

# Professional Development

## Upcoming RASM Education Courses

2019-2020

*\*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!*

**OCT. 10, 2019      FORMS 2019/2020**

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

1:00 p.m. – 4:45 p.m.

**Instructor:** Tim Ferrara

**ON OR BEFORE 10/03/2019      \$40/MEMBER**

**AFTER 10/03/2019                      \$45/MEMBER**

**Association Office Education Center, North Mankato**

### Topics Covered:

This course will include detailed discussion as to the proper use of the following forms as well as discussion regarding all forms 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.

NOV. 14, 2019

## REQUIRED MODULE – Agency, Fair Housing & Energy Efficiency -- \*There will be a test with this class\*

*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.

**Instructor:** Mike Brennan

ON OR BEFORE 11/07/2019      \$40/MEMBER

AFTER 11/07/2019              \$45/MEMBER

**Association Office Education Center, North Mankato**

Topics Covered:

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.

**(Completion of this course will also satisfy the 1-Hour Broker Module Requirement and the required 1- hour of Fair Housing and the required 1-hour of Agency Law)**

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January 09, 2020

## Foreclosures: Unique Opportunities for your Buyer and Investors

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

8:30 am – 12:15 p.m.

**Instructor:** Lynn Mattson

ON OR BEFORE 01/02/2020      \$40/MEMBER

AFTER 01/02/2020              \$45/MEMBER

**Association Office Education Center, North Mankato**

**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/Single Family Home sale can provide challenges and information concerning statues disclosure documents and time frames will be discussed.

January 09, 2020

## Let's Play Legal Trivia

*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.

Instructor: Lynn Mattson

ON OR BEFORE 01/02/2020 \$40/MEMBER

AFTER 01/02/2020 \$45/MEMBER

**Association Office Education Center, North Mankato**

**Course Description:** This course provides valuable information on title insurance coverage. 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 Pursuit" game which is a fun way to learn key legal points and competing with our fellow agents. May the smartest team win!!

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JAN. 29, 2020

## COMMERCIAL 101

*This course is currently pending approval.*

8:30 a.m. – 12:15 p.m.

Instructor: Mike Brennan

ON OR BEFORE – 01/22/2020 \$40/MEMBER

AFTER – 01/22/2020 \$45/MEMBER

**Association Office Education Center, North Mankato**

**Course Description:** This 3.75 hour class is a beginner's course for your understanding of commercial real estate. The course covers the need-to-know information on a broad range of commercial topics. If you're an experienced residential licensee, a few of the fundamentals of commercial real estate will be familiar to you—location, use and condition. In many other regards, commercial differs sharply from residential real estate. You'll work with investors and business owners in commercial real estate, individuals whose focus is squarely on the bottom line of the profit/loss.

## JAN. 29, 2020      CODE OF ETHICS 2020

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

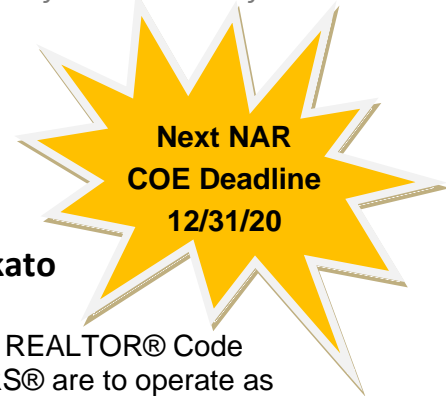
1:15 p.m. – 5:00 p.m.

Instructor: Mike Brennan

BEFORE – 01/22/2020      \$40/MEMBER

AFTER – 01/22/2020      \$45/MEMBER

**Association Office Education Center, North Mankato**



**Course Description:** This 3.75-hour class will expose the attendees to the REALTOR® Code of Ethics. The Code of Ethics establishes the foundation on how REALTORS® are to operate as professionals in the Real Estate Industry. The 17 Articles of the Code of Ethics defines a higher standard of professionalism and behavior in three categories: Duties to Customers and Clients, Duties to the Public, and Duties to other REALTORS®. Members agree to the duties and responsibilities outlined in the Standards of Practice for each of the 17 Articles and are subject to be sanctioned if found to be in violation of any article.

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## FEB. 12, 2020      REQUIRED MODULE – Agency, Fair Housing & Energy Efficiency - \*There will be a test with this class\*

*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.

Instructor: Mike Brennan

ON OR BEFORE 02/05/2020      \$40/MEMBER

AFTER 02/05/2020      \$45/MEMBER

**Association Office Education Center, North Mankato**

**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.

**(Completion of this course will also satisfy the 1-Hour Broker Module Requirement and the required 1- hour of Fair Housing and the required 1-hour of Agency Law)**

## FEB. 12, 2020      Hi TECH IN A HI TOUCH WORLD

*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.

Instructor: Mike Brennan

BEFORE – 02/05/2020      \$40/MEMBER

AFTER – 02/05/2020      \$45/MEMBER

**Association Office Education Center, North Mankato**

**Course Description:** Moving is a stressful event and technology could be a hindrance or a helper. We discuss the implications of personal relationships balanced with tech. Forecasters predict that technology will change at an even faster pace- nano robots, cyborgs and more! Learn how to effectively work with a consumer through the real estate sale without losing touch!

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## March 24, 2020      Dispute Resolution Mediation, Arbitration, Litigation for the Agent Today

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

8:30 p.m. – 12:15 p.m.

Instructor: John Anderson

ON OR BEFORE 03/16/2020      \$40/MEMBER

AFTER 03/16/2020      \$45/MEMBER

**Association Office Education Center, North Mankato**

**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 to overcome them to best serve today's consumers.

## March 24, 2020 Be a Better Buyers Agent

*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.

**Instructor:** John Anderson

ON OR BEFORE 03/16/2020 \$40/MEMBER

AFTER 03/16/2020 \$45/MEMBER

**Association Office Education Center, North Mankato**

**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 the buyer and seller if used correctly. When you leave this course, you should feel confident you'll be a better buyer's representative!

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## March 26, 2020 Instanet and Authentisign

*This course has been approved by the Minnesota Commissioner of Commerce for 3.0 hours of Real Estate Continuing Education Credit.*

9:00 a.m. – 12:00 p.m.

**Instructor:** Laurie Knudson

ON OR BEFORE 03/20/2020 \$30/MEMBER

AFTER 03/20/2020 \$35/MEMBER

**Association Office Education Center, North Mankato**

**Course Description:** In this course we will cover the basics of navigating and customizing the Instanet TransactionDesk software available thru Paragon. 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 customers and other parties needed can electronically sign using Authentisign. They 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.

MAY 14, 2020

**REQUIRED MODULE – Agency, Fair Housing  
& Energy Efficiency** - \*There will be a test with this class\*

*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.

**Instructor:** Mike Brennan

ON OR BEFORE 05/07/2020      \$40/MEMBER

AFTER 05/07/2020                \$45/MEMBER

**Association Office Education Center, North Mankato**

**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.

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**(Completion of this course will also satisfy the 1-Hour Broker Module Requirement and the required 1- hour of Fair Housing and the required 1-hour of Agency Law)**

# New Member Orientation

October 17, 2019 [New Member Orientation](#) – Requirement for all new members  
9:00-12:00, 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

January 16, 2020 [New Member Orientation](#) – Requirement for all new members  
9:00-12:00, 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 23, 2020 [New Member Orientation](#) – Requirement for all new members  
9:00-12:00, 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

July 23, 2020 [New Member Orientation](#) – Requirement for all new members  
9:00-12:00, 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

October 22, 2020 [New Member Orientation](#) – Requirement for all new members  
9:00-12:00, 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

**There will be an [MLS Session and lunch](#) following each [New Member Orientation](#).**

No ce for these classes 12:00 p.m. – 1:00 p.m.

Topics covered: MLS Rules and Policies, Lockbox Reciprocity, IDX/listing syndication, question/answer session



- Arrive on time and attend the entire session to be given credit for 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 the newsletter. The education schedule, as well as course registration, can be found on the website at [www.rasminfo.com](http://www.rasminfo.com)*



#### Who do you Contact?

For registration or course information contact us at [admin@rasminfo.com](mailto:admin@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:

### 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 30th, 2020 and the remaining hours by your renewal date. “Review your Transcript” of continuing education credits at [www.pulseportal.com](http://www.pulseportal.com).

## The 2019-2020 DOC-Required Module consists of:

CE Credits of 3.75

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

## **RASM Offers Online Education!**

To access the information, go to [www.rasminfo.com](http://www.rasminfo.com)

Click on the **RESOURCES** tab - education— select **ONLINE EDUCATION**

The screenshot shows a web browser window displaying the RASM website. The browser's address bar shows the URL [rasminfo.com/resources/education/](http://rasminfo.com/resources/education/). The website header includes the RASM logo and a navigation menu with the following items: RESOURCES, LEADERSHIP, AFFILIATES, FIND A HOME, EVENTS, and CONTACT. A red arrow points to the 'RESOURCES' link in the menu. Below the navigation menu is a blue banner with the word 'EDUCATION' in white. Underneath the banner, the page title is 'CONTINUING EDUCATION SCHEDULE'. Below this title, there is a text prompt: 'Click on the button below to view the schedule.' A red-bordered button labeled 'CONTINUING EDUCATION SCHEDULE' is positioned below the text. A horizontal red line separates this section from the 'ONLINE EDUCATION' section below. In the 'ONLINE EDUCATION' section, there is a promotional graphic for 'OFFICE SAFETY' with a yellow background and a grid of discount offers: '\$15 OFF \$50 OR MORE', '\$35 OFF \$100 OR MORE', '\$50 OFF \$250 OR MORE', and '\$75 OFF \$500 OR MORE'. A red arrow points to the right side of this graphic. At the bottom of the graphic, it says 'The Shop' and 'VALID 9/10 - 9/11 UNTIL 11:59 CST'.



Please register me for the following classes:

- OCT. 10, 2019** –FORMS 2019/2020  
3.75 hours of CE
- NOV. 14, 2019** – REQUIRED MODULE: Agency, Fair Housing & Energy Efficiency  
3.75 hours of CE
- JAN 09, 2020** – FORECLOSURES: Unique Opportunities for your Buyer & Investors  
3.75 hours of CE
- JAN 09, 2020** – LET’S PLAY LEGAL TRIVIA
- JAN. 29, 2020** – COMMERCIAL 101  
3.75 hours of CE
- JAN. 29, 2020** – CODE OF ETHICS 2020  
3.75 hours of CE
- FEB. 12, 2020** – REQUIRED MODULE: Agency, Fair Housing & Energy Efficiency  
3.75 hours of CE
- FEB. 12, 2020** – HI TECH IN A HI TOUCH WORLD  
3.75 hours of CE
- MARCH 24, 2020** – DISPUTE RESOLUTION: Mediation, Arbitration, Litigation for the  
Agent today  
3.75 hours of CE
- MARCH 24, 2020** – BE A BETTER BUYERS AGENT  
3.75 hours of CE
- MARCH 26, 2020** – INSTANET AND AUTHENTISIGN  
3.0 hours of CE
- MAY 14, 2020** – REQUIRED MODULE: Agency, Fair Housing & Energy Efficiency  
3.75 hours of CE

2020



## 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:   [admin@rasminfo.com](mailto:admin@rasminfo.com)

Fax to:   (507) 345-5225

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