

# Professional Development

## Upcoming RASM Education Courses

2021-2022

*\*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. 20, 2021      **Required Module: History of Diversity**

*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 pm

**Instructor:** Mike Brennan

ON OR BEFORE 9/13/2021      FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$40  
AFTER 9/13/2021                FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$45

**If you register but do NOT attend, you WILL be charged the regular \$40 class fee**

**This class does require a test at the end**

### **Association Office Education Center, North Mankato**

**Course Description:** (This Module Satisfies the 1-Hour Fair Housing and the 1-Hour Broker Module Requirement)

**Objectives:** Upon completion of this course students will be able to:

- Understand the history of real estate and the government practices that institutionalized racism in real estate
  - Identify MN organizations that currently work towards eradicating racism in real estate
  - Identify the real estate professional's role in ensuring fair housing for all
  - Examine individual bias that interferes in the effective and fair practice of real estate
  - Create a diverse business model and understand the benefits of diversity
-

## Sept. 20, 2021      **Code of Ethics**

*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:** Mike Brennan

ON OR BEFORE 9/13/2021      FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$40

AFTER 9/13/2021              FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$45

IF YOU REGISTER BUT DO NOT ATTEND, YOU WILL BE CHARGED THE REGULAR \$40 CLASS FEE

**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.

### **Learning Objectives:**

Students will gain an understanding of:

- The 17 Articles of the Code
- How to better protect the public, each other and their consumers
- Elevate to a higher standard of performance.

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## Sept. 21, 2021      **Required Module: History of Diversity**

*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:** Mike Brennan

ON OR BEFORE 9/14/2021      FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$40

AFTER 9/14/2021              FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$45

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This class does require a test at the end

## Association Office Education Center, North Mankato

**Course Description:** (This Module Satisfies the 1-Hour Fair Housing and the 1-Hour Broker Module Requirement)

**Objectives:** Upon completion of this course students will be able to:

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  - Examine individual bias that interferes in the effective and fair practice of real estate
  - Create a diverse business model and understand the benefits of diversity
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Sept. 21, 2021

## Required Module: History of Diversity

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

1:00 pm – 4:45 p.m.

**Instructor:** Mike Brennan

ON OR BEFORE 9/14/2021    FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$40  
AFTER 9/14/2021    FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$45

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## Association Office Education Center, North Mankato

**Course Description:** (This Module Satisfies the 1-Hour Fair Housing and the 1-Hour Broker Module Requirement)

**Objectives:** Upon completion of this course students will be able to:

- Understand the history of real estate and the government practices that institutionalized racism in real estate
- Identify MN organizations that currently work towards eradicating racism in real estate
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- Examine individual bias that interferes in the effective and fair practice of real estate
- Create a diverse business model and understand the benefits of diversity

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## Sept. 22, 2021      **Required Module: History of Diversity**

*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: Mike Brennan

ON OR BEFORE 9/15/2021      FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$40

AFTER 9/15/2021              FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$45

If you register but do NOT attend, you WILL be charged the regular \$40 class fee

This class does require a test at the end

### **Association Office Education Center, North Mankato**

**Course Description:** (This Module Satisfies the 1-Hour Fair Housing and the 1-Hour Broker Module Requirement)

**Objectives:** Upon completion of this course students will be able to:

- Understand the history of real estate and the government practices that institutionalized racism in real estate
- Identify MN organizations that currently work towards eradicating racism in real estate
- Identify the real estate professional's role in ensuring fair housing for all
- Examine individual bias that interferes in the effective and fair practice of real estate
- Create a diverse business model and understand the benefits of diversity

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## Sept. 22, 2021      **Agency**

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

1:00 p.m. – 2:00 p.m.

Instructor: Mike Brennan

ON OR BEFORE 9/15/2021      FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$40

AFTER 9/15/2021              FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$45

If you register but do NOT attend, you WILL be charged the regular \$40 class fee

### **Association Office Education Center, North Mankato**

**Course Description:** By attending this 1-hour session, students will learn about the importance of the fiduciary relationship with their clients to better serve the needs of the client. Agency can be confusing. Who is taking care of whom? Is there a conflict of interest? Am I represented in the best manner possible? These questions are asked by consumers as they enter transactions and are sometimes answered by the consumer in the wrong way. Understanding agency is crucial due to the high value consumers (and the law) place upon us

**Objectives:**

- Understand Agency Disclosure requirements
- Define Dual and single agency
- What to do when the consumer has questions!

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## Sept. 23, 2021      Code of Ethics

*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 9/16/2021      FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$40  
AFTER 9/16/2021                FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$45

*If you register but do NOT attend, you WILL be charged the regular \$40 class fee*

**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.

**Learning Objectives:**

Students will gain an understanding of:

- The 17 Articles of the Code
  - How to better protect the public, each other and their consumers
  - Elevate to a higher standard of performance.
-

Sept. 24, 2021

## Required Module: History of Diversity

*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: Mike Brennan

ON OR BEFORE 9/17/2021

AFTER 9/17/2021

FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$40

FREE FOR ALL RASM MEMBERS/NON-RASM MEMBERS \$45

If you register but do NOT attend, you WILL be charged the regular \$40 class fee

This class does require a test at the end

### Association Office Education Center, North Mankato

**Course Description:** (This Module Satisfies the 1-Hour Fair Housing and the 1-Hour Broker Module Requirement)

**Objectives:** Upon completion of this course students will be able to:

- Understand the history of real estate and the government practices that institutionalized racism in real estate
  - Identify MN organizations that currently work towards eradicating racism in real estate
  - Identify the real estate professional's role in ensuring fair housing for all
  - Examine individual bias that interferes in the effective and fair practice of real estate
  - Create a diverse business model and understand the benefits of diversity
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Nov. 17, 2021

## Negotiating 301

*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: Mike Brennan

ON OR BEFORE 11/10/2021

AFTER 11/10/2021

\$40/MEMBER

\$45/MEMBER

### Association Office Education Center, North Mankato

**Course Description:** In this 3.75 hour class, agents will be exposed to negotiating in a seller's market. Markets shift and so should the agent's response. When the market is flooded with competing buyers, the seller feels like they are in control. Many times, buyers feel helpless and think the offering price is their only negotiating tool. Well-trained associates can position their

clients offers in a manner to get a win-win solution for all and not rely only on price.

**Learning Objectives:**

- Learn what is important to the parties in a purchase/sale
- Understand the client's positions
- Create a win-win solution

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## Dec. 9, 2021 A Closer Look: Listing Agreement

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

8:30 a.m. – 11:30 a.m.

**Instructor:** Mike Brennan

ON OR BEFORE 12/2/2021

\$40/MEMBER

AFTER 12/2/2021

\$45/MEMBER

**Association Office Education Center, North Mankato**

**Course Description:** By attending this 3-hour class, agents will learn about Listing Agreements, the covenants included and how to better explain them to the consumer. There are many complicated things a seller faces when getting ready to sell. The listing contract should not be one of them. By gaining an understanding of the contract obligations, inclusions and exclusions, agent will be better able to explain to their consumers.

**Learning Objectives:**

- Proper execution of Exclusive contracts
- Ancillary forms (i.e. MLS forms, Affiliated Business Arrangements, Agency)
- Contract obligations and rights

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## Dec. 9, 2021 Code of Ethics

*This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of Real Estate Continuing Education Credit.*

**Last chance to fulfill your NAR Ethics requirement by the 12/31/21 deadline**

12:15 p.m. – 4:00 p.m.

**Instructor:** Mike Brennan

ON OR BEFORE 12/2/2021

\$40/MEMBER

AFTER 12/2/2021

\$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.

**Learning Objectives:**

Students will gain an understanding of:

- The 17 Articles of the Code
- How to better protect the public, each other and their consumers
- Elevate to a higher standard of performance.

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**Jan. 13, 2022      In the Details: Offer to Purchase**

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

8:30 a.m. – 11:30 a.m.

**Instructor:** Mike Brennan

**ON OR BEFORE 01/06/2022      \$40/MEMBER**

**AFTER 01/06/2022      \$45/MEMBER**

**Association Office Education Center, North Mankato**

**Course Description:** By attending this 3-hour class, agents will learn about purchase agreements between seller and buyer. While there is no “standard” form to use, most agents use the Minnesota Association of REALTORS® forms and these forms are used during class to demonstrate the correct way to complete the form and understand the contents of the paperwork.

**Learning Objectives:**

- Execute a purchase contract correctly
  - Understand the form to be able to explain to the client
  - What to do if there is a default
  - Contingencies explained
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## Feb. 17, 2022 Deals Gone Bad!

*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 02/10/2022**      **\$40/MEMBER**

**AFTER 02/10/2022**      **\$45/MEMBER**

**Association Office Education Center, North Mankato**

**Course Description:** By attending this 3.75-hour class, scenarios are presented with transactions that have gone bad. There are a multitude of complications that can cause distress to the clients and agents. Understanding how to handle these situations is crucial to make the transaction as stress-less as possible. With examples, student input and solutions presented, agents will be given tools to better handle inflamed tensions and bring people to a mutually acceptable compromise.

### **Learning Objectives**

- Explosive personalities handling
  - Contract provision explanations
  - What to do if lawsuits are involved
  - Getting all sides to a mutually acceptable zone
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## Feb. 17, 2022 Commercial 201

*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:** Mike Brennan

**ON OR BEFORE 02/10/2022**      **\$40/MEMBER**

**AFTER 02/10/2022**      **\$45/MEMBER**

**Association Office Education Center, North Mankato**

**Course Description:** In this 3.75-hour class, agents will learn intermediate skills in handling some commercial transactions. It's been said there are two unavoidable things in life-death and taxes. In real estate, taxes are a fact of life. From foreign investors to capital gains, there are methods of deferring income taxes that are explained. In commercial real estate, there are additional concerns about capital gains (profit) and how it is taxed. As agents prepare Net Proceed Sheets for their sellers, a basic understanding of this line item is crucial to include.

### **Learning Objectives:**

- The process of 1031-tax deferred exchanges
- The importance of an Intermediary
- Capital Gains tax calculations
- Investors (foreign and domestic) impact on sales

# New Member Orientation

October 21, 2021 **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 20, 2022 **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 21, 2022 **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 21, 2022 **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 20, 2022 **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.
- All new members must attend the New Member Orientation within the first two offerings.

- NAR requirement: all members must complete training on the Code of Ethics every 3 years. The current deadline is 12/31 so be sure to complete Ethics training by then or risk termination. If the course is taken elsewhere, send a copy of your course completion certificate to RASM by 12/31

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

## The 2021-2022 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 with the URL [rasminfo.com/resources/education/](http://rasminfo.com/resources/education/). The page header includes the RASM logo and navigation links: RESOURCES, LEADERSHIP, AFFILIATES, FIND A HOME, EVENTS, and CONTACT. A red arrow points from the 'RESOURCES' link to the 'EDUCATION' section of the page. Below the navigation bar, the 'EDUCATION' section is highlighted in a dark blue banner. Underneath, the 'CONTINUING EDUCATION SCHEDULE' section is visible, with a button labeled 'CONTINUING EDUCATION SCHEDULE'. A red horizontal line separates this from the 'ONLINE EDUCATION' section. In the 'ONLINE EDUCATION' section, there is a promotional graphic for 'OFFICE SAFETY' with a table of discounts. A red arrow points from the right towards this graphic.

OFFICE SAFETY	
\$15 OFF \$50 OR MORE	\$35 OFF \$100 OR MORE
\$50 OFF \$250 OR MORE	\$75 OFF \$500 OR MORE

PHONE CODES  
REFRESH

VALID N/10 - 9/11 UNTIL 11:59 CST

## Please register me for the following classes:

- ☐ **Sept 20, 2021** –REQUIRED MODULE: History of Diversity  
3.75 hours of CE
- ☐ **Sept. 20, 2021** – Code of Ethics 2021  
3.75 hours of CE
- ☐ **Sept. 21, 2021** – REQUIRED MODULE: History of Diversity  
3.75 hours of CE
- ☐ **Sept. 21, 2021** – REQUIRED MODULE: History of Diversity  
3.75 hours of CE
- ☐ **Sept. 22, 2021** – REQUIRED MODULE: History of Diversity  
3.75 hours of CE
- ☐ **Sept. 22, 2021** – Agency  
3.75 hours of CE
- ☐ **Sept. 23, 2021** – Code of Ethics 2021  
3.75 hours of CE
- ☐ **Sept. 24, 2021** – REQUIRED MODULE: History of Diversity  
3.75 hours of CE
- ☐ **Nov. 17, 2021** – Negotiating 301  
3.75 hours of CE
- ☐ **Dec. 9, 2021**- A Closer Look: Listing Agreement  
3 hours of CE
- ☐ **Dec. 9, 2021** – Code of Ethics  
3.75 hours of CE
- ☐ **Jan. 13, 2022** – In the Details  
3 hours of CE
- ☐ **Feb. 17, 2022** – Deals Gone Bad!  
3.0 hours of CE
- ☐ **Feb. 17, 2022** – Commercial 201  
3.75 hours of CE

2021



## 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

**Email to:**

admin@rasminfo.com

2115 Rolling Green Lane

North Mankato, MN 56003

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