



# Illinois Department of Financial and Professional Regulation

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## Division of Real Estate

BRUCE RAUNER  
Governor

BRYAN A. SCHNEIDER  
Secretary

KREG T. ALLISON  
Director  
Division of Real Estate

Adopted January 10, 2019

### **4 HOUR CORE CONTINUING EDUCATION CURRICULUM**

Section 5-70(e) of the Real Estate License Act of 2000 (Act”) requires that the continuing education curriculum for Real Estate Brokers and Real Estate Managing Brokers include a “single core curriculum”. The core curriculum must consist of 4 hours per 2-year pre-renewal period on subjects that include, but are not limited to, advertising, agency, disclosures, escrow, fair housing, leasing agent management and license law. **That Section of the Act also provides that the new core curriculum cannot become effective until six months have passed following its adoption by the Department. Thus, the new 4 Hour Core Continuing Education Curriculum set forth below will become effective July 10, 2019.**

The Act provides that no Continuing Education Course must be taught in increments longer than 2 hours. Therefore, an Education Provider may offer the 4 Hour Core Course in two 2-hour sessions; credit for the 4 Hour Core Course would not be earned until the 4 Hour Core Course has been successfully completed in its entirety. The Education Provider may, of course, choose to offer the 4 Hour Core Course in its entirety in a single session. For each 2 hours of course time in each course, there shall be a minimum of 100 minutes of instruction. A Core Continuing Education Course must include only those subjects in this Core Curriculum.

All Core Curriculum Courses must be provided only in the classroom or through a live, interactive webinar or online distance education format. Credit for courses completed in a classroom or through a live, interactive webinar or online distance education format shall not require an examination.

A Licensed Education Provider may apply for a Real Estate Continuing Education Course License based on this Core Curriculum by submitting a signed application, applicable fees and any other documents required on the application.

#### **Course Goal**

To provide attendees with the knowledge and skills necessary to protect consumers, enhance the professionalism of the real estate brokerage industry, and prevent violations of the Real Estate License Act of 2000.

## License Law

(Recommended Time-40 Minutes)

### **I. License Law - Introduction**

- A. Purpose and Intent of the Real Estate License Act of 2000
- B. General Duties and Responsibilities of Real Estate Licensees with the Public
- C. Recent Real Estate License Act of 2000 Amendments
- D. Definitions

### **II. Duties and Responsibilities of Real Estate Licensees**

#### A. General Requirements

- 1. Recordkeeping with IDFPR-Division of Real Estate
- 2. IDFPR-Division of Real Estate Online Licensing Process
- 3. Place of Business
- 4. Sponsoring Licensees
- 5. Supervision of Sponsored Licensees
- 6. Termination of Employment
- 7. Independent Contractor and Employee Agreements
- 8. Unlicensed Assistants (Section 1450.740)
- 9. Company Policy for Compliance
- 10. Using Assumed Names

#### B. Discipline Actions and Unprofessional Conduct

- 1. Types of Unprofessional Conduct
- 2. Complaint and Enforcement Process for License Law Violations
- 3. Unlicensed Practice of Real Estate
- 4. Child Support, Tax Deficiencies, Convictions and Violations of Prior Orders
- 5. Failure to Cooperate with IDFPR-Division of Real Estate
- 6. Continuing Education Discrepancies
- 7. Case Studies – Examples of License Law Violations and Disciplines

## **Agency**

**(Recommended Time-50 Minutes)**

### **I. Introduction**

A. Legislative Intent and Brief History of Agency Relationships

### **II. Agency Duties and Relationships**

A. Agency Relationships – Consumer, Client and Customer

1. Licensee’s Relationship and Duties with Consumers
2. Licensee’s Duties Representing Clients
3. Licensee’s Relationship with Customers
4. Ministerial Acts

B. Types of Agency Relationships and Disclosure

1. Designated Agency
2. Dual Agency-Informed Written Consent and Confirmation
3. No Agency
4. Written Disclosure of Agency Relationships

C. Confidential Information

D. Duties After Termination of Brokerage Agreement

E. Teams and Agency

F. Agency Relationships when Licensee is a Principal in a Transaction

G. Compensation Does Not Determine Agency

H. Property Management

I. Residential Leasing Agent Licensee

1. Limitations

## **Brokerage Agreements and Disclosures**

**(Recommended Time-30 Minutes)**

### **I. Agreements**

#### A. Types of Agreements

1. Listing Agreements (Sellers and Landlords)
  - a. Required Elements of Listing Agreements
2. Buyer or Tenant Brokerage Agreements
  - a. Required Elements of Buyer or Tenant Brokerage Agreements
3. Exclusive Agreements and Non-Exclusive Agreements
4. The Licensee's Agency Role
5. Promoting the Best Interest of the Client
6. Duties to Follow Lawful Direction

#### B. Minimum Services Required with Exclusive Agreements

#### C. Property Management Agreements

#### D. Commercial Agreements

#### E. Leasing Agreements

1. Applications
2. Credit and Background Checks
3. Leases

### **II. Disclosures**

#### A. Residential Property and Environmental Disclosures

1. Illinois Residential Real Property Disclosure
2. Disclosure of Information on Radon Hazards
3. Disclosure of Information on Lead-Based Paint
4. Failure to Disclose Information Not Affecting Physical Condition

#### B. Compensation and Business Practices

1. Disclosure of Compensation
  - a. Referrals
  - b. Ownership Interest
2. Disclosure of Licensee Status
3. Disclosure of Contemporaneous Offers

## **Escrow**

**(Recommended Time-20 Minutes)**

### **I. Escrow Accounts**

- A. Overview of Escrow Accounts (Sections 1450.750 and 1450.755)
  - 1. Definition of Escrow Money
  - 2. Escrow Accounts (Depositing, Maintenance, Recordkeeping)
  - 3. Disputes Regarding Escrow Money
  - 4. Disbursement of Escrow Money
  - 5. Agent Responsibilities
  - 6. Contractual Obligations
  - 7. Security Deposits (Leasing and Property Management)
- B. Disciplinary Actions Related to Escrow
- C. Discussion of Escrow Disputes and Case Studies

## **Fair Housing**

**(Recommended Time-30 Minutes)**

### **I. Understanding Fair Housing and the Law**

- A. Brief History and Overview
  - 1. Civil Rights Act of 1866
  - 2. Title VIII Fair Housing Act
  - 3. Illinois Human Rights Act
  - 4. Americans With Disabilities Act (ADA)
- B. Protected Classes (Federal, State, County and Municipality Ordinances)
- C. Exemptions to the Fair Housing Act
- D. Disparate Impact
- E. Fair Housing Case Studies

### **II. Fair Housing Practices**

- A. Discriminatory Practices
- B. Discrimination in Advertising
- C. Residential Rentals
  - 1. Americans With Disabilities Act Compliance
  - 2. Source of Income-Housing Vouchers (HUD Section 8)
- D. Best Practices when Encountering Discriminatory Conduct
- E. Record Keeping and Compliance

**Advertising**

**(Recommended Time-30 Minutes)**

**I. Advertising Requirements**

- A. Sponsoring Brokers Name including Franchise Affiliation
- B. Disclosure of Licensee Owned Properties
- C. Fair Housing Guidelines for Advertising
- D. False or Misleading Advertising
- D. Team Names
- E. Advertising Another Broker's Listing
- F. Blind Advertisements

**II. Advertising Requirements for Media Types**

- A. Print Advertising
- B. Signs on Properties
- C. Websites
- C. Internet
- D. Social Media
- E. Email
  - 1. CAN-SPAM Act

**Total Instruction Time: 200 Minutes**  
**Total Break Time: 40 Minutes**  
**Total Course Time: 240 Minutes (4 Hours)**