



# Broker Courses

**January 6 and January 13**

**Advanced Principles**

**Three-hour core CE credit**

*A 15-hour mandatory course covering an in-depth study of listing, multiple listing services, closing statements, and Illinois License Law.*

**January 20 and January 27**

**Contracts and Conveyances**

**Three-hour core CE credit**

*A 15-hour mandatory course covering real estate law, deeds, sales contracts, leasing agreements, liens, and their priorities.*

**February 3 and February 10**

**Sales and Brokerage**

**Three-hour elective CE credit**

*A 15-hour elective course covering services provided by brokerage firms, government regulations, agency and principal, and types of real estate firms.*

**February 17 and February 24**

**Brokerage Administration**

**Three-hour core CE credit**

*A 15-hour mandatory course covering real estate brokerage: types of brokerage, requirements for licensure, responsibilities, and functions of brokerage (supervisor responsibilities, escrow accounts, business accounting, and record maintenance).*

**March 3 and March 10**

**Principles Review**

**Three-hour elective CE credit**

*A 15-hour elective survey course providing a review of the 45-hour pre-license course.*

**Course Policy:** Attendance is required at all sessions. If more than 10 percent of any course is missed, the student must make up the hours in order to receive credit. Course completion requires an average of 75 percent or higher on all exams.

**Cancellation Policy:** You may cancel your registration by providing advance notice to the Association office **five days prior** to the scheduled course.

**License Requirements:** Salesperson: 21 years of age, successful completion of the 45-hour Basic Transactions course, sponsorship by a licensed broker, and a high school education (or G.E.D.).  
Broker: Attorney at Law or successful completion of the 45-hour Basic Transactions course, plus completion of 75 additional hours in approved broker courses.

**Important Information:**

- Advanced registration is required; no walk-ins allowed.
- Any IAR student who fails a course will receive one free re-take exam and/or may repeat the course within one year on a space-available basis at no additional cost.
- Please advise us of any disabilities that may require special accommodations, including the provision of auxiliary aids and services.
- No pagers, phones, or recorders are allowed.
- This course is approved by the Illinois Department of Financial and Professional Regulation.

The Greater Gateway Association of REALTORS® reserves the right to cancel any course if a minimum of 12 attendees are not registered by an agreed-upon deadline; you will be notified if the class has been canceled. GGAR reserves the right to cancel class due to inclement weather or other unexpected events. We will make every attempt to notify you via telephone and/or e-mail prior to 7 a.m. the day of the class; you may also contact Al Suguitan directly at 618-567-4269 or your instructor to confirm the status of the class. **Classes that remain in session are non-refundable.**



Please check all courses that you would like to register for:

- Advanced Principles (January 6 and January 13)**
- Contracts and Conveyances (January 20 and January 27)**
- Sales and Brokerage (February 3 and February 10)**
- Brokerage Administration (February 17 and February 24)**
- Principles Review (March 3 and March 10)**

Location: Greater Gateway Association of REALTORS®, Glen Carbon, Illinois

Time: 8:30 a.m.-4:30 p.m.

Instructor: Kevin Botterbush

Cost: \$165 for each 15-hour course

Please complete the information below and mail to 10 Ginger Creek Parkway, Glen Carbon, IL 62034 or fax back to the Association office at 618-692-8307.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Form of Payment:

\_\_\_\_\_ Check made payable to **IAR Greater Gateway Association Branch**

\_\_\_\_\_ Charge to my credit card (provide Discover™, Mastercard™, or Visa™)

Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
3-digit code on back

Signature of card holder: \_\_\_\_\_