



Sponsored by the Illinois REALTORS®  
Approval Code: 2022-229

# \*ETH 1530: Code of Ethics Roadmap to Best Practices

(564003064 - 3 Hours Elective CE credit)

February 13, 2023      1:00PM – 4:00PM      1124 Hartman Lane or Online

Shiloh Office, 1124 Hartman Lane, Shiloh, IL 62221

Instructor: Susan Chapman

Understanding the Code of Ethics and its requirements makes us better REALTORS®. This course will walk you through the articles of the Code that are most misunderstood and/or are most violated. Bringing the very best representation to our buyer and seller clients is our number one goal and following the Code can help you do that.

**\*This course also fulfills the National Association of REALTORS® ethics requirement, which must be completed by December 31, 2024.**

**Appraiser members are required to complete this to fulfill the NAR code of ethics requirement.**

**☞ Registration begins one-half hour prior to start of class; late arrivals will not be admitted.**

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Register Online at [618realtor.com](http://618realtor.com) or call 618-277-1980

Yes \_\_\_\_\_ I have a disability that requires special accommodations to fully participate in this course.

Name: \_\_\_\_\_

Office: \_\_\_\_\_

Address: \_\_\_\_\_

Real estate license number: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
(Please print legibly. Illinois REALTORS® will send test results to this address.)

**Do not procrastinate – fulfill your code of ethics training and educational requirement now!**

# 2023 EDUCATION POLICY

1. All reservations for CE classes must be received in advance of the class in writing or online and must be accompanied with the specified amount of money.
2. Licensed non-members can attend CE and pay the non-member prices.
3. All electronic devices must be silenced during the entire session.
4. Attendees who are late for CE will not be admitted.
5. Attendees must attend the entire session to receive continuing education credit. If an attendee arrives late for the class, or from the scheduled breaks, he/she will not be given credit.
  - a. Late means the instructor has started speaking and the attendee is not in the room.
6. If an attendee has a medical problem that may requires him/her to be out of the room other than a scheduled break, please inform staff and accommodations will be made.
7. An attendee must call 48 hours ahead of time if they are not able to attend any class to get a refund. If possible, the Association will move them to the same class on a different day for no additional charge.
8. Only students are allowed to attend CE classes. No additional attendees may be present in the class or building during class time.
9. All attendees are expected to pay attention, participate and should not be under the influence of a controlled substance before or during the session.
10. Electronic devices that are not being used to take notes are not to be used during class time. They can only be used during scheduled breaks.
11. SIBR must be notified 48 hours before any class time if the student will not be in attendance to not pay the nonattendance fee. SIBR will also allow any person registered for a free CE course to have a proxy to take their place, and if the proxy does not show, the original person is responsible for the no-show fee.
12. Affiliates are not allowed to attend the actual CE class.
13. A \$25 CE Class change fee from zoom to in person and/or back the day of class will be charged. The exception is weather.
14. Virtual CE Requirements
  - a. You are required to use the video option – you must be always seen
  - b. Keep yourself muted if not talking
  - c. Dress for the job you have – not in your pajamas
  - d. Don't be sitting on or in a bed
  - e. Make sure your camera and audio are working before you start
  - f. Don't eat during the class – you will get lunch and breaks
  - g. Don't do private things while you are on video
  - h. Stay focused – don't be doing other work while on video
  - i. Be in a private place, don't have dogs barking and kids running through your video
  - j. Behave like you are physically in the classroom
  - k. Be prepared for the class
  - l. Speak clearly and don't shout – they can hear you
  - m. Don't interrupt other speakers
  - n. Be on time
  - o. Use the chat function if you have a question or want to speak unless otherwise directed.
  - p. You can't be in your car or mobile. You must be sitting in front of your computer