

# Continuing Education

## Upcoming RASM Education Courses 2015-2016

Oct. 15, 2015

### **Required Module**

### **Fair Housing, Agency Law & Legal Update**

**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 am to 12:15 pm

**Before 10/8/15    \$39/member    \$45/non-member**

**After 10/8/15    \$44/member    \$50/non-member**

Association Office Education Center, North Mankato

Topics Covered: This course will provide real estate licensees with knowledge of Agency relationships and duties in Minnesota. Information will also be shared on RESPA, marketing services agreements and the new loan estimate form. Common Interest Ownership properties statutes will be covered, highlighting different types of properties, disclosure obligations, and rights. Additionally, fair housing laws and resources will be covered. (This class meets the Agency and Fair Housing Minnesota CE requirements. This Module Also Satisfies the 1-Hour Broker Module Requirement.)

Oct. 15, 2015

### **The REALTOR® Code of Ethics, License Law, and Forms**

### **\* Meets the NAR Required Quadrennial Code of Ethics**

**Instructor:** Chris Prescott

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours for real estate continuing education  
1:15 pm to 5:00 pm

**Before 10/8/15    \$39/member    \$45/non-member**

**After 10/8/15    \$44/member    \$50/non-member**

Association Office Education Center, North Mankato

Topics Covered: This course is designed to give real estate agents a review of the principals and structures of the REALTOR® Code of Ethics and how it relates to their duties to clients and customers, the public, and other REALTORS®. The last part of this course deals with a review of key license laws and changes that have been made to Minnesota Association forms and how those changes may affect an agents day to day business.

Nov. 19, 2015

### **Forms Update for 2016**

**Instructor:** Mike Brennan

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours for real estate continuing education  
9:00 am to 12:45 pm

**Before 11/12/15    \$39/member    \$45/non-member**

**After 11/12/15    \$44/member    \$50/non-member**

Association Office Education Center, North Mankato

Topics Covered: This course provides 3.75 hour of material where students will gain a better understanding of the new forms changes which reflect clearer disclosures and better income tax disclosures. Through group discussions and instructor led dialogue, students will be given the tools they can use to properly understand the new forms for closing, loan estimates and purchase contracts. Topics include: Forms for purchases, Listing and buyer contracts, Truth in Lending-RESPA Integrated Disclosures

Jan. 19, 2016

### **Online Real Estate Forms – Transaction Desk Lite**

**Instructor:** Marissa Skuza

This course has been approved by the Minnesota Commissioner of Commerce for 3.0 hours for real estate continuing education  
8:30 am to 11:30 am

**Before 1/12/16    \$30/member    \$35/non-member**

**After 1/12/16    \$35/member    \$40/non-member**

Association Office Education Center, North Mankato

Topics Covered: Students will demonstrate their ability to create a transaction and both print and email forms for a transaction. Students will also demonstrate how to fill out and

print individual forms. Students will also gain a basic understanding of troubleshooting errors that may occur in the system.

Jan. 19, 2016

### **Authentisign – Electronic Signatures**

**Instructor:** Marissa Skuza

This course has been approved by the Minnesota Commissioner of Commerce for 2.5 hours for real estate continuing education  
1:00 pm to 3:30 pm

**Before 1/12/16    \$25/member    \$30/non-member**

**After 1/12/16    \$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 a signing to give them the knowledge to aid participants with a signing in the future.

Jan. 20, 2016

### **REALTOR® Property Resource (RPR)**

**Instructor:** Marissa Skuza

This course has been approved by the Minnesota Commissioner of Commerce for 2.0 hours for real estate continuing education  
9:00 am to 11:00 am

**Before 1/12/16    \$20/member    \$25/non-member**

**After 1/12/16    \$25/member    \$30/non-member**

Association Office Education Center, North Mankato

Topics Covered: Students will demonstrate how to prepare a sellers report including comparable listing information and customizations. Students will also demonstrate how to create a variety of reports for buyers including a property report, market activity report, and neighborhood report. Students will also gain an understanding of how to navigate the RPR system.

Feb. 18, 2016

### **Required Module**

#### **Fair Housing, Agency Law & Legal Update**

**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 am to 12:15 pm

**Before 2/11/16    \$39/member    \$45/non-member**

**After 2/11/16    \$44/member    \$50/non-member**

Association Office Education Center, North Mankato

Topics Covered: This course will provide real estate licensees with knowledge of Agency relationships and duties in Minnesota. Information will also be shared on RESPA, marketing services agreements and the new loan estimate form. Common Interest Ownership properties statutes will be covered, highlighting different types of properties, disclosure obligations, and rights. Additionally, fair housing laws and resources will be covered. (This class meets the Agency and Fair Housing Minnesota CE requirements. This Module Also Satisfies the 1-Hour Broker Module Requirement.)

Feb. 18, 2016

### **The REALTOR® Code of Ethics, License Law, and Forms**

#### **\* Meets the NAR Required Quadrennial Code of Ethics**

**Instructor:** Chris Prescott

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours for real estate continuing education  
1:15 pm to 5:00 pm

**Before 2/11/16    \$39/member    \$45/non-member**

**After 2/11/16    \$44/member    \$50/non-member**

Association Office Education Center, North Mankato

Topics Covered: This course is designed to give real estate agents a review of the principals and structures of the REALTOR® Code of Ethics and how it relates to their duties to clients and customers, the public, and other REALTORS®. The last part of this course deals with a review of key license laws and changes that have been made to Minnesota Association forms and how those changes may affect an agents day to day business.

March 2, 2016

### **Mind Your Own Business**

**Instructor:** Rob Mehta

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

9:00 am to 12:45 pm

**Before 2/24/16    \$39/member    \$45/non-member**

**After 2/24/16    \$44/member    \$50/non-member**

Association Office Education Center, North Mankato

Topics Covered: Start building a roadmap for your business, and an avenue to success. Why do so many real estate practitioners fail? Is it because they failed...to plan? This program is focused on helping the Practitioner develop up a working business plan, and to re-focus on revenue-growth strategies that make sense, while also simplifying budgeting practices that can ensure that the bottom-line stays healthy too.

March 17, 2016

### **Agent Beware**

**\* This course will fulfill your Fair Housing requirement**

**Instructor:** Mike Brennan

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

8:30 am to 12:15 pm

**Before 3/10/16    \$39/member    \$45/non-member**

**After 3/10/16    \$44/member    \$50/non-member**

Association Office Education Center, North Mankato

Topics Covered: In this 3.75 hour 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.

Topics include: Scams and their red flags, Statistics and how to not become one, Dealing with fair housing issues, Protection of self and property

March 17, 2016

**Avoid Censure, Suspension and Revocation**

**\* This course will fulfill your 1 hour of Agency and 1 hour of Fair Housing requirement**

**Instructor:** Mike Brennan

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours for real estate continuing education  
1:15 pm to 5:00 pm

**Before 3/10/16    \$39/member    \$45/non-member**

**After 3/10/16     \$44/member    \$50/non-member**

Association Office Education Center, North Mankato

Topics Covered: In this 3.75 hour class, agents will learn about the Minnesota Department of Commerce's enforcement actions, what transgressions to avoid and spot and how to steer clear of any complications stemming from someone's activities.

By examining recent rulings, case studies and general discussions, agents will learn situations to avoid and possibly report. The identification of harmful behaviors is shared and solutions are examined. When called into the Department of Commerce for a question, there are compliance issues which we cover. This class is an excellent source for agents to learn how to avoid any 'icky' problems. Topics include: Identifying hazards, Reporting of issues, Consequences for non-Compliance, Agency and Fair housing

April 6, 2016

**Social Strategies in 2016**

**Instructor:** Rob Mehta

This course has been approved by the Minnesota Commissioner of Commerce 3.75 hours for real estate continuing education  
8:30 am to 12:15 pm **\* NOTE TIME CHANGE**

**Before 3/30/16    \$39/member    \$45/non-member**

**After 3/30/16     \$44/member    \$50/non-member**

Association Office Education Center, North Mankato

Topics Covered: What's happening with Facebook, LinkedIn, Twitter, Pinterest and the rest. OK, it's 2015. And you are on all the right social media sites. And nothing is happening (or very little anyways). What to do now? Join us as we show you how to engage, build and communicate with an audience that actually listens, and how to convert that communication into real interaction.

April 13, 2016

**A Seminar for Real Estate Agents (District 77)**

**Instructor(s):** District 77

**NO CE – Informative session only**

8:00 am to 11:00am

**Cost: Free but you must register before 4/10/16**

Association Office Education Center, North Mankato

Topics Covered: District strategic roadmap, enrollment projections, student demographics, innovative opportunities, fast facts and more.

April 20, 2016

**Mold In Homes**

**Instructor:** Minnesota Department of Health

This course has been approved by the Minnesota Commissioner of Commerce for 1.0 hours for real estate continuing education

9:30 am to 10:30 am

**Cost: Free but you must register before 4/20/16**

Association Office Education Center, North Mankato

**Radon in Real Estate Transactions**

**Instructor:** Minnesota Department of Health

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

10:40 am to 12:10 pm

**Cost: Free but you must register before 4/20/16**

Association Office Education Center, North Mankato

**Carbon Monoxide in Homes**

**Instructor:** Minnesota Department of Health

This course has been approved by the Minnesota Commissioner of Commerce for 1.0 hours for real estate continuing education

12:20 pm to 1:20 pm



**Cost: Free but you must register before 4/20/16**

Association Office Education Center, North Mankato

May 5, 2016

**Required Module**

**Fair Housing, Agency Law & Legal Update**

**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 am to 12:15 pm

**Before 4/28/16    \$39/member    \$45/non-member**

**After 4/28/16    \$44/member    \$50/non-member**

Association Office Education Center, North Mankato

Topics Covered: This course will provide real estate licensees with knowledge of Agency relationships and duties in Minnesota. Information will also be shared on RESPA, marketing services agreements and the new loan estimate form. Common Interest Ownership properties statutes will be covered, highlighting different types of properties, disclosure obligations, and rights. Additionally, fair housing laws and resources will be covered. (This class meets the Agency and Fair Housing Minnesota CE requirements. This Module Also Satisfies the 1-Hour Broker Module Requirement.)

May 5, 2016

**The REALTOR® Code of Ethics, License Law, and Forms**

**\* Meets the NAR Required Quadrennial Code of Ethics**

**Instructor:** Chris Prescott

This course has been approved by the Minnesota Commissioner of Commerce 3.75 hours for real estate continuing education 1:15 pm to 5:00 pm

**Before 4/28/16    \$39/member    \$45/non-member**

**After 4/28/16    \$44/member    \$50/non-member**

Association Office Education Center, North Mankato

Topics Covered: This course is designed to give real estate agents a review of the principals and structures of the REALTOR® Code of Ethics and how it relates to their duties to clients and customers, the public, and other REALTORS®. The last part of this course deals with a review of key license laws and changes that have been made to Minnesota Association



forms and how those changes may affect an agents day to day business.

**The 2015-16 DOC-Required Module consists of:  
- 3.75 hour Fair Housing, Agency Law and Legal Update  
Attendance and passing a written examination is required to satisfy  
the module.**

- |                  |   |
|------------------|---|
| October 22, 2015 | <b>New Member Orientation</b> – <u>Requirement for all new members</u><br>9:00-12:00, This course has been approved by the Minnesota<br>Commissioner of Commerce 3.0 hours for real estate continuing<br>education - Association Office Education Center, North Mankato |
| January 21, 2016 | <b>New Member Orientation</b> – <u>Requirement for all new members</u><br>9:00-12:00, This course has been approved by the Minnesota<br>Commissioner of Commerce 3.0 hours for real estate continuing<br>education - Association Office Education Center, North Mankato |
| April 21, 2016   | <b>New Member Orientation</b> – <u>Requirement for all new members</u><br>9:00-12:00, This course has been approved by the Minnesota<br>Commissioner of Commerce 3.0 hours for real estate continuing<br>education - Association Office Education Center, North Mankato |
| July 21, 2016    | <b>New Member Orientation</b> – <u>Requirement for all new members</u><br>9:00-12:00, This course has been approved by the Minnesota<br>Commissioner of Commerce 3.0 hours for real estate continuing<br>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**

**Watch for additional information and registration forms in your newsletter. Education schedule also available on the website at**

**[www.rasminfo.com](http://www.rasminfo.com)**



For registration or course information contact Brittnei at

[brittnei@rasminfo.com](mailto:brittnei@rasminfo.com)

RASM Phone Number: 507-345-6018

RASM Fax Number: 507-345-5225

RASM Website: [www.rasminfo.com](http://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:

**On-time Arrival**

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

**Renewal – New Agent**

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

### **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](http://www.pulseportal.com).

## **RASM offers Online Education!!**

To access the information go to [www.rasminfo.com](http://www.rasminfo.com)  
Click on the Education tab on the top toolbar and select Online Education

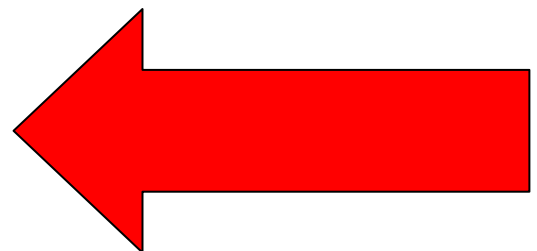


The CE Shop



Agent Campus

**Select one of the  
2 providers**



# **Continuing Education Checklist**

**Please register me for the following classes:**

- ☐ **Oct. 15, 2015** – Required Module – Fair Housing, Agency Law & License Update  
3.75 hours of CE
  - ☐ **Oct. 15, 2015** – Code of Ethics, License Law & Forms  
3.75 hours of CE
  - ☐ **Nov. 19, 2015** – Forms Update for 2016  
3.75 hours of CE
- ☐ **Jan. 19, 2016** – Online Real Estate Forms – Transaction Desk Lite  
3.0 hours of CE
  - ☐ **Jan. 19, 2016** – Authentisign – Electronic Signatures  
2.5 hours of CE
  - ☐ **Jan. 20, 2016** – REALTOR® Property Resource (RPR)  
2.0 hours of CE
- ☐ **Feb. 18, 2016** – Required Module – Fair Housing, Agency Law & License Update  
3.75 hours of CE
  - ☐ **Feb. 18, 2016** – Code of Ethics, License Law & Forms  
3.75 hours of CE
  - ☐ **March 2, 2016** – Mind Your Own Business  
3.75 hours of CE
  - ☐ **March 17, 2016** – Agent Beware  
3.75 hours of CE
- ☐ **March 17, 2016** – Avoid Censure, Suspension & Revocation  
3.75 hours of CE

- ☐ **April 6, 2016** – Social Strategies in 2016  
3.75 hours of CE
- ☐ **April 13, 2016** – A Seminar for Real Estate Agents (District 77)  
NO CE
- ☐ **April 20, 2016** – Mold in Homes  
1.0 hour of CE
- ☐ **April 20, 2016** – Radon in Real Estate Transactions  
1.5 hours of CE
- ☐ **April 20, 2016** – Carbon Monoxide in Homes  
1.0 hour of CE
- ☐ **May 5, 2016** – Required Module – Fair Housing, Agency Law & License Update  
3.75 hours of CE
- ☐ **May 5, 2016** – Code of Ethics, License Law & Forms  
3.75 hours of CE

# 2015-2016 Class Registration Form



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

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

**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                      Email to: [brittnei@rasminfo.com](mailto:brittnei@rasminfo.com)      Fax to: (507) 345-5225  
2115 Rolling Green Lane  
North Mankato, MN 56003

No Registrations will be accepted without payment.