



**Class Location:** 1900 State Street, Bettendorf, IA—Association Office

**Mandatory / Required — IA & IL**

<u>Date</u>	<u>Time</u>	<u>Course Name</u>	<u>Credit Hrs</u>	<u>Instructor</u>	<u>Cost</u>
Sept 1	Wed, 1pm-5pm	Ethics In Today's Real Estate World (*)	4 hrs IA, 3 hrs IL	N. Carson	\$ 40
Sept 15	Wed, 8am-5pm	8-hr Iowa Law Update	8 hrs IA	B. Martel	\$ 80
Oct 29	Fri, 1pm-5pm	Ethics In Today's Real Estate World (*)	4 hrs IA, 3 hrs IL	N. Carson	\$ 40
Nov 5	Fri, 8am-5pm	8-hr Iowa Law Update	8 hrs IA	B. Martel	\$ 80
Dec 1	Wed, 9am-Noon	IL Core A: Agency, License Law & Escrow	3 hrs IL	M. Witt	\$ 35
Dec 1	Wed, 1pm-4pm	IL Core B: Legal Issues	3 hrs IL	M. Witt	\$ 35
Dec 8	Wed, 8am-5pm	8-hr Iowa Law Update	8 hrs IA	B. Martel	\$ 80
Dec 15	Wed, 1pm-5pm	Ethics In Today's Real Estate World (*)	4 hrs IA, 3 hrs IL	N. Carson	\$ 40

(\*) = Meets NAR Quadrennial Ethics Training Requirement, and approved for 3 hrs IL CE elective

**General CE & Specialty Elective Courses — IA & IL**

<u>Date</u>	<u>Time</u>	<u>Course Name</u>	<u>Credit Hours</u>	<u>Instructor</u>	<u>Cost</u>
Sept 30	Thurs, 9 am-Noon	No One Looks Good in Horizontal Stripes	3 hrs IA & IL B	T. Curzydlo	\$ 35
Sept 30	Thurs, 1pm-4 pm	Put a Lawyer Out of Business	3 hrs IA	T. Curzydlo	\$ 35
Oct 8	Fri, 9 am-Noon	Workplace Best Practices	3 hrs IA & IL	A. Wooten	\$ 35
Oct 8	Fri, 1pm-5 pm	The Power of You: REALTOR Safety	4 hrs IA, 3 hrs IL	A. Wooten	\$ 45
Oct 15	Fri, 9 am-Noon	Multi-Media & Craig's List: Gaining an Unfair Advantage	3 hrs IA	J. Casey	\$ 35
Oct 15	Fri, 1pm-4 pm	Marketing Success for You & Your Clients	3 hrs IA	J. Casey	\$ 35
Oct 20	Wed, 1 pm-5 pm	Revealing Property Value	4 hrs IA	B. Martel	\$ 45
Oct 25	Mon, 1pm-4 pm	Radon & Real Estate	3 hrs IL	IEMA	FREE
Nov 3	Wed, 9 am-Noon	The Installment Land Contract	3 hrs IA	M. Witt	\$ 35
Nov 3	Wed, 1pm-4 pm	Real Estate Finance Today	3 hrs IA & IL	M. Witt	\$ 35
Nov 17	Wed, 1pm-4 pm	Legal Compliance Protects Everyone	3 hrs IA & IL	N. Carson	\$ 35
Nov 18	Thurs, 9 am-4 pm	Property Disclosures: The Real Estate Professionals Guide	6 hrs IA	N. Carson	\$ 60
Nov 19	Fri, 8 am-Noon	The REALTORS® Guide: A Full Spectrum Approach to Working with Clients	4 hrs IA	C. Nitz	\$ 45

**Broker Pre-License Courses — IA**

*These courses may also be taken for elective credit. State & Federal Laws can count as a Law Update credit.*

<u>Date</u>	<u>Time</u>	<u>Course Name</u>	<u>Credit Hours</u>	<u>Instructor</u>	<u>Cost</u>
Oct 11	Mon, 8am-5pm	Real Estate Law & Agency	8 hrs IA	B. Martel	\$ 95
Oct 13	Wed, 8am-5pm	State & Federal Law Affecting Real Estate	8 hrs IA	B. Martel	\$ 95
Oct 21	Thurs, 8am-5pm	Trust Accounts	8 hrs IA	B. Martel	\$ 95
Oct 22	Fri, 8am-5pm	Real Estate Finance	8 hrs IA	B. Martel	\$ 95
Oct 27	Wed, 8am-5pm	Real Estate Office Administration	8 hrs IA	K. Murray	\$ 95
Oct 28	Thurs, 8am-5pm	Real Estate Office Organization	8 hrs IA	K. Murray	\$ 95
Nov 1	Mon, 8am-5pm	Principles of Appraising and Market Analysis	8 hrs IA	T. Selberg	\$ 95
Nov 11	Thurs, 8am-5pm	Human Resources Management	8 hrs IA	K. Murray	\$ 95
Nov 12	Fri, 8am-5pm	Contract Law & Contract Writing	8 hrs IA	K. Murray	\$ 95

**First Time Renewal & Pre-License Courses — IA**

*The 12-hour courses may also be taken for elective credit.*

<u>Date</u>	<u>Time</u>	<u>Course Name</u>	<u>Credit Hours</u>	<u>Instructor</u>	<u>Cost</u>
Sept 2-3	Thurs/Fri, 9am-4pm	Listing Practices	12 hrs IA	M. Stratton	\$120
Sept 9-10	Thurs/Fri, 9am-4pm	Buying Practices	12 hrs IA	N. Carson	\$120
Sept 16-17	Thurs/Fri, 9am-4pm	Developing Professionalism & Ethical Practices	12 hrs IA	M. Schwind	\$120
Dec 2-3	Thurs/Fri, 9am-4pm	Listing Practices	12 hrs IA	M. Stratton	\$120
Dec 9-10	Thurs/Fri, 9am-4pm	Buying Practices	12 hrs IA	N. Carson	\$120
Dec 16-17	Thurs/Fri, 9am-4pm	Developing Professionalism & Ethical Practices	12 hrs IA	M. Schwind	\$120

Real Estate Salesperson Pre-License Exam Prep Course begins Oct 18:

Mon/Tues/Thurs	Illinois	Oct 18 thru Nov 11	45 hrs	J. Acuff	\$295
5:30-9:30pm	Iowa	Oct 18 thru Nov 18	60 hrs	M. Witt	\$395

**To register, please call the registration line at (563) 355-1061, or for questions call (563) 355-6655**

Persons needing special accommodations due to a disability should contact the Education Director for arrangements.

**All classes will be held at the QCARA Office at  
1900 State Street, Bettendorf, Iowa, unless otherwise noted.  
Education Department Guidelines**

**Education Certificates:** For Iowa, it is the responsibility of the real estate agent to keep track of his/her CE hours. However, the Education Department does maintain an up-to-date database of students completing CE courses sponsored by QCARA. To receive a duplicate certificate or replace a lost or misfiled one, there is a \$15 charge.

**Payment Methods:** Payment for class must be made the day of class, prepayment or billing is not preferred. Payment for classes may be made by CHARGE / DEBIT (Master Card / Visa / Discover/ American Express), CASH or CHECK (payable to QCARA). If a student cannot finish the class and time is unable to be made up, the student may attend another class of the same cost at no additional charge.

### IOWA Booklet Home Study Courses

You must complete each home study course including the final exam within a 6-month time frame. The six months will start with the date the course is purchased. A 90% pass rate on the final exam is required on all home study courses.

**A maximum of 24 hours during a renewal period may be taken by home study (booklet or online) for IA CE.**

- STEP 1:** Read and complete the course booklet  
**STEP 2:** Return all completed end-of-chapter quizzes and/or review questions  
**STEP 3:** Return completed final exam (final exam is open-book)  
**STEP 4:** Fill out, sign and return the Student Verification Form received with the course

Once final exam is graded and passed the student should receive Completion Certificate within 5 business days.

**To order the following courses, please call (563) 355-6655 or stop by the Association Office at: 1900 State Street, Bettendorf, IA**

<u>8-Hr Iowa Law Update—(Meets 8 Hour IA Mandatory Requirement )</u> .....	\$ 50
<u>Ethics In Today's Real Estate World—(Meets 4 Hour IA Mandatory Ethics Requirement)</u> .....	\$ 30
<u>Buyer Representation In Real Estate—6 hrs - IA CE Elective</u> .....	\$ 40
<u>Diversity and Doing Business—6 hrs - IA CE Elective</u> .....	\$ 40
<u>Environmental Issues In Your Real Estate Practice—6 hrs - IA CE Elective</u> .....	\$ 40
<u>Fair Housing—6 hrs - IA CE Elective</u> .....	\$ 40
<u>Introduction To Commercial Real Estate Sales—6 hrs - IA CE Elective</u> .....	\$ 40
<u>Property Disclosures: The Real Estate Professionals Guide To Reducing Risk—6 hrs - IA CE Elective</u> .....	\$ 40
<u>Property Management and Managing Risks—6 hrs - IA CE Elective</u> .....	\$ 40
<u>Real Estate &amp; Taxes - What Every Agent Should Know—6 hrs - IA CE Elective</u> .....	\$ 40
<u>Red Flags: Property Inspection Guide—3 hrs - IA CE Elective</u> .....	\$ 25

### For ILLINOIS Online & Booklet Home Study Courses—Go To [www.qcaREALTORS.com](http://www.qcaREALTORS.com)



## IOWA—Online Home Study Courses

Available @ [www.qcaREALTORS.com](http://www.qcaREALTORS.com)



*If you can't make it to class, take courses from the comfort of your home!*

### Iowa Approved Online Courses

You must complete each online home study course including the final course exam within a 6-month time frame. The 6 months will start with the date the course is purchased. A 90% pass rate on the final course exam is required on all home study courses. You may re-take the final course examination as many times as you need until the required pass rate is met. Upon passing the final course exam, please send back the Student Verification Form to the Quad City Area REALTOR® Association, once received you will be sent your completion certificate. **A maximum of 24 hours during a renewal period may be taken by home study (booklet or online) for IA CE.**

**To find IA online courses go to [www.qcaREALTORS.com](http://www.qcaREALTORS.com) click on "Education", then "IA/IL Continuing Education", then "Online Courses IA" once here follow the instructions to begin online registration.**

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| <ul style="list-style-type: none"> <li>• <u>8-Hr Iowa Law Update</u> (8 hrs IA Mandatory) - \$ 50</li> <li>• <u>Ethics In Today's Real Estate World</u> (4 hrs IA Ethics Mandatory) - \$ 35</li> <li>• <u>Buyer Representation in Real Estate</u> (6 hrs IA Elective) - \$ 40</li> <li>• <u>Environmental Issues in Your Real Estate Practice</u> (6 hrs IA Elective) - \$ 40</li> <li>• <u>Fair Housing</u> (6 hrs IA Elective) - \$ 40</li> <li>• <u>Investment Property: Practice &amp; Management</u> (6 hrs IA Elective) - \$40</li> <li>• <u>Property Management and Managing Risk</u> (6 hrs IA Elective) - \$ 40</li> <li>• <u>Real Estate &amp; Taxes—What Every Agent Should Know</u> (6 hrs IA Elective) - \$ 40</li> <li>• <u>Real Estate Finance and Tax Issues</u> (6 hrs IA Elective) - \$40</li> <li>• <u>Real Estate Finance Today</u> (6 hrs IA Elective) - \$ 40</li> </ul> | <ul style="list-style-type: none"> <li>• <u>Red Flags—Property Inspection Guide</u> (6 hrs IA Elective) - \$ 40</li> <li>• <u>Risk Management</u> (6 hrs IA Elective) - \$ 40</li> <li>• <u>The Truth About Mold</u> (6 hrs IA Elective) - \$40</li> <li>• <u>Understanding 1031 Tax-Free Exchanges</u> (6 hrs IA Elective) - \$40</li> </ul> |
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### Commercial Real Estate Online Classes!

- Introduction To Commercial Real Estate Sales (6 hrs IA Elective) - \$ 40
- Commercial Real Estate: Understanding Investments (6 hrs IA Elective) - \$40

**For More Information or Questions, Please Call (563) 355-6655**