



# Illinois Department of Financial and Professional Regulation

## Division of Real Estate

JB PRITZKER  
Governor

DEBORAH HAGAN  
Secretary

MARIO TRETO, Jr.  
Director  
Division of Real Estate

### **BROKER MANAGEMENT CONTINUING EDUCATION** **12-HOUR CURRICULUM**

#### **Course Goal**

To provide licensees with the knowledge and skills necessary to protect consumers and enhance the professionalism and management of the real estate industry.

#### **Overview**

Sections 5-70(b) and 5-70(k) of the Real Estate License Act of 2000 (“Act”) requires the continuing education for managing broker licensees include a 12-hour broker management curriculum (“BMCE”). The Division may provide for the development of a single broker management course to be offered to all education providers to promote a uniform and consistent course content for licensees.

This BMCE curriculum has been updated to reflect the changes to the Act which went into effect August 9, 2019. The Division will implement this BMCE curriculum on November 1, 2020 and all licensed education providers will be required to submit updates to their current licensed BMCE course by November 1, 2020. The BMCE course update will not require a fee but will require the submission of an updated course outline and materials to comply with this curriculum. Updated courses may begin instruction on November 1, 2020. Course updates may take up to 20 business days to process. It is recommended that education providers submit course updates at least three weeks in advance of the deadline. **BMCE courses not updated by the deadline will become inactive and will not be available for instruction after November 1, 2020.**

All BMCE 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 does not require an examination.

A licensed education provider may apply for a real estate continuing education course license based on this BMCE curriculum by submitting a signed application, applicable fees and any other documents required on the application.

**DIVISION OF REAL ESTATE**  
**BROKER MANAGEMENT**  
**12 HOUR CONTINUING EDUCATION CURRICULUM**

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- I. Changes in 2019 to the Real Estate Licensing Act Effecting Designated Managing Brokers (Recommended 4 Hours)**
  - A. Definitions**
  - B. Advertising**
    - 1. Internet One Click Rule**
  - C. Supervision**
  - D. Training**
  - E. Teams**
  - F. Agency**
  - G. Age and Education Requirements**
  
- II. Supervision and Oversight of New Broker Licensees (Recommended 4 Hours)**
  - A. Requirements**
  - B. Escrow**
  - C. Brokerage Agreements**
    - 1. Non-Binding Without Designated Managing Broker Approval**
  - D. Transactions**
    - 1. Assistance in Offer Negotiations**
    - 2. Assistance in Contract Contingency Negotiation**
    - 3. Electronic Negotiations**
  - E. Proof of Oversight**
    - 1. Documenting Oversight**

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- F. Agency Disclosure**
    - 1. Seller Agency Disclosure**
    - 2. Buyer Designated Agency Disclosure**
    - 3. Dual Agency Disclosure**
    - 4. Contemporaneous Offer Disclosure**
    - 5. No Agency Relationship Disclosure**
    - 6. 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**
- III. Office Policy and Procedures (Recommended 4 Hours)**
- A. Requirements**
    - 1. Written Employment and Independent Contractor Agreements**
    - 2. Brokerage Agreements**
    - 3. Transaction Supervision**
    - 4. Escrow Supervision**
    - 5. Agency Compliance**
    - 6. Fair Housing Compliance**
    - 7. Antitrust Compliance**
    - 8. Equal Employment Opportunity Commission Compliance**
    - 9. Areas of Practice/Competency**

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**10. Sexual Harassment Prevention Compliance**

*NOTE: This segment will **NOT** meet the requirement for Sexual Harassment Prevention Training (SHPT). This segment only covers the requirements and importance for the course.*

*SHPT must be taken separately within the CE hours required for renewal.*

**11. Review and Training of Policy and Procedures**

**B. 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**  
**Total Break Time: 120 Minutes**  
**Total Course Time: 720 Minutes (12 Hours)**