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6-HOUR CORE CONTINUING EDUCATION CURRICULUM

Course Overview

Section 5-70(e) of the Real Estate License Act of 2000 stipulates that the continuing education requirement for Real Estate Brokers and Real Estate Managing Brokers consist of a “single core curriculum.”

The single core curriculum must be 6 hours per license term and follow the curriculum listed below to be approved by the Department. The Fair Housing portion of the course shall be a minimum length of two (2) credit hours. 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 6-hour core continuing education courses with the updated curriculum below.

On June 30, 2025, all 4-hour core continuing education courses shall expire and will not be renewed. Only 6-hour core continuing education courses with the updated curriculum below will be accepted on or after July 1, 2025.

Course Outline

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

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
- 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 - 60 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



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
- E. Team Names
- F. Advertising Another Broker's Listing
- G. Blind Advertisements

II. Advertising Requirements for Media Types

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

Fair Housing

(** Required Time – At Least 2 Credit Hours)

Please be certain to include discussion of recent HUD guidance and amendments to protected classes.

I. Purpose and History of Fair Housing Laws

- A. Licensee Role
- B. Licensee Obligations

II. Laws & Rules

- A. Civil Rights Act of 1866
- B. Title VIII Fair Housing Act
- C. Americans with Disabilities Act (ADA)
- D. Housing for Older Persons Act
- E. Illinois Human Rights Act
- F. Illinois Assistance Animal Integrity Act

III. Protected Classes

- A. Federal
- B. State
- C. Local Ordinances
- D. Exemptions to Fair Housing Laws

IV. Discriminatory Practices

- A. Discrimination in Advertising
- B. Blockbusting
- C. Steering
- D. Redlining
- E. Disparate Treatment/Impact (Intent and Effect)
- F. Applying Policies Equally
 - 1. Criminal Background and the Fair Housing Act
 - 2. Arrest records
 - 3. Criminal Convictions
 - 4. Residential Rental Considerations
 - 5. Source of Income Considerations

V. Enforcement

- A. Overview
- B. US Department of Housing and Urban Development (HUD)
- C. Illinois Department of Human Rights
- D. Testers
- E. Filing a Fair Housing Act Complaint

VI. Additional Considerations

- A. Impact on Real Estate Firms
- B. Record Keeping and Compliance
- C. Fair Housing Advertising Rules
- D. Fair Housing Poster
- E. Fair Housing Logo

Total Instruction Time: (300 minutes or 5 hours)

Total Break Time: (60 minutes or 1 hour)

Total Course Time: (360 minutes or 6 hours)

