

BME 1804

Broker Management Continuing Education (12-Hour Mandatory Course)

**Illinois REALTORS® Licensing & Training Center
Capital Area REALTORS®**

Presents the
**Continuing Education Course
Broker Management**

BME-1804

(564003332)



April 8 & April 9, 2025

9:00 a.m. - 4:00 p.m. (both days)

**Attend in-person or remotely via Zoom.
There will not be a final exam however,
students attending remotely will be required to
use a video camera the entire time to
receive credit for attending.**

The 2024-2025 Broker Management CE course is written by REALTORS® for REALTORS® and has been updated to cover the latest issues with tips and strategies to run your brokerage/business. Topics include navigating the new normal post settlement, updating company policy, risk management systems, designated managing broker responsibilities, fair housing concerns, negotiating strategies, escrow issues, and conflict resolution escalation resources.



**3149 Robbins Road
Springfield, IL 62707
217-698-7000
www.SeeHouses.com**

Course Registration

Broker Management CE Registration Tuesday, April 8, 2025 & Wednesday, April 9, 2025

Instructor: Lynn Madison

Both Days: 9:00 a.m. - 4:00 p.m. (Lunch break approximately from noon - 1:00 p.m.)

Complete and return to:

Capital Area REALTOR® • 3149 Robbins Road • Springfield, IL 62704

Phone: 217-698-7000

or register online at: <https://mdweb.mmsi2.com/caar/>

Name: _____ RE License #: _____

Firm: _____

Business Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

Local Board of REALTORS®: _____ E-Mail: _____

REGISTRATION FEE

CAR Member \$159.00

IAR Member \$169.00

Non-Member \$179.00

TOTAL AMOUNT DUE: \$ _____

Check (payable to Capital Area REALTORS®)

Charge to: VISA MasterCard Discover

Number _____ Exp. _____

Signature Required _____

REMOTE ATTENDANCE:

Once you have registered and paid for the course Katie Karhliker will forward you a Zoom registration link.

Important Notice: If you have any disabilities which require special accommodations, please identify those needs:

(Registration conformations will be sent via email)

Registration Information

Registration conformations will be sent via email. You will be notified if class is full. Registration begins one-half hour prior to class starting. Photo ID required. Late arrivals will not be admitted. Advance registration and payment are required.

Cancellation Policy: You may cancel your registration by providing forty-eight (48) hour advanced notice to the Association. If the required forty-eight (48) hour notice is provided, then you shall be allowed to apply your registration fee minus a \$25 processing fee to any C.E. course offered during the next twelve (12) months. NO REFUNDS will be granted. If the required forty-eight (48) hour notice is not provided, there shall be NO CREDIT granted. Any individual not providing the necessary forty-eight (48) hour notice will be billed for the course.