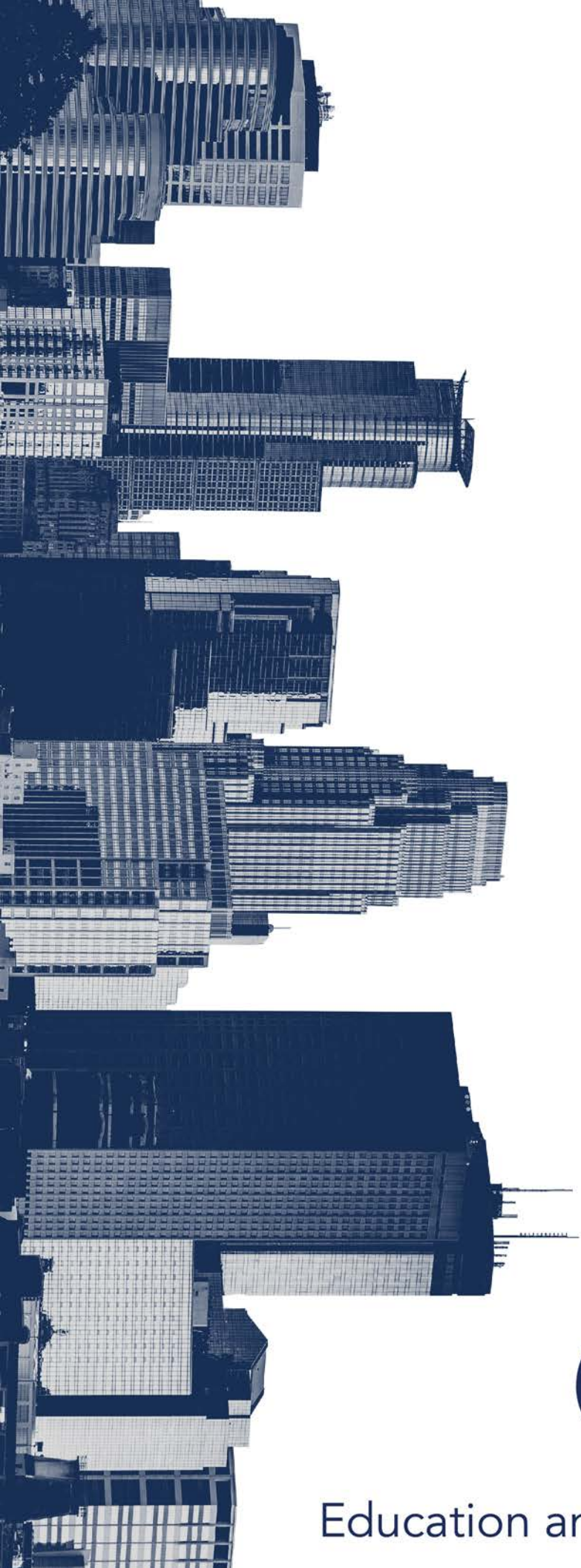




MINNEAPOLIS AREA
REALTORS®



Course Catalog

Education and Professional Development

Education Policies

The Minneapolis Area REALTORS® provides an environment in which people of varied backgrounds can learn and grow through shared experiences. We welcome all students and applicants without regard to race, color, creed, religion, ancestry, national origin, gender, sexual orientation, or disability.

Online Courses

All online CE courses are available through CE Shop. Register online classes through our website at mplsrealtor.com under Education.

Online Designation Courses

Designations allow you to: add prestige to enhance your professional image, gain new expertise, acquire specialized knowledge, increase your value, increase your marketability, increase your proficiency, and increase your productivity.

You can register for online Designation Courses via onlinelearning.realtor.

Education and Professional Development Information

All correspondence and phone calls concerning classes and education should be directed to the Education and Professional Development department at **952.933.9020** during business hours: Monday – Friday 8:00 a.m. – 4:30 p.m.

Minneapolis Area REALTORS®
5750 Lincoln Drive
Edina, Minnesota 55436

Lacy Schuldt, Director of Education
Mark McDonald, Education Coordinator
Johnetta Henry, Education Coordinator

For Broker-Hired Trainings, please contact Lacy Schuldt at LacyS@mplsrealtor.com and include full name, address with zip code and phone number.

Courses at a Glance

The Proof is in the Numbers

Requirements

2019/20 Salesperson & Broker Required
Module: Agency, Fair Housing & Energy
Efficiency (3.75 CE)
Pathways to Professionalism: Code of Ethics
2019/20 (2.5 CE)
Professionalism: Code of Ethics 2019/20
(3.75 CE)
Agency (Agency Law in Minnesota) (1.0 CE)
Agency & Fair Housing (2.0 CE)
Agency and Fair Housing Plus (2.0 CE)
Fair Housing (1.0 CE)

1 Hour CE Courses

Appraiser Friendly Listings
Buyer/Seller Characteristics and the Real
Estate Agent Today
Condos 101
Dual Agency is Not a Bad Word
Five Things You Can Do to Help Your Client's
Appraisal
How to Read an Appraisal
Intro to Infosparks for REALTORS®
Measuring for Accuracy
NorthstarMLS Updates
RPR Advanced: 10 Powerful Ways to Earn
More Business than your Competition
RPR Advanced: Hitting the Bull's Eye with
Perfect Pricing
RPR Advanced: Impress Clients and Close
More Deals
Market Update
The Basics of Remine
Turbocharge your Business with Top 10 Tools
from RPR

1.5 Hour CE Courses

Condos and Townhomes

2 Hour CE Courses

Anatomy of a House
How to Read an Appraisal II

2.5 Hour CE Courses

Infosparks – Becoming a Number Ninja

3 Hour CE Courses

CMAs & Customizing MLS
Mortgage 101
Using Instanet & Authentisign 101
Using RPR To Better Serve Buyers and Sellers
with Data and Analytics

3.75 Hour CE Courses

The Art of Negotiation
The Art of Communicating Effectively
Basics of MLS
Be a Better Buyer Agent
Dispute Resolution: Mediation, Arbitration,
Litigation for the Agent Today
Facebook for Business 101
Foreclosures: Unique Opportunities for Your
Buyer or Investor
Forms 2019/20
FSBO Sellers – Who are they?
Introduction to Staging
Investing in Your Investment Consumers
Let's Play... Legal Trivia
Listing with Confidence
Long Term Investment Properties
Millennials – The NOW Big Thing!
Mortgage 101 Plus
Purchase Agreements That Get Results
Preparing and Presenting a Powerful Listing
Presentation
Real Size Matters
Residential Contracts: Buyer Paperwork
Residential Contracts: Forms for Sellers
RPR: Navigating, Searching and Reporting for
Your Consumers
Strategic Negotiator
Social Media Management
Team Building – How to Build Your Team
Video Made the Real Estate Star
When Bad Things Happen to Good
Transactions

New Member Requirements

The Department of Commerce (DOC) requires newly licensed agents to complete 30 credits of continuing education by the second June 30 after receiving their license for their first renewal. Check your CE transcripts for CE requirements and due dates.

Existing Member Requirements

Agents are required to complete 30 real estate continuing education credits (CE) in their two-year cycle, with a minimum of 15 CE credits in the first year of the cycle.

Required Courses

Between July 1, 2019 – June 30, 2020 every REALTOR® is required to complete 3.75 hours of the Salesperson and Broker Required Module

2019/20 Salesperson & Broker Required Module: Agency, Fair Housing & Energy Efficiency

Instructors: John Anderson, Jim Dattalo, Nene Matey-Keke, Lynne Mattson

Course Description: This course covers Agency Law, its history, foundation, and Minnesota License laws regarding Agency relationships in a real estate transaction. This course will also look at federal Fair Housing law, its history, laws, and regulations. Prohibitions under the federal Fair Housing Act and the Minnesota Human Rights Act will be covered. The energy efficiency portion of the course will cover the importance of home energy assessments in existing homes and an overview of the MN market for energy efficiency in new homes and building codes. It will also cover the need and importance of a pre-construction HERS report and provide resources for more information.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Between January 1, 2019 and December 31, 2021 every REALTOR® is required to complete 2.5 hours of Code of Ethics training

Pathways to Professionalism: Code of Ethics 2019/20

Instructors: John Anderson, Jim Dattalo, Deb Greene

Course Description: This course is designed for the existing real estate agent and broker to give an overview of the Code of Ethics that all Realtors subscribe to and follow. This course includes an overview of some specific articles of the code of ethics that an agent is to follow in respect to clients, the public and other agents. We will also review several case studies to understand specific applications of the code. We will also discuss Arbitration and procuring cause as it relates to real estate transactions.

This course satisfies the NAR Code of Ethics requirement for Cycle 6 that runs January 1, 2019 – December 31, 2021.

This course has been approved by the Minnesota Commissioner of Commerce for 2.5 hours of real estate continuing education credit

Professionalism: Code of Ethics 2019/20

Instructors: John Anderson, Jim Dattalo, Deb Greene

Course Description: Being a professional is more than dressing the part or just showing homes. Professionalism and ethical behavior is crucial in real estate. Real estate agents run a business and represent all of their fellow agents as well as their brokers in the industry. We will cover professionalism, ethics, and best business practices when working with buyers and sellers. Through the explanation of the code of ethics, enforcement of the code, case studies, and in real life examples we will address how the agent can best serve their clients both ethically and professionally.

This course satisfies the NAR Code of Ethics requirement for Cycle 6 that runs January 1, 2019 – December 31, 2021.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Every 2 years REALTORS® must complete 1 CE hour of Agency law and 1 CE hour of Fair Housing*

***The Salesperson and Broker Required Module: Agency, Fair Housing & Energy Efficiency meets the requirement for 2019/20.**

Agency (Agency Law in Minnesota)

Instructors: John Anderson, Jim Dattalo, Deb Greene

Course Description: 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.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

Agency & Fair Housing

Instructors: John Anderson, Jim Dattalo, Deb Greene

Course Description: Meet both your Agency and Fair Housing requirements in one course. In Agency, you will look at Minnesota's Agency law and related fiduciary responsibilities. Fair Housing will review the various federal and state protected classes and related Realtor duties. This course satisfies the 1 hour of Agency and 1 hour of Fair Housing required by the Department of Commerce every licensing cycle for licensees.

***This course offering is in addition to the 1 hour Agency and 1 hour Fair Housing courses.**

This course has been approved by the Minnesota Commissioner of Commerce for 2 hours of real estate continuing education credits

Agency and Fair Housing Plus

Instructor: Doneva Carter

Course Description: Meet both your Agency and Fair Housing requirements in one course. In Agency, you will look at Minnesota's Agency law and related fiduciary responsibilities. Fair Housing will review the various federal and state protected classes and related Realtor duties. This course satisfies the 1 hour of Agency and 1 hour of Fair Housing required by the Department of Commerce every licensing cycle for licensees.

This course has been approved by the Minnesota Commissioner of Commerce for 2.5 hours of real estate continuing education

Fair Housing

Instructors: Deb Greene, John Anderson, Jim Dattalo

Course Description: This one-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.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

1 Hour CE Courses

Appraiser Friendly Listings

Instructor: Zoe Liston

Course Description: A common obstacle in getting a mortgage approved and eventually a property transaction to close is the appraisal. However, there are simple things that can be done by the REALTORS® in the actual property listing in MLS to prevent or minimize this obstacle and help both the buyer and the seller reach their desired outcome. This session will provide useful and simple tips that will benefit the consumer on the overall process of the transaction.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

Buyer/Seller Characteristics and the Real Estate Agent Today

Instructor: John Anderson

Course Description: The process of working with buyers and sellers continues to evolve over time. What are today's buyers and sellers looking for in a real estate agent? What are the latest characteristics of buyers and sellers and how can the real estate agent best help the consumer through the process?

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

Condos 101

Instructor: Tim Ferrara

Course Description: This course teaches REALTORS® the unique laws and forms relating to the condos and townhome market. Attendees will also learn the steps to correctly list and sell condos and townhomes, as it is typically differing from dealing with single family homes.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit.

Dual Agency is Not a Bad Word

Instructor: John Anderson

Course Description: The consumer has several choices for representation in the real estate transaction. Dual agency is one of those choices. In this course we will discuss the interpretation and definitions as they apply to dual agency. We will also look at what our state statutes state as well as how fiduciary duties relate to dual agency. Finally, we will look at some of the big questions and issues when using dual agency in a transaction and how the relationship develops between the client and agent.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit.

Five Things You Can Do to Help Your Client's Appraisal

Instructor: Zoe Liston

Course Description: Your job as a listing agent doesn't end with a signed PA. The appraisal still has to be done for the sale to close. Find out how an appraiser thinks when observing the home, what information you can provide, how to prepare the home before the appraiser arrives, and what you need to know as a selling agent or listing agent about FHA appraisals.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

How to Read an Appraisal

Instructor: Zoe Liston

Course Description: Has your client ever asked you to explain their appraisal for them? Do you know how to do that? Learn how to locate fields on the appraisal, where the data is derived from. Do you know what all the codes that started appearing a few years ago (Q2, C3, 1r1br0.1ba0o) mean? This class will go through a standard mortgage appraisal to educate Realtors on how fields are recorded, terminology, and decipher appraisal codes.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

Intro to Infosparks for REALTORS®

Instructors: David Arbit, David Garves

Course Description: Do you want to wow your clients with market data? Then learning how to utilize Infosparks is a must. This introductory course covers the basics of accessing, navigating and customizing features within Infosparks. Attendees will leave knowing how to analyze and present information on different areas, metrics, market segments and price ranges. You'll also learn how to create reports and use them effectively in managing expectations and providing better service to consumers. In addition, attendees will also learn how to share reports via social media. No prior experience with Infosparks or using market data required.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

Measuring for Accuracy

Instructor: Zoe Liston

Course Description: You just signed a listing, now you have to gather information to put it in MLS. But, how do you know how big the house is? How much finished square footage does it have? What does 'finish' really mean? What's the definition of BelGrdFinSqFt? What tools do you need to measure the house? This is a 1-hour version that quickly answers all your measuring questions.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

NorthstarMLS Updates

Instructor: Zoe Liston

Regardless if you're new to using NorthstarMLS or you're a novice, you should learn about the great new updates. Some impact how you navigate the system. Others help you narrow and specify your searches more efficiently. A few can help you organize results and make mailings easy. This one-hour course focuses specifically on the changes that came to be in 2019.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

RPR Advanced: 10 Powerful Ways to Earn More Business than your Competition

Instructor: Zoe Liston

Course Description: This course will review the most commonly used features of Realtors Property Resource (RPR®) and explain how to use these features to better serve home buyer and sellers. The course will include detailed reviews of several features including Comp Analysis, Searching Distressed Properties, Mapping Tools, Market Activity Reports, Neighborhood Reports, Investor Tools and Valuing Home Improvements. It will also include a review of RPR's Commercial Application.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

RPR Advanced: Hitting the Bull's Eye with Perfect Pricing

Instructor: Zoe Liston

Course Description: This course will provide REALTORS® with background information on Automated Valuation Models (AVMs) and REALTOR® Valuation Models (RVM®). The course will provide details on using RPR to better serve home buyers and sellers using key features such as the Comp Analysis tool, chart and graph comparisons and the Investment Analysis Tool.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

RPR Advanced: Impress Clients and Close More Deals

Instructor: Zoe Liston

Course Description: This course will review the importance of using detailed analytical data to assist home buyers and sellers. The course will include an overview of the role of Automated Valuation Models (AVM's) and the REALTOR® Valuation Model (RVM®) in pricing a property. The course will review how to use RPR tools such as neighborhood and census group information, school information and market activity to generate detailed reports and help buyers and sellers make informed consumer decisions.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

Spring Market Update 2020

Instructor: David Arbit

Course Description: This course will provide a seasonal market update using the latest data. Attendees will not only experience our consumer-focused market reporting tools in action, they will also leave feeling like a market expert. We will go over buyer and seller considerations and dive right into various market areas and segments.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

The Basics of Remine

Instructors: Laurie Knudson

In this course, we will review the basic functions and navigation of Remine. Attendees will learn the data that can be found within the application through specific searches, such as proper values, home equity, ownership length, etc. They will also learn how to share this information with their consumers to assist in their search for a new home.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

Turbocharge your Business with Top 10 Tools from RPR

Instructor: Zoe Liston

Course Description: As RPR continues to be a vital resource for working with your buyers and sellers, it's important you as an agent know the latest and greatest tools RRP provides. Learn the changes and additions to RPR to help narrow and refine the search for your buyers. Share your listings and do a better CMA for sellers. Discover how to help your investors find proper-ties before they hit the market.

This course has been approved by the Minnesota Commissioner of Commerce for 1 hour of real estate continuing education credit

1.5 Hour CE Courses

Condos and Townhomes

Instructor: Tim Ferrara

Course Description: This course teaches realtors the unique laws and forms relating to the condos and townhome market. Attendees will also learn the steps to correctly list and sell condos and townhomes, as it typically differs from dealing with single family homes.

This course has been approved by the Minnesota Commissioner of Commerce for 1.5 hours of real estate continuing education credit

2 Hour CE Courses

Anatomy of a House

Instructors: Joshua Doerr

Course Description: Do you know what is inspected during a home inspection? Are you able to identify issues that your consumer may face during an inspection? As a REALTOR®, it's not uncommon that your consumers will ask you questions about the inspection process, and to better serve them you should know the basics. The Anatomy of a House course will do just that, provide you with the basic concepts and knowledge to foresee inspection issues and explain what happens during an inspection. During the two-hour course you will learn about many major aspects of a home inspection, from the foundation to the roof.

This course has been approved by the Minnesota Commissioner of Commerce for 2 hours of real estate continuing education credits

How to Read an Appraisal II

Instructors: Zoe Liston

Has your client ever asked you to explain their appraisal for them? Do you know how to do that? Learn how to locate fields on the appraisal, where the data is derived from. Do you know what all the codes that started appearing a few years ago (Q2, C3, 1rr1br0.1ba0o) mean? This class will go through a standard mortgage appraisal to educate Realtors on how fields are recorded, terminology, and decipher appraisal codes. Knowing more about appraisals can also help you determine if a house will appraise for purchase price, or if an appraisal has some flaws and might warrant being contested for your client.

This course has been approved by the Minnesota Commissioner of Commerce for 2 hours of real estate continuing education credits

The Proof is in the Numbers

Instructor: David Arbit

Course Description: This course will help real estate agents better understand and utilize housing statistics and resources available from a variety of sources. The purpose of this class is to help agents inform the consumer on the trends that are occurring in local markets and give context to what they're hearing on the street. Statistics are a vital tool that real estate agents can use to help the consumer more accurately price their homes, make educated offers, and understand their position in the market today whether they're buying or selling. Housing statistics help ensure that the market analysis and research conducted by agents makes sense within the greater marketplace. Statistics are also essential to annual business planning. Being able to understand the numbers helps agents remove uncertainty about the market for themselves and the consumer.

This course has been approved by the Minnesota Commissioner of Commerce for 2 hours of real estate continuing education credits

2.5 Hour CE Courses

Infosparks – Becoming a Number Ninja

Instructor: David Arbit

Infosparks is a cutting-edge market analytics tool that empowers REALTORS® to better access, understand and share key market data. The course starts with a high-level overview of how to access and navigate the tool as well as how to use the customizable features. Attendees will leave knowing how to analyze and present information on different areas, metrics, market segments and price ranges. You'll also learn how to create reports and use them effectively in managing expectations and providing better service to consumers. You can share market information on social media or through email directly from Infosparks. Ever been asked how long it'll take for a home to sell? Or how months' supply differs between condos and townhomes? Or what share of my asking price will I receive? Or how do St. Louis Park and Golden Valley differ? It's all here, folks. Who knew data could be so fun?!

This course has been approved by the Minnesota Commissioner of Commerce for 2.5 hours of real estate continuing education

3 Hour CE Courses

CMA & Customizing MLS

Instructor: Zoe Liston

Course Description: Already know the basics of MLS? Now learn more features to conduct a CMA and customize your settings to save time and improve use of MLS data. Topics Covered:

- Create and save a CMA
- Searching for comparable properties
- Creating custom displays to sort features
- Using Market Data

A computer is not required.

This course has been approved by the Minnesota Commissioner of Commerce for 3.00 hours of real estate continuing education credit

Mortgage 101

Instructor: Rex Johnson

Course Description: Do you know how financing a home works? Do you know what consumers can do to help in qualifying for financing? Do you know the resources available to your consumers? As a REALTOR, knowing this information can help you to provide direction to resources that will help with one of the most vital pieces of purchasing a new home, financing of course! This course contains information that many REALTORS® may not know, such as income qualifications, different loan options and resources for Veterans. Join us for this three-hour high-level course so you can better serve your buyers and sellers.

This course has been approved by the Minnesota Commissioner of Commerce for 3 hours of real estate continuing education

Using Instanet & Authentisign 101

Instructor: Zoe Liston

Course Description: In this course, we'll cover the basics of navigating and customizing the Instanet TransactionDesk software available through NorthstarMLS. Attendees will gain a clearer understanding of where to find the appropriate forms needed for all aspects of a real estate transaction. They will also learn how to set up their forms so their consumers and other parties needed can electronically sign using Authentisign. The desktop and mobile versions will be covered, so be sure to bring your fully charged laptop and mobile devices to participate in the hands-on activities.

This course has been approved by the Minnesota Commissioner of Commerce for 3 hours of real estate continuing education

Using RPR To Better Serve Buyers and Sellers with Data and Analytics

Instructor: Zoe Liston, Laurie Ganz

Course Description: The student will learn how to utilize RPR® (Realtor Property Resource) as a tool for applying integrated data sources to better serve home buyers and sellers. The course will include an overview of specific features such as property history, value refinement, market activity, and neighborhood information. The course will also include information on how create a CMA, and utilize chart and graph comparisons to educate consumers, and explore the RPR Investment Analysis Tool. Finally, the course will include an in-depth review of RPR® Mobile.

This course has been approved by the Minnesota Commissioner of Commerce for 3 hours of real estate continuing education credits

3.75 Hour CE Courses

The Art of Negotiation

Instructor: Ruth Carrier

Course Description: At conclusion of this course, participants will be able to understand realities of negotiation and how they relate in single agency and disclosed dual agency relationships. Participants will better understand the law of agency and implications in the negotiation process and will be able to successfully negotiate for clients and with customers in real estate transactions.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education

The Art of Communicating Effectively

Instructor: Ruth Carrier

Course Description: At conclusion of this course, participants will be able to understand their individual preferred social style, and to read the styles of buyer and seller clients effectively. Participants will be able to flex to their clients' preferred behavioral/social style in order to create a more positive relationship.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education

Basics of MLS

Instructor: Zoe Liston

Course Description: Are you new to using the MLS, need of a refresher or want to get up to speed with the new features? This is the class for you. In this course, you will learn the basics of MLS including property searches, contact management, automatic emails and all the latest and greatest new features. You will learn all the tips and tricks to be more efficient.

A computer is not required.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Be a Better Buyer Agent

Instructor: John Anderson, Jim Dattalo

Course Description: When it comes to working with Buyers there are ways you can provide top notch service. Understanding the buyer relationship agreement and the purchase agreement is just one example. In this course, we'll review said documents to ensure you're using them to your consumers advantage. We'll also discuss the use of the Contract for Deed and the many benefits it can provide for the buyer and seller if used correctly. When you leave this course, you should feel confident you'll be a better buyer's representative!

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Dispute Resolution: Mediation, Arbitration, Litigation for the Agent Today

Instructor: John Anderson

Course Description: Most real estate transactions go smoothly, but what if conflicts arise? In this class, we will learn the different types of conflict resolution to help you better communicate and educate your clients concerning these choices. We will examine the features, benefits and differences between mediation, arbitration and litigation. In addition, we will discuss ways to deal with conflict as we move through the real estate transaction including the importance of the seller's disclosures, inspections and positive ongoing communication between the parties to the transaction. As a class, we'll cover case studies together to further explore the more common issues that lead to conflict and how overcome them to best serve today's consumers.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Facebook for Business 101

Instructor: Laurie Knudson

Course Description: The way in which Realtors market themselves and communicate with buyers and sellers is evolving. Social media is becoming a stronger and more necessary platform to learn and understand. This class will offer best strategies to help agents navigate their Facebook Business page. Hands on computer time will be spent showing agents in a step-by-step fashion, how to create or tweak their agent's profile in the Business Page. We will also cover where to find relevant content that can easily be shared to the agent's Facebook Business Page, providing relevance to the page and lending credibility to the agent's professional brand. It's not only important you learn how to use Facebook as a way of communicating with consumers, its equally important to make sure you're compliant with the MN Department of Commerce regulations. We will cover the specific statutes as it pertains to the use of social media.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Foreclosures: Unique Opportunities for Your Buyer or Investor

Instructor: Lynn Mattson

Course Description: This course covers the foreclosure process, how to navigate the bank generated purchase agreement and discover the “red flags” of the bank owned (REO) sale when representing a Purchaser(s). Many investors will purchase bank-owned properties for investment purposes and the investment analysis will be part of this course. The condo/townhome sale can provide challenges and information concerning statuses, disclosure documents and timeframes will be discussed.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Forms 2019/20

Instructor: Tim Ferrara

Course Description: This course will include detailed discussion as to the proper use of the following forms as well as discussion regarding all form changes made by the Minnesota Association of REALTORS® on August 1, 2019:

- Residential Purchase Agreement in its entirety
- Counteroffer Addendum
- Contingency Addendum
- Arbitration Addendum,
- The Condo/Townhome Addendum
- Seller's Property Disclosure,
- Seller's Alternative Disclosure.

In addition to the forms, the FIRPTA statute will be covered as well as radon as it pertains to real estate.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

FSBO Sellers – Who are they?

Instructor: John Anderson

Course Description: This class will explore the world of unrepresented (FSBO) sellers. Some of the topics we will discuss are:

- What are the motivations and mindset behind today's sellers that attempt to sell their own homes?
- How to explain your role as a REALTOR® and purpose of having a REALTOR®
- Negotiating with FSBO sellers
- Learn how to overcome objectives and the best ways to determine and meet the needs of this segment of the market

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Introduction to Staging

Instructor: Ruth Carrier

Course Description: At conclusion of this course, participants will be able to understand the value, cost and return on investment of staging. Participants will be able to advise seller clients of the techniques and practices of professional stagers and how staging is beneficial to attracting the widest range of potential buyers, as well as reducing market time.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Investing in Your Investment Consumers

Instructor: Nene Matey-Keke

Course Description: There are many reasons consumers invest in property, to produce long term revenue or to flip and make a profit. Understanding the type of person that seeks investment property will help you to communicate and assist the consumer in meeting their wants and needs. Regardless of the reason for purchasing an investment property, as a REALTOR® you should know how to identify their short- and long-term goals, provide education and resources and assist in calculating ROI on their investment. After taking this course attendees will feel more confident in understanding why investors buy investment property and meeting the needs of the investor during the buying and selling process.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Let's Play...Legal Trivia

Instructor: Lynn Mattson

Course Description: This course provides valuable information on title insurance coverages, exceptions and what to look for in your title commitments for your transactions. Many title "issues" can delay or prevent your transaction from closing. Also covered are the challenges representing a buyer when purchasing new construction. The last part of the course will be playing the "Legal Trivia" game, a fun way to learn key legal points and competing with our fellow agents. May the smartest team win!

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Listing with Confidence

Instructor: Jim Dattalo

Course Description: Understanding your seller's needs is important to provide top notch service. In this course, you'll learn how the needs of differing generations, personalities and situations play a role in your listings. We'll also dive into customizing your pre-listing presentations to satisfy your consumers' needs. Through small group and interactive activities attendees will master presenting their listing agreements with confidence and poise so that their consumers feel comfortable and confident. There are many takeaways offered in this course, in addition to mastering a listing presentation you'll also know how to prepare and present a Net Process Sheet. It doesn't matter how many listings you've done - the industry and seller's needs never stop changing. By taking this course it will ensure you're keeping up with all the changes you and your clients are facing.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Long Term Investment Properties

Instructor: Tyler Anderson

Course Description: Learn more about how you can help your investment consumer learn more about their investment in long term investment opportunities. During this course, you'll learn more about how to support the long-term investor by gaining a better perspective on what components are most important in creating a sustainable property; such as who they need on their team, what types of financing do they have access to and finding tenants. After this course, you should be able to talk the talk and understand how you can best support your consumers business in investment properties.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Millennials – The NOW Big Thing!

Instructor: Brandon Johnson

Course Description: Did you know Millennials are the largest group of people? That means they're the biggest generation of consumers in the housing industry. This course will help in a better understanding of the Millennial generation. We will define the generation, explore their cultural and financial norms, and learn why this generation matters so much. We will identify unique and effective methods of connecting with Millennial consumers to help better their experience in selling or purchasing a home.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Mortgage 101 Plus

Instructor: Rex Johnson

Course Description: Do you know how financing a home works? Do you know what consumers can do to help in qualifying for financing? Do you know the resources available to your consumers? As a REALTOR, knowing this information can help you to provide direction to resources that will help with one of the most vital pieces of purchasing a new home, financing of course! This course contains information that many REALTORS® may not know, such as income qualifications, different loan options and resources for Veterans. Join us for this three-hour high-level course so you can better serve your buyers and sellers.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Purchase Agreements That Get Results

Instructor: Jim Dattalo

Course Description: In the world of real estate, purchase agreements are written every day. Unfortunately, mistakes are made, and these mistakes can have an impact of the real estate consumer. While the mistakes are just that, the effect on the consumer is still the same. Forms change on an annual basis and even the most experienced licensee can make mistakes. Learn how to identify the most common mistakes and avoid them. Discover ways to work with your buyer client to create a purchase agreement that packs a punch and gets accepted. Master the world of addenda and contingencies to protect the interest of your client.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Preparing and Presenting a Powerful Listing Presentation

Instructor: Ruth Carrier

Course Description: At the end of this course, participants will be able to identify components of a professional presentation and to understand seller motivation and expectations. Participants will be able to dispel myths regarding fair market value and to deliver important market value facts that affect the sale and to create an impressive plan for marketing the property and providing an impressive level of service.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Real Size Matters

Instructor: Zoe Liston

Course Description: Have you ever measured a house? Then how do you know how much finished square footage it has? How can you represent the home accurately in MLS if you don't know this? In this class, you'll see real examples of how to measure a 1.5 story with the sloped ceiling (is all the space counted?) What's considered above ground sf for a 4-level split? What is necessary for an area to be included in TFSF? And you'll see all the tools you'll need to do it. Want to quickly be able to estimate how much lake shore a property has? This is a practical class that will help you whether you are representing buyers or sellers. This is a comprehensive course on how to measure houses, how to calculate finished square footage, and what tools to use.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Residential Contracts: Buyer Paperwork

Instructor: Rob Phyle

Course Description: The 'Residential Contract: Buyer Paperwork' course is designed to provide an overview of the contracts covered with examples for the agent input areas based on their client's objectives along with explanations of the contractual stipulations. This course covers the following forms: Agency Disclosure, Buyer Representation: Exclusive, Earnest Money Receipt, Affiliated Business Arrangement Disclosure, Compensation Disclosure, Purchase Agreement, Counteroffer Addendum, Sale of Buyer's Property Contingency, Short Sale Contingency, Arbitration, CIC and Lead based Paint Addendum.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Residential Contracts: Forms for Sellers

Instructor: Rob Phyle

Course Description: The 'Residential Contract: Seller Paperwork' course is designed to provide an overview of the contracts covered with examples for the agent input areas based on their client's objectives along with explanations of the contractual stipulations. This course covers the following forms and topics: Agency Disclosure, Listing Contract: Exclusive Right to Sell, Affiliated Business Arrangement Disclosure, NorthStar MLS Input Form, NorthStar Certification to Withhold, Seller Disclosure, Truth in Housing requirements, Seller Estimated Net Proceeds, Arbitration Disclosure, CIC Addendum, and the Lead Based Paint Addendum.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

RPR: Navigating, Searching and Reporting for Your Consumers

Instructor: Zoe Liston

Course Description: RPR is a free nationwide big data service that is a complement to your MLS and provides more information about a house and its neighborhood. In this course, you will learn how to get value estimates, how to support your values for specific updates when doing a CMA, search for foreclosures before they hit the market and use the map to search for specific criteria your consumer may request. You will leave knowing how to generate professional, custom reports that can be sent directly to your consumer for their review. Live desktop and mobile app demonstrations provided.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Strategic Negotiator

Instructor: Jim Dattalo

Course Description: This class is designed to help real estate licensees better prepare their skills in negotiations to provide the optimum service to today's buyers and sellers. It will review pertinent information to include in the listing contract and buyer representation agreement as well as exploring online marketing techniques and required disclosure. This class includes a wealth of information to help agents polish their skills in negotiations to help ensure they are meeting the needs of their real estate clients and customers.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Social Media Management

Instructor: Laurie Knudson

Course Description: The way in which Realtors market themselves and communicate with buyers and sellers is evolving. Social media is becoming a stronger and more necessary platform to learn and understand. This class will demonstrate several of the more prominent social media sites available to agents and offer Best Practices strategies to help agents navigate their page. Several social media sites will be briefly discussed, but we will focus primarily on Facebook Business Page. Hands on computer time will be spent showing agents in a step-by-step fashion, how to create or tweak their agent's profile in the Business Page. We will also cover where to find relevant content that can easily be shared to the agent's Facebook Business Page, providing relevance to the page and lending credibility to the agent's professional brand.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Team Building – How to Build Your Team

Instructor: Christopher Adams

Course Description: Many real estate agents are creating or joining teams. These can create a unique and fulfilling way of meeting the needs of today's consumers. In this course we'll discuss the differences between individual agents and team agents, as well as the different structures of teams. It's also important that agents have awareness of creating a healthy culture, process and operations to ensure the team to ensure the experience for consumers is positive. Any agent on a team or considering joining a team will benefit from this course.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

Video Made the Real Estate Star

Instructor: Brandon Johnson

Course Description: Video is changing the way consumers get information. It is predicted that by 2021, 82% of all internet traffic will be video. If you're not producing video content, you're missing out on a large majority of consumers who want to hear from you and be educated by you. If you're nervous of starting out, don't be. We'll walk you through the basics of video communication and some awesome ideas to get you to become a Real Estate Rockstar!

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

When Bad Things Happen to Good Transactions

Instructor: Lynne Mattson, John Anderson

Course Description: This course is designed to provide valuable information for the students to be able to recognize and troubleshoot the endless issues that can cause the transaction to cancel. It starts with understanding how to do the research before writing a purchase agreement and end with a successful closing. Issues covered: Divorce, Bankruptcy, Liens, Encroachments, Encumbrances, Probate, Adverse Possession, Prescriptive Easement, Affidavit Regarding Seller and Purchase Agreement.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit

