

Continuing Education

Upcoming RASM Education Courses 2016-2017

Please arrive on time. You must arrive on time and attend the entire session to be given credit for the class per the Department of Commerce. Thank you!

Sept. 28, 2016

Forms Update

Instructor: Mike Brennan

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education.
8:30 a.m. – 12:15 p.m.

Before 9/21/16 \$40/Member \$45/Non-Member
After 9/21/16 \$45/Member \$50/Non-Member

Association Office Education Center, North Mankato

Topics Covered: In this class agents will learn about the new changes to forms revised on the Minnesota Association of REALTORS® Forms. By understanding the updates, agents can be assured of being accurate as the forms are explained, compliant with the current laws and understand the obligations a consumer and agent are taking. Purchase Agreement and earnest money handling, Addenda and their respective changes, impacts of contract changes, and TILA-RESPA Integrated Disclosures will also be covered.

Oct. 12, 2016

Required Module: Contracts and Forms

***There will be a test with this class**

Instructor: Chris Prescott

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

8:30 a.m. - 12:15 p.m.

Before 10/5/16 \$40/Member \$45/Non-Member

After 10/5/16 \$45/Member \$50/Non-Member

Association Office Education Center, North Mankato

Topics Covered: This class will explore contracts and forms related to the Minnesota real estate transactions. Special emphasis will be placed on the contract issues that come up in day-to-day business so agents will be better equipped to serve buyers and sellers after instruction on what is contractually required.

Oct. 27, 2016

New Member Orientation

Requirement for all new members

This course has been approved by the Minnesota Commissioner of Commerce for 3.0 hours of real estate continuing education

9:00 a.m. - 12:30 p.m.

Association Office Education Center, North Mankato

Nov. 14, 2016

TransactionDesk

***Laptop needed for this class**

Instructor: Marissa Skuza

This course has been approved by the Minnesota Commissioner of Commerce for 3.0 hours of real estate continuing education.

9:00 a.m. – 12:00 p.m.

Before 11/7/16 \$30/Member \$35/Non-Member

After 11/7/16 \$35/Member \$40/Non-Member

Association Office Education Center, North Mankato

Topics Covered: In the world of technology, buyers and sellers want to do more online. Now you can do all your real estate transactions online, save them, and even allow your client to review and sign the documents. It is a great opportunity to use less paper and keep everyone who is involved in the transaction, up to date.

Nov. 14, 2016

Authentisign

***Laptop needed for this class**

Instructor: Marissa Skuza

This course has been approved by the Minnesota Commissioner of Commerce for 2.5 hours of real estate continuing education.
1:00 p.m. – 3:30 p.m.

Before 11/7/16 \$25/Member \$30/Non-Member
After 11/7/16 \$30/Member \$35/Non-Member

Association Office Education Center, North Mankato

Topics Covered: In this digital age it is becoming more and more important to give clients options for receiving and signing documents. In this hands-on class students will learn about the different types of participants that can be involved in an electronic signing through Authentisign™: in-person signers, remote signers, reviewers and cc only participants. Students will walk through setting up a signing for participants from a transaction. Students will also learn the steps that participants take after they receive signing to give them the knowledge to aid participants with a signing future.

Nov. 15, 2016

REALTOR® Property Resources (RPR)

***Laptop needed for this class**

Instructor: Marissa Skuza

This course has been approved by the Minnesota Commissioner of Commerce for 2.0 hours of real estate continuing education.
9:00 a.m. – 11:00 a.m.

Before 11/8/16 \$25/Member \$30/Non-Member
After 11/8/16 \$30/Member \$35/Non-Member

Association Office Education Center, North Mankato

Topics Covered: RPR integrates MLS listing data and other public data sources to create comprehensive reports that agents can provide to their buyers and sellers. In this class students will learn about REALTOR® Property Resource (RPR). Through the program students will learn how to create a comprehensive Sellers Report that includes MLS and public information. They will also learn how to create reports for buyers including information about the listing as well as the neighborhood where the property is located as part of a property report. Students will also become familiar with the market activity report which highlights recent market activity and

listings, as well as the neighborhood report which outlines area demographics.

Dec. 7, 2017

Code of Ethics

Instructor: Jonathan Kopecky

This course is pending approval by the Department of Commerce for 3.0 hours of real estate continuing education.

1:00 p.m. – 4:00 p.m.

Association Office Education Center, North Mankato

Before 11/30/16 \$30/Member \$35/Non-Member

After 11/30/16 \$35/Member \$40/Non-Member

Jan. 19, 2017

New Member Orientation

Requirement for all new members

This course has been approved by the Minnesota Commissioner of Commerce for 3.0 hours of real estate continuing education.

8:30 a.m. - 12:30 p.m.

Association Office Education Center, North Mankato

Jan. 26, 2017

Seller PhD (includes Fair Housing)

Instructor: Mike Brennan

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

8:30 a.m. - 12:15 p.m.

Before 1/19/17 \$40/Member \$45/Non-Member

After 1/19/17 \$45/Member \$50/Non-Member

Association Office Education Center, North Mankato

Topics Covered: In this class agents will learn what sellers really want from their listing agent and how to deliver the service expected. Sellers have many choices of real estate agents and the question we need to answer is why you? Sellers have an expectation of service and this class explains their desires and wants. More importantly, we discuss different methods to satisfy the seller's needs. There are many marketing tools and technology aids to assist in making sure your client is taken care of very well.

Agents will also learn about agency and the importance of representing someone. Fiduciary duties,

compensations, job duties all blend together and in class, we clarify the agency relationship in an easy to understand manner.

Fair Housing is everyone's business, and in our Fair Housing hour, we learn about the shifting demographics, the opportunities which exist and the importance of fairness.

This class will also include meeting and exceeding sellers expectations, what is expected of you in Agency, and how to deal with Fair Housing opportunities.

Jan. 26, 2017

Buyer PhD (includes Agency)

Instructor: Mike Brennan

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education.
1:15 p.m. - 5:00 p.m.

Before 1/19/17 \$40/Member \$45/Non-Member

After 1/19/17 \$45/Member \$50/Non-Member

Association Office Education Center, North Mankato

Topics Covered: In this class agents will learn how to effectively take care of a purchaser by providing top notch service. "What do you want" is examined and explored as we delve into the mind of buyers. We examine how to service a buyer by proper questioning and diving deeper into what the consumers 'needs' are.

We introduce the Agency Relationship in Real Estate Transaction forms and provide simple, clear explanations of what the form says in order to better educate the buyer and comply with state law.

This course will also include what buyers want, how to differentiate yourself, and fairness.

Feb. 8, 2017

Required Module: Contracts and Forms

***There will be a test with this course**

Instructor: Chris Prescott

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours for real estate continuing education
8:30 a.m. - 12:15 p.m.

Before 2/1/17 \$40/Member \$45/Non-Member

After 2/1/17 \$45/Member \$50/Non-Member
Association Office Education Center, North Mankato

Topics Covered: This class will explore contracts and forms related to the Minnesota real estate transactions. Special emphasis will be placed on the contract issues that come up in day-to-day business so agents will be better equipped to serve buyers and sellers after instruction on what is contractually required.

Feb. 16, 2017

Agent Beware (includes Fair Housing)

Instructor: Mike Brennan

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education.
8:30 a.m. - 12:30 p.m.

Before 2/9/17 \$40/Member \$45/Non-Member
After 2/9/17 \$45/Member \$50/Non-Member

Association Office Education Center, North Mankato

Topics Covered: In this class students will be exposed to the scams that are perpetrated on consumers, what the “red flags” to be aware of are, physical threats and security issues facing a buyer and seller. In today’s world, where criminals see an open house as being a ripe target, agents need to be aware of the dangers and how to handle themselves to protect themselves and their clients.

Many times, agents and consumers find they are in a compromised situation and need solutions to extricate and exonerate themselves. This class will demonstrate the safety measures that can be used to protect. This class will also include scams and their red flags, statistics and how to not become one, dealing with fair housing issues, and protection of self and property.

March 13, 2017

TransactionDesk

***Laptop needed for this class**

Instructor: Marissa Skuza

This course has been approved by the Minnesota Commissioner of Commerce for 3.0 hours of real estate continuing education.
9:00 a.m. – 12:00 p.m.

Before 3/6/17 \$30/Member \$35/Non-Member

After 3/6/17 \$35/Member \$40/Non-Member
Association Office Education Center, North Mankato

Topics Covered: In the world of technology, buyers and sellers want to do more online. Now you can do all your real estate transactions online, save them, and even allow your client to review and sign the documents. It is a great opportunity to use less paper and keep everyone who is involved in the transaction, up to date.

March 13, 2017

Authentisign

***Laptop needed for this class**

Instructor: Marissa Skuza

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

1:00 p.m. – 3:30 p.m.

Before 3/6/17 \$25/Member \$30/Non-Member

After 3/6/17 \$30/Member \$35/Non-Member

Association Office Education Center, Mankato

Topics Covered: In this digital age it is becoming more and more important to give clients options for receiving and signing documents. In this hands-on class students will learn about the different types of participants that can be involved in an electronic signing through Authentisign™: in-person signers, remote signers, reviewers and cc only participants. Students will walk through setting up a signing for participants from a transaction. Students will also learn the steps that participants take after they receive a signing to give them knowledge to aid participants with a signing in the future.

March 14, 2017

REALTOR® Property Resources (RPR)

***Laptop needed for this class**

Instructor: Marissa Skuza

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

9:00 a.m. – 11:00 a.m.

Before 3/7/17 \$25/Member \$30/Non-Member

After 3/7/17 \$30/Member \$35/Non-Member

Association Office Education Center, Mankato

Topics Covered: RPR integrates MLS listing data and other public data sources to create comprehensive reports that agents can provide to their buyers and sellers. In this class students will learn about REALTOR Property Resource (RPR). Through the program students will learn how to create a comprehensive Sellers Report that includes MLS and public information.

March 23, 2017

Chapter & Verse: Play by the Book

Instructor: Mike Brennan

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

9:30 – 10:30 a.m.

Before 3/16/17 \$15/Member \$20/Non-Member

After 3/16/17 \$20/Member \$25/Non-Member

Association Office Education Center, North Mankato

Topics Covered: In this class agents will gain an understanding of advertising requirements, delivering notice to the Commissioner and items which are prohibitions. Agents will be better prepared to perform their license duties more effectively. This class will also include social media issues.

March 23, 2017

Chapter & Verse: Foreclosure Rights

Instructor: Mike Brennan

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

11:00 a.m. – 12:00 p.m.

Before 3/16/17 \$15/Member \$20/Non-Member

After 3/16/17 \$20/Member \$25/Non-Member

Association Office Education Center, North Mankato

Topics Covered: By covering requirements a lender is supposed to follow, agents will learn how to guide their client through a tumultuous time. This class will also include foreclosure requirements in Minnesota, and notices to be delivered.

April 19, 2017

Required Module: Contracts and Forms

***There will be a test with this course**

Instructor: Chris Prescott

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

8:30 a.m. – 12:30 p.m.

Before 4/12/17 \$40/Member \$45/Non-Member

After 4/12/17 \$45/Member \$50/Non-Member

Association Office Education Center, North Mankato

Topics Covered: This class will explore contracts and forms related to the Minnesota real estate transactions. Special emphasis will be placed on the contract issues that come up in day-to-day business so agents will be better equipped to serve buyers and sellers after instruction on what is contractually required.

April 20, 2017

New Member Orientation

Requirement for all new members

This course has been approved by the Minnesota Commissioner of Commerce for 3.0 hours of real estate continuing education

8:30 a.m. – 1:00 p.m.

Association Office Education Center, North Mankato

The 2016-17 DOC-Required Module consists of:

- 3.75 hour Contracts and Forms

Attendance and passing a written examination is required to satisfy the module.

October 27, 2017

New Member Orientation – Requirement for all new members

9:00-12:30, This course has been approved by the Minnesota Commissioner of Commerce 3.0 hours for real estate continuing education - Association Office Education Center, North Mankato

January 19, 2017

New Member Orientation – Requirement for all new members

8:30-1:00, This course has been approved by the Minnesota Commissioner of Commerce 3.0 hours for real estate continuing education - Association Office Education Center, North Mankato

April 20, 2017

New Member Orientation – Requirement for all new members

8:30-1:00, This course has been approved by the Minnesota Commissioner of Commerce 3.0 hours for real estate continuing education - Association Office Education Center, North Mankato

- **You must arrive on time and attend the entire session to be given credit for the class per the Department of Commerce.**
- **Classes may be cancelled due to lack of registrants.**
- **No refunds unless you call 24 hours in advance to cancel your registration.**

Please watch for additional information and registration forms in your newsletter. Education schedule is also available on the website at www.rasminfo.com



For registration or course information contact Bridget at bridget@rasminfo.com

RASM Phone Number: 507-345-6018

RASM Fax Number: 507-345-5225

RASM Website: www.rasminfo.com

Classroom Location:

RASM

2115 Rolling Green Lane

North Mankato, MN 56003

MN Department of Commerce

All real estate education is regulated by the Minnesota Department of Commerce. All courses offering continuing education credit must first be approved by the department and re-approved each year. Some other important facts to remember regarding education and Department of Commerce regulations include:

1. On-time Arrival

As a provider of continuing education, we are not allowed to admit a student after class has started.

2. Renewal – New Agent

As a new agent, you are required to complete 30 hours of continuing education before your license renewal deadline.

3. Renewal – All Other Agents

You are required to complete a minimum of 15 hours by June 30, 2016 and the remaining hours by your renewal date of June 30, 2017. “Review your Transcript” of continuing education credits at www.pulseportal.com.

RASM offers Online Education!

To access the information go to www.rasminfo.com
Click on the Education tab on the top toolbar and select Online Education

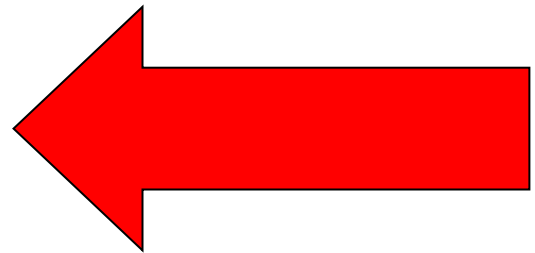


The CE Shop



Agent Campus

Select one of the 2 providers



Continuing Education Checklist

Please register me for the following classes:

- Sept. 28, 2016** – Forms Update
3.75 hours of CE
- Oct. 12, 2016** – Required Module
3.75 hours of CE
- Nov. 14, 2016** – TransactionDesk
3.0 hours of CE
- Nov. 14, 2016** – Authentisign
2.5 hours of CE
- Nov. 15, 2016** – REALTOR® Property Resources
2.0 hours of CE
- Dec. 7, 2016** – Code of Ethics
3.0 hours of CE (pending DOC approval)
- Jan. 26, 2017** – Seller PhD
3.75 hours of CE
- Jan. 26, 2017** – Buyer PhD
3.75 hours of CE
- Feb. 8, 2017** – Required Module
3.75 hours of CE
- Feb. 16, 2017** – Agent Beware
3.75 hours of CE
- March 13, 2017** – TransactionDesk
3.0 hours of CE
- March 13, 2017** – Authentisign
2.5 hours of CE

- March 14, 2017** – REALTOR® Property Resources
2.0 hours of CE

- March 23, 2017** – Chapter & Verse: Play by the Book
1.0 hours of CE

- March 23, 2017** – Chapter & Verse: Foreclosure Rights
1.0 hours of CE

- April 19, 2017** – Required Module: Forms
3.75 hours of CE

2016-2017 Class Registration Form



Name: _____

Company: _____

Phone: _____

Class Registering For: _____

Please check one: Payment is enclosed Charge to my
(circle card type and complete information below): VISA MASTERCARD

Card#: _____ Amount: \$ _____

Exp. Date: _____

3 digit security code on back: _____

CC Billing Info: _____

Address

City

State

Zip

Name on card

Signature : _____

Mail to: RASM
 2115 Rolling Green Lane
 North Mankato, MN 56003

Email to:
bridget@rasminfo.com

Fax to:
(507) 345-5225

***No Registrations will be accepted without payment.**