LEASING AGENT 6 HOUR CORE CONTINUING EDUCATION CURRICULUM

Section 5-10(d) of the Real Estate License Act of 2000 (Act”) requires that the continuing education curriculum for Leasing Agents include a “single core curriculum”. The core curriculum must consist of 6 hours per 2-year renewal period on subjects that include at a minimum, recent changes to the Act and other laws affecting the leasing of residential real estate, including Fair Housing.

The Act provides that no Continuing Education Course be taught in increments longer than 2 hours. Therefore, an Education Provider may offer the 6 Hour Core Course in three 2-hour sessions or two 3 hour sessions; credit for the 6 Hour Core Course would not be earned until the 6 Hour Core Course has been successfully completed in its entirety. The Education Provider may, of course, choose to offer the 6 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-50 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

II. Duties and Responsibilities of Leasing Agent Licensees

A. General Requirements

1. Recordkeeping with IDFPR-Division of Real Estate
2. IDFPR-Division of Real Estate Online Licensing Process
3. Leasing Agent License-Limited Scope Licensed Activities
4. Sponsorship and Employment Agreements
5. Advertising

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. Leasing Agent’s Relationship and Duties with Consumers
      2. Leasing Agent’s Duties Representing Clients
      3. Leasing Agent’s Relationship with Customers

   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
Leasing Agreements and Disclosures  
(Recommended Time-50 Minutes)

I. Agreements

A. Types of Agreements
   1. Listing Agreements (Owners/Lessor)
      a. Required Elements of Listing Agreements
   2. Tenant Brokerage Agreements
      a. Required Elements of 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. Applications, Fees and Refunds
   1. Credit and Background Checks
   2. Income and Employment Verification
   3. Eviction History
   4. Occupancy

C. Lease
   1. Lease Term and Rent
   2. Owner Information
   3. Security and Pet Deposits
   4. Description and Condition of Property
   5. Utility and Maintenance Responsibilities

II. Disclosures

A. Environmental Disclosures
   1. Disclosure of Information on Lead-Based Paint of Lead-Based Paint Hazards
   2. Disclosure of Radon Hazards

B. Compensation and Business Practices
   1. Disclosure of Compensation
      a. Referrals
      b. Ownership Interest
   2. Disclosure of Licensee Status
   3. Disclosure of Contemporaneous Offers
Tenant-Landlord Laws
(Recommended Time-50 Minutes)

I. State Laws
   A. Landlord and Tenant Act (765 ILCS 705)
   B. Security Deposit Return Act (765 ILCS 710)
   C. Residential Tenants’ Right to Repair Act (765 ILCS 742)
   D. Retaliatory Eviction Act (765 ILCS 720)
   E. Safe Homes Act (765 ILCS 750)
   F. Landlord’s Rights and Responsibilities
   G. Tenant Rights

II. Local Ordinances
    A. Landlord’s Rights and Responsibilities
    B. Tenant Rights

Fair Housing
(Recommended Time-50 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. Misrepresenting Availability
   D. Tenant Selection and Criteria
   E. Fair Housing Case Studies

II. Fair Housing Practices
    A. Discriminatory Practices
    B. Discrimination in Advertising
    C. Americans With Disabilities Act Compliance
    D. Source of Income-Housing Vouchers (HUD Section 8)
    E. Best Practices When Encountering Discriminatory Conduct
    F. Record Keeping and Compliance
Sexual Harassment Prevention Training
(Recommended Time-50 Minutes)

I. Federal Laws – Title VII of the Civil Rights Act of 1964

II. The Illinois Human Rights Act

III. Types of Sexual Harassment
   A. Quid Pro Quo Harassment
   B. Hostile Work Environment Harassment

IV. What Should I Do if I Experience or Witness Sexual Harassment?
   A. Reporting at Place of Employment
   B. Reporting to an Outside Entity
   C. Whistleblower Protection
   D. Employer Responsibilities and Liabilities

Total Instruction Time: 300 Minutes
Total Break Time: 60 Minutes
Total Course Time: 360 Minutes (6 Hours)