

## New Member Orientation

October 26, 2016, January 26, April 26, July 27, 2017  
9:00 - 4:00 3.0 hrs credit for Ethics portion

You are a REALTOR®, now what? This mandatory class will get you up to speed on all three aspects of the REALTOR® organization. Learn about the National, State and Local Associations and all the benefits you receive from your membership. *NMO includes Ethics.*

## Speed Networking 12:00 - 1:00

## Code of Ethics

October 26, 2016, January 26, April 26, July 27, 2017  
1:00 - 4:00 3.0 hrs credit  
T.J. Simon, Rebecca Sellnow, Educators

This class will inform licensees of professional ethics in real estate. It will explore common scenarios faced by real estate professionals and their legal and ethical duties when these situations arise. Suggestions of corrective action and communication will be discussed as a standard of practice. *This course meets the NAR ethical training requirement. Need Ethics class every two years.*

## 2016-2017 MN Required Module

### Residential Contracts

October 5, 2016 8:30 - 12:15 3.75 hrs credit  
Chris Prescott, Educator

This class will explore contracts and forms related to the Minnesota real estate transactions. Special emphasis will be placed on the contract issues that come up in day-to-day business so agents will be better equipped to serve buyers and sellers after instruction on what is contractually required.

### Making Magic with Millennials

October 5, 2016 1:15 - 5:00 3.75 hrs credit  
Deb Greene, Instructor

In this course, you will learn about improving your communication skills and enhancing your interaction with millennial age clients, agents and staff. Build a thriving business with the newest group of home buyers and agents, learn how to negotiate and advocate for the millennial buyer. Create a successful mindset and marketing strategies to connect with the millennial home buyer.

### Agent Beware

October 6, 2016, 8:30 - 12:15 3.75 hrs credit  
Mike Brennan, Educator

In this 3.75 hour class, students will be exposed to the scams that are perpetrated on consumers, what the "red flags" to be aware of are, physical threats and security issues facing a

buyer and seller. In today's world, where criminals see an open house as being a ripe target, agents need to be aware of the dangers and how to handle themselves to protect themselves and their clients. Many times, agent and consumers find they are in a compromised situation and need solutions to extricate and exonerate themselves. This class will demonstrate the safety measures that can be used to protect.

### Buyer PhD

October 6, 2015 1:15 - 5:00 3.75 hrs credit  
Mike Brennan, Educator

#### *Includes Agency & Fair Housing*

In this 3.75 hour class, agents will learn how to effectively take care of a purchaser by providing top notch service. "What do you want" is examined and explored as we delve into the minds of buyers. We examine how to service a buyer by proper questioning and diving deeper into what the consumers "needs" are. We introduce the Agency Relationship in Real Estate Transaction forms and provide simple, clear explanations of what the form says in order to better educate the buyer and comply with state law. We will learn the buzzwords and phrases to avoid for having every client feel they are being treated fairly.

**MMBA and GLAR  
Education & Product  
Showcase**

**February 2, 2017 12:00 - 2:00**

**Breezy Point Convention Center**

**GLAR and Mid MN Builders Association are  
partnering for a combined  
Education and Product showcase**

### Today's FHA and VA

February 2, 2017 8:00 - 12:00 4 hrs credit  
Susanne Barkalow, Educator

From the preface of the book: This course focuses on the most current FHA appraisal requirements, including inspection and reporting requirements, along with resources for continuing updates on the program. The FHA lending program has undergone recent changes that significantly affect FHA appraisal procedures...Prospective as well as current FHA Roster Appraisers will benefit from the book's detailed review

of FHA property and appraisal requirements. VA Fee Panel appraisers can ensure their present practices in performing valuation services meet the expectation of VA protocol. **This class has been approved for Appraiser and Real Estate credits.** Location Breezy Point Convention Center.

### 2016-2017 MN Required Module

#### Residential Contracts

February 2, 2017 8:30 - 12:15 3.75 hrs credit  
Chris Prescott, Educator

This class will explore contracts and forms related to the Minnesota real estate transactions. Special emphasis will be placed on the contract issues that come up in day-to-day business so agents will be better equipped to serve buyers and sellers after instruction on what is contractually required.

Location Breezy Point Convention Center.

#### CRS - Silver Bullet Solutions

February 20, 2017 8:30 - 5:00 7.5 hrs credit  
Mike Slevaggio, Educator

Over the past several years, Mike has collected what he believes is a great toolbox of solutions to agent dilemmas. These solutions apply to both buyer and seller situations. In addition, as part of this course, are web based solutions to help show sellers and buyers the right way to look at the market. See GLAR website for more details.

#### Tax Write-Offs for the Self Employed

March 9, 2017 8:30 - 5:00 7.5 hrs credit  
Chris Bird, Educator Provided by Brightwood College powered by Kaplan Real Estate Education

Self-employed individuals are entitled to many tax deductions; stay abreast with the ever-changing federal and state tax codes. Our resident tax professional created this class to give the independent business owner an understanding of the effective tax write-offs they may be missing. Starting with the federal tax system, you'll review record keeping requirements and estimated tax requirements.

*See detailed description of class on registration form.*

*"This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education."*

#### Agency and Fair Housing

March 22, 2017 1:00 - 3:00 2 hrs credit

This two-hour program reviews the various federal and state protected classes and related REALTOR® Duties. This course will also provide a look at demographic changes in the real estate market, homeownership trends and a review of fair housing court cases involving real estate. In Agency you will look at Minnesota Agency law and related

fiduciary responsibilities. The program also includes a look at confusing issues REALTORS® face when working with buyers and sellers.

### USPAP - DATE CHANGED TO MAY 3

~~April 5, 2017~~ 8:00 - 5:00 8 hrs credit  
Susanne Barkalow, Educator

This is the eight hour National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course, as developed by The Appraisal Foundation. The course focuses on changes to USPAP for 2016 and 2017 and on appraisal issues that affect daily appraisal practice, challenging participants to interpret and apply USPAP to situations they encounter in their daily practice.

**Required Manual cost is \$100 for appraisers (2 books), \$25 for non-appraisers. Purchase from instructor day of class. (cost subject to change) This class has been approved for Appraiser and Real Estate credits.**

#### REGISTER FOR GLAR CLASSES AT

[www.greatlakesrealtors.com](http://www.greatlakesrealtors.com)

*Pre-registration required.*

**Greater Lakes Association of REALTORS®  
15344 Pearl Drive, Baxter MN 56425  
218-828-4567**

### Can We Talk? What REALTORS®, Lenders and Appraisers Need to Know About Each Other's Work

April 18, 2017 1:00 - 5:00 4 hrs credit  
Susanne Barkalow, Educator

This seminar is designed to refresh and expand on the expertise of a real property appraiser, when communicating with agents, sellers, buyers, and lenders during the course of an appraisal assignment. In addition the agent and lender perspectives are also presented. Appraiser independence requirements emphasized, as is the need for collaborative communication, as professionals, along with requirements and expectations for appraisers and how agents can help prepare sellers for an appraisal.

### Issues When Insuring Title

May 25, 2017 8:30 - 12:15 3.75 hrs credit  
Nate Jensen, Atlas Abstract & Title, Educator

Gain a better understanding of the common title issues that will give you insight for your clients and help them understand some of these matters that may affect the title to their

properties. What does a title company consider when conducting a closing?

### Water Quality and Aquatic Invasive Species Workshop

May 25, 2017 1:15 - 5:00 3.75 hrs credit  
Sarah Fogderud, Educator

This class will provide agents with a basic understanding of lake ecology, shoreline best management practices, and AIS in Minnesota lakes. In their work with local lake properties, REALTORS® have a unique opportunity to help educate homeowners on AIS prevention and the importance of maintaining lake water quality.

### 2016-2017 MN Required Module

#### Residential Contracts

June 14, 2017 8:30 - 12:15 3.75 hrs credit  
Chris Prescott, Educator

This class will explore contracts and forms related to the Minnesota real estate transactions. Special emphasis will be placed on the contract issues that come up in day-to-day business so agents will be better equipped to serve buyers and sellers after instruction on what is contractually required.

### \*\*\*\* MLS Classes \*\*\*\*

#### Authentisign 2.5 hrs credit

In this digital age it is becoming more and more important to give clients options for receiving and signing documents. This hands-on class will teach you about signing through Authentisign. You will walk through setting up a signing for participants from a transaction. Also learn the steps to take after they receive a signing to give them the knowledge to aid participants with a signing in the future.

#### MLS Basics 4 hrs credit

Learn how to effectively search the MLS system utilizing the different search options. Learn how to use auto-emails to notify your clients of new listings and listing changes based on the criteria they provided their agents. Also learn various customizations in the system that can set you apart and save time.

#### TransactionDesk by Instanet Solutions 3 hrs credit

In the world of technology, buyers and sellers want to do more online. Now you can do all your real estate transactions online, save them, and even allow your client to review and sign the documents. It is a great opportunity to use less paper and keep everyone who is involved in the transaction up to date.

#### TransactionDesk & Authentisign 2 hrs credit

In the world of technology, buyers and sellers want to do more online. Now you can do all your real estate transactions online, save them, and even allow your client to review and fill out the documents. It is a great opportunity to use less paper and keep everyone who is involved in the transaction, up to date.

*This class is NOT hands-on.*

#### Realist Tax 2 hrs credit

In this class we will go over the tax integration in the MLS. We delve deeper into the Realist program to do customized property and map searches. We will also learn how to print or export customized mailing labels from the system.

#### REALTOR® Property Resource 2 hrs credit

REALTOR Property Resource (RPR) integrates MLS listing data and other public data sources to create comprehensive reports that you can provide to your buyers and sellers. Through the program you will learn how to create a comprehensive Sellers Report that includes MLS and public information and other reports. See website for more details.

#### Comparative Market Analysis 3 hrs credit

This course will outline three different Comparative Market Analyses (CMAs) that are available for use through the MLS. Each of these unique reports brings in different information to help in their presentation. If an agent would like to highlight the neighborhood where the listing is located they can utilize the Realist tax and RPR reports that provide demographic information.

#### Statistics in MLS 2 hrs credit

In this class we will look at different ways to gather statistics from MLS. We will also look at a program that is completely devoted to listing statistics, InfoSparks.

**NOTE: MLS classes are scheduled on a month to month basis, watch publications for dates.**

### EDUCATION COSTS

<b>New Members:</b> education card	<b>\$95.00</b>
<b>Current Members:</b> education card	<b>\$125.00</b>
<b>Non Members:</b> education card	<b>\$175.00</b>
<b>Member:</b> per credit hour	<b>\$15.00</b>
<b>Non-Member:</b> per credit hour	<b>\$16.00</b>
<b>MLS Classes:</b> no charge	



## 2016 - 2017 Continuing Education Calendar

<u>Date</u>	<u>Class</u>	<u>Credits</u>
10-5-16	2016-2017 Required Module	3.75
10-5	Making Magic with Millennials	3.75
10-6	Agent Beware	3.75
10-6	Buyer PhD	3.75
10-26	New Member Orientation	3.0
10-26	Ethics	3.0
01-26-17	New Member Orientation	3.0
01-26	Ethics	3.0
02-02	Today's FHA and VA	4.0 ♦♦
02-02	2016-2017 Required Module	3.75
02-02	MMBA & GLAR Product Showcase	
02-20	CRS - Silver Bullet Solutions	7.5
03-09	Tax Write-Offs for the Self Employed	7.5
03-22	Buyer Counseling - <b>CANCELLED</b>	3.0
03-22	Agency and Fair Housing	2.0
04-18	Can We Talk? - <b>NOTE DATE CHANGE</b>	4.0 ♦♦
04-26	New Member Orientation	3.0
04-26	Ethics	3.0
05-03	USPAP - <b>NOTE DATE CHANGE</b>	8.0 ♦♦
05-25	Issues When Insuring Title	3.75
05-25	Water Quality, Invasive Species	3.75
06-14	2016-2017 Required Module	3.75
07-27	New Member Orientation	3.0
07-27	Ethics	3.0

♦♦ Appraiser and Real Estate Approved

**The above classes have been approved by the Minnesota Commissioner of Commerce for the number of hours specified.**

*Double check GLAR website before class for locations and times for classes; they do vary, or may have changed. If you are late for class, you are welcome to stay, but will not receive credit. Fines in place for no shows or non-registrations.*

The Greater Lakes  
Association of REALTORS®

# Continuing Education Schedule 2016 - 2017

REALTORS®  
and  
APPRAISERS

