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12-Hour Broker Management Continuing Education Course Curriculum

Course Overview

Sections 5-70(b) and 5-70(k) of the Real Estate License Act of 2000 require the continuing education for managing broker licensees include a 12-hour broker management CE course (“BMCE”). This course must be provided in the classroom, a live, interactive webinar, or an online distance education format.

On January 1, 2025, the Department will start accepting applications for the 12-hour BMCE course with the updated curriculum below.

On June 30, 2025, all 12-hour BCME courses with the prior curriculum shall expire and will not be renewed. Only 12-hour BCME courses with the updated curriculum below will be accepted on or after July 1, 2025.

Course Outline

- I. Updates Regarding Law, Rules, and Industry (Recommended 2-3 Hours)**
 - A. Amendments to the Illinois Real Estate License Act & Rules
 - B. Other New and/or Amended Brokerage Laws and Regulations
 - C. Current Market Conditions, Industry Changes, Trends, and Related Consideration

- II. Supervision of Sponsored Licensees (Recommended 3-4 Hours)**
 - A. Definitions
 - B. Advertising
 1. Internet Direct Link Rule
 2. Sponsoring Broker/Licensee Name Ratio
 3. Deceptive Advertising
 - C. Supervision
 - D. Training
 - E. Teams
 - F. Agency
 - G. Age and Education Requirements



III. Supervision and Oversight of New Broker Licensees (Recommended 2-3 Hours)

- A. Requirements
- B. Escrow
- C. Brokerage Agreements
 - 1. Non-Binding Without Designated Managing Broker Approval
 - 2. Must be reviewed by Designated Managing Broker
- D. Transactions
 - 1. Assistance in Offer Negotiations
 - 2. Assistance in Contract Contingency Negotiation
 - 3. Electronic Negotiations
- E. Proof of Oversight
 - 1. Proof of Proper Training
 - 2. Documenting Oversight
- F. Agency Disclosure
 - 1. Designated Agency Disclosure
 - 2. Dual Agency
 - a. Disclosure/Consent
 - b. Confirmation
 - 3. Contemporaneous Offer Disclosure
 - 4. No Agency Relationship Disclosure
 - 5. Duties of Agency
- G. Advertising
 - 1. Internet Advertising
 - a. Social Media
 - b. Email Communications
 - 2. General Advertising
- H. Required Interactions with Division of Real Estate and Online Resources
- I. Virtual Management of Licensees
 - 1. Virtual Operations
 - 2. Changes to Transactions and Use of Technology

IV. Business Operations, Office Policies and Procedures (Recommended 3-4 Hours)

- A. Business Licensing & Registration
 - 1. Types of Entities Licensed by the IDFPR
 - 2. Federal, State and County Registration Requirements
 - 3. Use of Assumed Names
 - 4. Virtual Offices
- B. Recruitment & Hiring
 - 1. Prohibition on Recruitment During Classes
 - 2. Diversity, Equity, and Inclusion Considerations
 - 3. Scholarship Program for Persons of Historically Marginalized Classes



C. Office Policy and Procedures

1. Written Employment and Independent Contractor Agreements
 2. Unlicensed Assistants
 3. Brokerage Agreements
 - a. Exclusive
 - b. Non-Exclusive
 - c. Disclosure of Cooperating Compensation, Including Amount
 - d. Client Identification/Scam Prevention
 4. Transaction Supervision
 5. Escrow Supervision
 6. Agency Compliance
 7. Fair Housing Compliance
 8. Antitrust Compliance
 9. Equal Employment Opportunity Commission Compliance
 10. Areas of Practice/Competency
 11. Continuing Education, Sexual Harassment Prevention Training (Employer and CE Requirements) and other Education Compliance Considerations
NOTE: This segment will NOT meet the license renewal requirement for Sexual Harassment Prevention Training (SHPT). This segment should discuss what Managing Brokers should consider in their management and business operations. The SHPT license renewal requirement must be satisfied by taking a course specifically approved for that requirement.
 12. Review and Training of Policy and Procedures
 13. Document Retention Requirements Under the Act/Rules
- ### D. Training/Supervision for Compliance
1. Provide Training
 - a. New Real Estate License Act Amendments
 - b. Changes in Other Laws Affecting Brokerage
 2. Document Changes/Amendments to Policy
 3. Document Training
 - a. Consistency and Frequency of Communication
 4. Document Supervision

Total Instruction Time: (600 minutes or 10 hours)

Total Break Time: (120 minutes or 2 hours)

Total Course Time: (720 minutes or 12 hours)