledge, skills, competence, or professional practice?
3. Is the content appropriate for the intended licensee audience?
4. The course has legitimate educational value – not simply a sales, marketing, or promotional presentation.

THE FOLLOWING MUST BE INCLUDED WITH THE COURSE APPLICATION:

- ☐ Concise **course description** or narrative summarizing course goals and objectives. How does this course benefit and protect real estate consumers or otherwise enable a Montana real estate licensee to develop his/her professional skills?

Example: A 3-hour course designed to provide Montana real estate professionals with practical knowledge regarding _____. Participants will explore _____, examine _____ and apply _____ to real-world real estate situations.

- ☐ A **course outline** (see Sample Course Outline on Page 5) with time segments of between 5-45 instructional minutes each. Topics must be clearly identified along with method of instruction and corresponding objectives.

The outline should include:

- Course title
- Instructor
- Total instructional hours
- Major topics
- Approximate time allocated to each topic
- Activities, exercises, or discussion components, if applicable

- ☐ Course **learning objectives** clearly answering what the course attendee will be able to do, identify, explain, apply, analyze, or demonstrate at the end of instruction.

Example: By the end of this course, participants will be able to:

- Identify three common compliance risks associated with _____.
- Explain the Montana requirements governing _____.
- Apply appropriate risk-management strategies to _____.
- Distinguish between _____ and _____.
- Evaluate a transaction scenario and determine an appropriate course of action.

Avoid vague objectives such as:

- "Understand contracts."
- "Learn about risk management."
- "Become familiar with fair housing."

These provide little guidance for evaluating whether the course actually delivers the promised education.

☐ **Instructor PowerPoint** or other **presentation materials**.

☐ **Participant materials or handouts**

☐ 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 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 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 promotional and (when possible) course materials.
- Delivery of this course shall only be conducted by a recognized Continuing Education Provider.

COURSE PROVIDER RESPONSIBILITIES:

Course providers must verify attendance, monitor class, provide a course completion certificate and an evaluation form.

For online and hybrid courses, cameras must be turned on at all times, no driving or extracurricular activities allowed, and provider must monitor online attendees as well as those in the classroom.

SAMPLE Course Outline

Sample Course Title: The Code of Ethics & You

Sample Course Duration (instructional minutes): 150 instructional minutes

Sample Instructor: Guy Smiley

Sample 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.

Sample Learning Objectives: “Upon completion of this session, 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 (5-45 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	