



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

<p><b>MAR OFFICE USE ONLY:</b>  <b>Course Approved:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Course ID</b> ___ - MAR - _____ - C  <b>Approval Expires:</b> _____</p>
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**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.

Thank you!

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

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

**EMAIL THE COMPLETED APPLICATION TO: [Julie@MontanaRealtors.org](mailto:Julie@MontanaRealtors.org)**

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

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

Click or tap here to enter text.

**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 & 15 instructional minutes each. Topics must be clearly identified along with method of instruction and corresponding objectives.
- Course objectives clearly answering what the course attendee will be able to do at the end of instruction.
- Copies of 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 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.

## 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 (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
		<b>TOTAL MINUTES</b>	