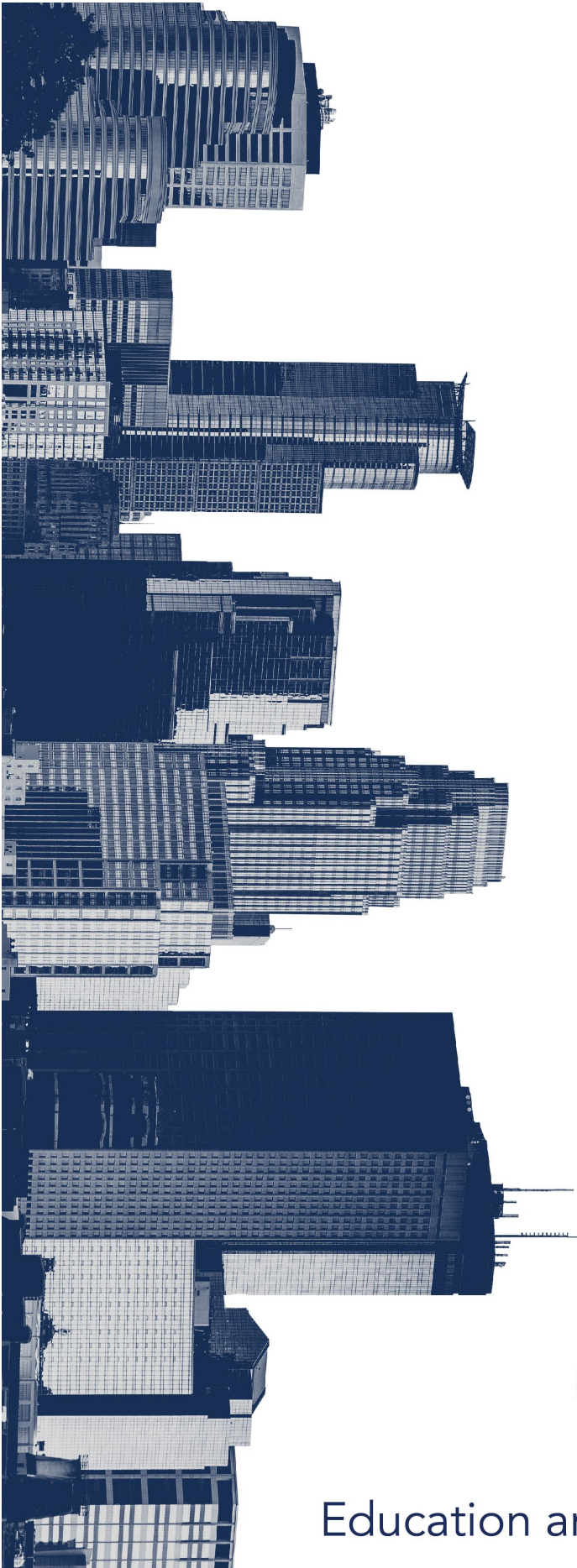




MINNEAPOLIS AREA  
REALTORS®



# Course Catalog

Education and Professional Development

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.

### **In-Person CE Courses**

MAR hosts in-person classes at our facility taught by experienced professionals on a wide range of topics. Students are required to be physically present in the classroom at all times to receive CE credit. Check our website for current offerings: [mplsrealtor.com](https://mplsrealtor.com)

### **Live Webinar CE Courses**

We host our Live Webinar classes via Zoom. This platform gives us the ability to easily educate our agents on Apple or Android, laptop or desktop, smart phone, or tablet. Each student must login from their own device to receive credit. Students are not on video, so a camera is not required.

The Minnesota Department of Commerce requires that we monitor attendance and engagement in all our courses. In the virtual setting, we do this by launching polls throughout the class. The questions are randomly generated and not related to the course material. Students must respond to all polls to receive CE credit.

### **On Demand Self-Led Online Courses**

For on demand self-led online CE courses, we partner with CE Shop. To receive discounts, visit [mplsrealtor.com/education](https://mplsrealtor.com/education) and click on The CE Shop.

### **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 [www.onlinelearning.realtor](https://www.onlinelearning.realtor)

### **MAR Programming Staff**

- Alison Ryan, Manager of Programs and Events, [AlisonR@mplsrealtor.com](mailto:AlisonR@mplsrealtor.com)
- Alisha Peterson, Program Coordinator, [AlishaP@mplsrealtor.com](mailto:AlishaP@mplsrealtor.com)
- Suehelem Overturf, Program Coordinator, [SuehelemO@mplsrealtor.com](mailto:SuehelemO@mplsrealtor.com)
- Liz Erstad-Hicks, Senior Director, Member Engagement, [LizE@mplsrealtor.com](mailto:LizE@mplsrealtor.com)

## Broker Hired CE and Non-CE Programming

MAR's mission is to provide the resources and leadership for REALTORS® to succeed while promoting stronger, sustainable communities. We provide a variety of classes and partner with other CE providers to ensure our members have ample opportunity to meet their licensure requirements and grow their business. Brokerage can also reach out to request classes for their brokerage. We do our best to meet broker requests while maintaining consistent, quality CE for our general membership.

We currently offer Live Webinar classes or in-person classes at your designated location.

**To hire MAR to teach CE for your brokerage, please contact Alison Ryan to explore potential options: [alisonr@mplsrealtor.com](mailto:alisonr@mplsrealtor.com) or 952-988-3140.**

### Pricing

Length	CE Programs	
	Live Virtual Member/Non-member	In-Person Member/Non-member
1 hour	\$450	n/a
2-2.75 hour	\$750	\$1,250
3-3.75 hour	\$1,000	\$1,500
4-5.75 hour	\$1,500	\$2,000
6-7 hour	\$2,000	\$2,500

*\*Payment is due no less than 24 hrs prior to course offering.*

### Capacity

Live Webinar Delivery: Up to 100 attendees

In-person Delivery: As many attendees as your space can handle safely and comfortably.

### Scheduling

We do our best to meet broker requests while maintaining consistent, quality CE for our general membership. Please reach out with ample notice to explore options. Scheduling happens on a first come, first serve basis.

### Courses

All courses listed in the catalog are available for in-person or live webinar delivery unless otherwise noted. We will do our best to accommodate instructor and course preference, but final confirmation is based on instructor availability and times available.

### Courses at a Glance

\*Asterisk = New Course

### Registration Information

We require that the brokerage provides a roster of your attendees no less than 48 hours prior to course start time that includes: first name, last name, NRDS Number and email address associated with agents MAR account (if applicable).

**For more information**, or to inquire about booking programs for your brokerage, please contact Alison Ryan to explore potential options: [alisonr@mplsrealtor.com](mailto:alisonr@mplsrealtor.com) or 952-988-3140.

## Required Courses

- \*2023/24 Salesperson & Broker Required Module: Fair Housing, Agency Law and Legal Update | 3.75 CE
- Agency Law in Minnesota | 1.0 CE
- Agency and Fair Housing Plus | 2.5 CE
- Fair Housing | 1.0 CE
- MN Agency Law & The Art of Representation | 2.0 CE
- Pathways to Professionalism: Code of Ethics | 2.5 CE

### 1 Hour CE Courses

- \*2023 Forms Update
- Buyer/Seller Characteristics and the Real Estate Agent Today
- How to Read an Appraisal
- Intro to Infosparks for Realtors®
- Measuring for Accuracy
- New Northstar MLS Updates
- Twin Cities Market Update

### 1.5 Hour CE Courses

- \*Rain, Rain Go Away! Assist Your Clients with Stormwater Management
- \*The Value of Going Green

### 2 Hour CE Courses

- \*Condos and Townhomes
- How to Read an Appraisal II
- Navigating Financing Options and Debunking the Myths
- \*Negotiate the Deal
- \*Shift Happens!

### 2.5 Hour CE Courses

- \*Building a Real Estate Team

- \*Empowering Realtors® with Credit Karma
- \*How PropTech and AI is Transforming Real Estate
- Infosparks – Becoming a Number Ninja
- \*Lending Programs to Help Your Buyer Clients
- \*The 6 C's of Video

### 3 Hour CE Courses

- \*ABCs of Buyer Representation
- CMAs & Customizing MLS
- \*Intro Into Canva
- \*Introduction to Staging
- Leveraging the Benefits of Home Energy Efficiency
- Using Instanet & Authentisign Transaction Desk

### 3.75 Hour CE Courses

- Basics of MLS
- \*Commonly Used Residential Forms – 2023 Update
- Foreclosures: Unique Opportunities for Your Buyer or Investor
- Let's Play...Legal Trivia!
- \*Preparing and Delivering a Power Listing Presentation
- Real Size Matters
- RPR: Navigating, Searching and Reporting for Your Consumers
- \*The Art of Negotiation
- VA and FHA – What Realtors and Consumers Need to Know
- When Bad Things Happen to Good Transactions

### Non-CE Offerings

- Twin Cities Market Update, 1- or 2-hour presentation

## **New Member Requirements**

The MN 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 transcript](#) for CE requirements and due dates.

The Association requires new members to attend New Member Orientation (offered only by MAR, your local Association) and New Member Code of Ethics (offered by MAR or NAR). Both are free of charge and completion of both classes are required within 90 days of joining the association.

## **Existing Member Requirements**

The MN Department of Commerce (DOC) requires licensed agents to take 30 real estate continuing education credits (CE) in their two-year license renewal cycle, with a minimum of 15 CE credits in the first year of the cycle. [Check your CE transcript](#) for CE requirements and due dates.

The National Association of Realtors (NAR) requires existing members to take an approved 2.5 hr Code of Ethics class sometime between January 1, 2022-Dec 31, 2024. [Learn more](#) and confirm which classes fulfill the requirement.

## **Required Courses**

### **Salesperson and Broker Required Module**

*Between July 1, 2023 – June 30, 2024, every REALTOR® is required to complete this 3.75 hour course.*

### **2023/24 Salesperson & Broker Required Module: Fair Housing, Agency Law & Legal Update | 3.75 CE**

Instructors: Deb Greene, Doneva Carter, Henry Rucker, Jackie Berry, John Anderson, Kath Hammerseng and Lynne Mattson

#### Objectives:

- Review agency relationship options.
- Learn fiduciary duties to clients and customers as required in Minnesota.
- Receive an update on RESPA rules and how RESPA applies to marketing services agreements.
- Receive an update on the requirements under the new RESPA-TILA Integrated Disclosure form.
- Review the Uniform Condominium Act and the Minnesota Common Interest Ownership Act, the different types.
- of properties covered, disclosure obligations and other rights.
- Learn about Fair Housing Laws, their history and protected classes.
- Learn about prohibited actions under fair housing laws.
- Receive resources for working with first time buyers and struggling homeowners.

*This course is **pending approval** by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education credit. Completion of this course will also satisfy the 1 hour of Fair Housing and 1 hour of Agency Law. This Module Also Satisfies the 1-Hour Broker Module Requirement.*



## **Agency Law and Fair Housing**

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

### **Agency Law | 1 CE**

Instructors: John Anderson, Jim Dattalo, Deb Greene

In Agency Law, 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.*

### **Fair Housing | 1 CE**

Instructors: Deb Greene, John Anderson, Jim Dattalo

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.*

### **MN Agency Law & The Art of Representation | 2.0 CE**

Instructors: Deb Greene

In this course we will define the role of Agency and discuss Minnesota Agency law and related fiduciary responsibilities. The program also includes a look at confusing issues Realtors® face when working with buyers and sellers. Finally, we will look at some of the big questions and issues around agency in a transaction. This course satisfies the 1 hour of Agency required by the Department of Commerce every licensing cycle for licensees.

*This course has been approved by the Minnesota Commissioner of Commerce for 2.0 hours of real estate continuing education credit.*

### **Agency and Fair Housing Plus | 2.5 CE**

Instructors: Doneva Carter

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 credit.*

## **Code of Ethics**

*Between **January 1, 2022, and December 31, 2024**, every REALTOR® is required to complete 2.5 hours of Code of Ethics training.*

### **Pathways to Professionalism: Code of Ethics (C7) | 2.5 CE**

Instructors: John Anderson, Jim Dattalo, Deb Greene

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 specific updated articles and Article 10 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 7 that runs January 1, 2022 – December 31, 2024.

*This course is approved by the Minnesota Commissioner of Commerce for 2.5 hours of real estate continuing education credit.*

## 1 Hour CE Courses

### **\*2023 Forms Update**

Instructor: Tim Ferrara

This course will include detailed discussion as to the proper use of the following forms as well as discussion regarding all form's changes made by the Minnesota Association of REALTORS® on August 1, 2023.

*This course is **pending approval** 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

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.*

### **How to Read an Appraisal**

Instructor: 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.

*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

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

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.*

## **New Northstar MLS Updates**

Instructor: Zoe Liston

Regardless of 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 2023.

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

## **Twin Cities Market Update**

Instructor: David Arbit

This course will provide a market update using the latest Northstar 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 activity, market reports, how and why to use them and then dive right into various market indicators, areas and segments.

*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**

### **\*Rain, Rain Go Away! Assist Your Clients with Stormwater Management**

Instructors: Gael Zembal and Erica Sniegowski

Many new homeowners buy properties with rain gardens or other best management practices (BMPs) on them, without knowing what they are or how to care for them. Realtors who attend this training will learn how to identify these practices and talk about their benefits with potential home buyers. The instructors will also discuss the uniqueness of shallow lakes and how realtors can help set expectations for those buying property on a shoreline.

*This course is approved by the Minnesota Commissioner of Commerce for 1.5 hours of real estate continuing education credit.*

## **\*The Value of Going Green**

Instructor: Arbor Otalora

An energy efficient home has valuable advantages over a home without energy upgrades, including better comfort and lower utility bills, but how can you tell the difference? Join The Value of Going Green to learn how to use energy disclosure policies, the MLS, and your eyes to identify and highlight energy efficient houses in the real estate transaction.

*This course is approved by the Minnesota Commissioner of Commerce for 1.5 hours of real estate continuing education credit.*

## **2 Hour CE Courses**

### **\*Condos & Townhomes**

Instructor: Tim Ferrara

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 differs from dealing with single family homes.

*This course has been approved by the Minnesota Commissioner of Commerce for 2.0 hours of real estate continuing education credit.*

### **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, 1r1b0.1ba0o) 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 2.0 hours of real estate continuing education credit.*

### **Navigating Financing Options and Debunking the Myths**

Instructors: Doneva Carter

Many consumers obtain homeownership through the use of programs that offer financing assistance. These programs can be the beginning of a legacy, of familial wealth, providing access to better educational and job opportunities and other positive life necessities. In this course we will explore the demographics and statistics of consumers utilizing finance program assistance to debunk myths and stereotypes; and provide a clear understanding of what consumers have to endure to receive the assistance. If you aren't familiar with financing programs, you will learn about a few of the more known programs such as MN Housing, PRG, HUD, Habitat for Humanity, Land Trust, etc.

*This course is approved by the Minnesota Commissioner of Commerce for 2.0 hours of real estate continuing education credits.*

### **\*Negotiate the Deal**

Instructor: Jason Spars

Representing the best interests of your clients doesn't have to lead to the detriment of the other party. Learn how to use powerful negotiation tactics to both protect your client's best interests and find win-win deals.

*This course is approved by the Minnesota Commissioner of Commerce for 2.0 hours of real estate continuing education credit.*

### **\*Shift Happens!**

Instructors: David Arbit

Change is inevitable, but it doesn't have to be bad or scary, you just have to be prepared. This course will cover how the shift in demand and supply are impacting market dynamics and highlight the impact of changing interest rates, affordability, and price growth. We will examine the Twin Cities market updates using the latest Northstar data.

*This course is approved by the Minnesota Commissioner of Commerce for 2.0 hours of real estate continuing education credits.*

## **2.5 Hour CE Courses**

### **\*Building a Real Estate Team**

Instructor: Jennifer Briggs

From making your first hire, to building an expansive team, learn the when, who, how, what, and why of building a real estate team.

*This course is approved by the Minnesota Commissioner of Commerce for 2.5 hours of real estate continuing education credits.*

### **\*Empowering Realtors® with Credit Karma**

Instructor: Doneva Carter

In the pursuit of closing the housing gap and promoting equal access to homeownership, Realtors® play a crucial role in helping consumers overcome credit barriers. This class on Credit Karma is specifically designed to empower Realtors® with the knowledge and skills to support consumers in navigating credit challenges and achieving their homeownership goals. By focusing on the consumer perspective, Realtors® will learn how to effectively leverage Credit Karma to remove credit barriers and facilitate successful real estate transactions.

*This course is approved by the Minnesota Commissioner of Commerce for 2.5 hours of real estate continuing education credits.*

## **\*How PropTech and AI is Transforming Real Estate**

Instructor: Frank D'Angelo

This course delves into PropTech's impact on the real estate industry. Realtors will gain practical skills for leveraging technology in their industry. Discover the latest trends, including AI uses, implications, and learn best practices for marketing and influencing consumers in the digital realm of real estate. Keep current on the emerging technologies by mastering tools exclusive to Realtors that will better serve consumers.

*This course is approved by the Minnesota Commissioner of Commerce for 2.5 hours of real estate continuing education credits.*

## **Infosparks – Becoming a Number Ninja**

Instructor: David Garves

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 is approved by the Minnesota Commissioner of Commerce for 2.5 hours of real estate continuing education credits.*

## **\*Lending Programs to Help Your Buyer Clients**

Instructors: Doneva Carter, Henry Rucker, Trent Bowman

Many buyers utilize programs and down payment assistance to obtain homeownership. This course will take a deep dive into some Minnesota and National lending Programs to help agents better serve their buyer client needs. We will also discuss some of the recent form changes to help provide a better understanding of the changes and their impact on future homeownership.

*This course is approved by the Minnesota Commissioner of Commerce for 2.5 hours of real estate continuing education credits.*

## **\*The 6 C's of Video for Realtors®**

Instructor: David Garves

Websites, blogs and print are no longer getting the attention from the public who we as Realtors® are trying to reach and inform. Video is the #1 medium being consumed today. However, Realtors® have been slow to get comfortable learning the best practices for creating video content for the public. In this class we will break down video content creation into six easy pieces and come up with a multitude of ideas. At the end of class you'll have a multitude of ideas to begin putting video content out for your sphere.

*This course is approved by the Minnesota Commissioner of Commerce for 2.5 hours of real estate continuing education credits.*

## 3 Hour CE Courses

### **\*ABC's of Buyer Representation**

Instructor: Deb Greene

Most agents begin their business by representing buyers because they are the easiest to meet. But too many times buyers are in a hurry to see the house and agents do not take time to properly educate them. This leads to frustration, missed opportunities, and buyers who float between agents with no commitment or guidance. It's time to hone our buyer skills and give them the best education we can so that they'll be *smart* and successful buyers. We'll have open discussions about best practices and real world examples of how we best represent buyers to ensure a positive outcome for clients, ourselves, and our peers.

*This course is approved by the Minnesota Commissioner of Commerce for 3.0 hours of real estate continuing education credit.*

### **CMA's & Customizing MLS**

Instructor: Zoe Liston

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 3.0 hours of real estate continuing education credit.*

### **\*Intro Into Canva**

Instructor: Laurie Knudson

Do you need help marketing your business? Are you familiar with Canva and want to customize your marketing plan? Then Intro to Canva is for you! In this course we will cover the basics of navigating and customizing your marketing plan. Attendees will learn about the benefits of Canva, the different ways to use it, inclusive marketing, and tricks to be efficient, and how to stay compliant with DOC advertising guidelines. A computer or device is recommended for this class.

*This course is approved by the Minnesota Commissioner of Commerce for 3 hours of real estate continuing education credit.*

## **\*Introduction to Staging**

Instructor: Ruth Carrier

Staging a property for sale is a transformative process that showcases a listing in order to attract the highest number of potential buyers. Through a series of “before and after” studies, agents will be able to provide staging advice that is effective and on-trend, and will be able to guide sellers who desire to engage the services of a professional stager. In-Person classes only.

*This course is approved by the Minnesota Commissioner of Commerce for 3 hours of real estate continuing education credit.*

## **Leveraging the Benefits to Home Energy Efficiency**

Instructor: Arbor Otolara-Fadner and Isaac Smith

Energy efficiency provides many benefits to homeowners, but they often go unadvertised during the real estate transaction. As indicated by a recent appraiser-led study of the Twin Cities, these benefits can translate to increased home value when marketed correctly. There are more tools than ever to discover energy efficient homes and features, such as through energy disclosure in Minneapolis, creating opportunities to stay ahead of the growing trend. This course explores how to recognize energy efficient homes and features and leverage their benefits in the real estate transaction.

*This course is approved by the Minnesota Commissioner of Commerce for 3 hours of real estate continuing education credit.*

## **Using Instanet & Authentisign Transaction Desk**

Instructor: Laurie Knudson

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. A computer is not required.

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

## **3.75 Hour CE Courses**

### **Basics of MLS**

Instructor: Zoe Liston

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.*



## **\*Commonly Used Residential Forms 2023/2024**

Instructor: Tim Ferrara

This course will include detailed discussion as to the proper use of the following forms as well as discussion regarding all form's changes made by the Minnesota Association of REALTORS®:

- Residential Purchase Agreement in its entirety
- Buyer's Move-in Agreement
- Seller's Rent Back Agreement
- Residential Lease Agreement
- 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 is **pending approval** 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: Lynne Mattson

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 statues, 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.*

## **Let's Play...Legal Trivia!**

Instructor: Lynne Mattson

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 you transaction from closing. Also covered are the challenges representing a buyer when purchasing new construction. The last portion of the course will be playing the “Legal Trivia Pursuit” game which is 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.*

## **\*Preparing and Delivering a Powerful Listing Presentation**

Instructor: Ruth Carrier

At conclusion 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

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.*

## **RPR: Navigating, Searching and Reporting for Your Consumers**

Instructor: Zoe Liston

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.*

## **\*The Art of Negotiation**

Instructor: Ruth Carrier

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 credit.*

## **VA and FHA – What Realtors and Consumers Need to Know**

Instructor: Doneva Carter

Not all homes are created equal for financing. In this course we'll tackle some of the difficult questions when it comes to FHA and VA financing.

- What is the difference in FHA and VA financing?
- How can a home become FHA or VA ready?
- What are the benefits of an FHA or VA loan?
- What does a REALTOR® need to know when working with a client that is using a VA financing?

*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

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.*

## **Non-CE Offerings**

### **Twin Cities Market Update**

Instructor: David Arbit

This course will provide a market update using the latest Northstar 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 activity, market reports, how and why to use them and then dive right into various market indicators, areas and segments. *Because this market update is not offered for approved continuing education, we can customize parts of the presentation based on your primary market area or other focuses of your brokerage. Inquire for details.*