

45 Hour Managing Broker Pre-License/Transition Courses

1) 30 Hour Classroom/Distance Learning Course

2) 15 Hour Interactive Course*

30 Hour Managing Broker Pre-License Topics	
30 Hours - Licensing, Operations, Escrow and Management	
8 Hours - Licensing & Operations	
Licensing	2 Hours
Procedures to License	
Types - Sole Proprietor, LLC, Corporation, Partnerships	
Sponsoring Broker / Managing Broker	
Independent Contractor Agreement	
Employment Agreement	
Contracts for Licensed & Unlicensed Assistants	
Branch Offices	
Notification of Changes to Department	
Closing Office (w/ department)	
Operations	3 Hours
Federal & State Employment Laws	
IRS Tax Concerns - Independent Contractor vs. Employee	
Unemployment, Workman's Comp.	
Hiring Process	
Employee Manual	
Benefits, Healthcare, Profit Sharing	
General Liabilities	
Errors & Omission Insurance	
Transaction Management - Document Security / Confidentiality	
Business Planning - Budgeting, P & Ls	
Handling the Money	3 Hours
Special Accounts - Escrow Policies / Rules	
Paying Licensees	
Paying Assistants - Licensed / Unlicensed	
Operations Ongoing Expenses	
10 Hours - Managing Licensees	
Recruiting	1 Hour
Career Counseling	
Interview Process	
Brokerage Support	2 Hours
Training Methods	
Encouraging Designations/Further Education	
Agent Compensation & Expenses	
Agent Business Plans	
Policies & Procedures Manual	
Transaction Supervision	2 Hours
Listing Contracts	
Purchasing Agreements	
Agency Disclosures	
Closings - HUD 1 / RESPA Disclosures	
Marketing & Advertising	3 Hours
License Law Requirements	
Internet / Social Media Policies & Supervision	
Marketing Restrictions - Do Not Call/Fax, SPAM	
Advertising "Puffing" vs. Misrepresentation	
Team Advertising Policies	
Dispute Resolution	2 hours
Procuring Cause	
Managing Broker Role	
Resolution Methods	
Escrow Disbursement Disputes	
12 Hours - Risk Management, Laws & Issues	
Company Policies	6 Hours
Fair Housing	
Anti Trust	
Sexual Harassment	
Agency Safety	
Distressed Properties	
Unauthorized Practice of Law	
RESPA Compliance	
Affinity Companies	
Areas of Competency	
Designated Agency / Agency Disclosures	
Disclosure Issues	3 Hours
Federal	
State	
Local	
License Law	
Industry Issues	3 Hours
Distressed Properties	
Property Management	
Mortgage Fraud	
Unlicensed Activity	

15 Credit Hour Interactive Course	
15 Hour Applied Management & Supervision	
Practicum - Reviewing All Learning Objectives	
Role Play / Situational / Case Studies	
Brokerage Contract Disputes w/ Client	
Minimum Services Activities/Problems	
Team Activities	
Commission Disputes - In Office/Co-op Office	
Dual Agency Disclosure Problems	
Escrow Documents	
Topical Emphasis	
Short Sale Problems	
Foreclosure Problems	
Clear Title Problems	
Confidentiality Problems	
Ethics Problems	
Internet/Social Media Problems	

*The entire 45 hour Broker to Managing Broker Transition Course may be distance education. The course content should reflect the curriculum on this page. For more information see Section 1105(i) of the Administrative Rule