

QUALIFYING REAL ESTATE COURSE APPROVAL FORM REAL ESTATE BROKERAGE (30 hour course)

Provider Name

Title of Course

Name of Text or Workbook and Author			FOR TREC USE ONLY			
Length of Course	Suggested Length of		-	FUK II	REC USE UNLY	
30 hours	Unit(min.)	On Page #	include	Not d included	Comments	
Real Estate Industry		Oll Fage #	mendue			
Brokerage Pros & Cons, Outlook and Trends	20					
Pros & Cons of Being a Broker	20					
Brokerage Outlook and Trends	10					
SUBTOTA	L 30					
Starting a Brokerage Business						
Planning & organization; operational policies/procedures						
Initial Planning	30					
Start Up or Purchase an Existing Brokerage	20					
Choosing a Business Structure - Franchise, Independent, LLC, etc.	20					
Naming the Brokerage	20					
Configuring the Brokerage	20					
SUBTOTAL	110					
Ethical & Legal Business Practices Agency law; operational policies/procedures; planning & organization				_		
Canons of Ethics	20					
Business Ethics	10					
Real Estate License Law	20					
Deceptive Trade Practices Act	20					
Real Estate Associations	10					
Responsibility of the Real Estate Brokerage	20					
Unfair Competition Laws	15					
Unfair Business Practices	15					
Americans with Disabilities Act	20					
Fair Housing	20					
Agency and Representation	30					
Prospecting Laws	20					

l Estate Brokerage - Qualifying Real Estate Approval Form		FOR TREC USE ONLY			
Ethical & Legal Business Practices, cont'd _Agency law; operational policies/procedures; planning & organization	Suggested Length of Unit(min.) On Page #	Not included included	Comments		
Contracts	15				
Disclosures	15				
Sherman Anti-Trust Act	15				
Do Not Call, Do Not Fax, & Anti-Spam Laws	10				
Fair Housing/The Real Estate Settlement Procedures Act SUBTOTAI	15 . 300				
Analyzing the Market & the Competition Planning & organization; operational policies/procedures What is the Real Estate Market?	15				
	15				
Analyzing the Market	20				
Analyzing the Competition		_			
Analyzing your Organization	30				
Developing & Implementing a Business Plan SUBTOTAL	30 110	· ·			
Managing Risk Planning & organization					
Theory of Risk Management	20				
Protecting the Institution	10				
Policies & Procedures - Privacy Policy	25				
Oversite Transaction & Compliance Review	20				
Methods of Loss Control	20				
Business Insurance SUBTOTAI	15 . 110				
Financing Your Business	110				
Planning & organization; records & controls					
The Financials	20				
How Much Money is Needed?	30				
Financial Resources	30				
General Operating Budget SUBTOTAL	30 110				
Negotiating a Commercial Lease Planning & organization; operational policies/procedures Leasehold	10				
Types of Leases	10				
Typical Lease Clauses	10				
Factors in Selecting a Facility	15				
Virtual Office vs Physical Office	10				
Facilities Management	15				
Your Office/Office Layout	10				

eal Estate Brokerage - Qualifying Real Estate Approval Form		FOR TREC USE ONLY		
Negotiating a Commercial Lease cont'd Planning & organization; operational policies/procedures	Suggested Length of Unit (min.) On Page #	Not included included Comments		
Office Equipment	10			
Communications and Information Systems	10			
SUBTOTA	L 100			
<u>The Marketing Plan</u> Planning & organization; records & controls; operational policie procedures	s/			
The Company's Marketing Plan	30			
Marketing Properties	20			
Direct Marketing	20			
Marketing Budget & Marketing Campaign	30			
Advertising	35			
Protecting the Company's Image	15			
SUBTOTA	L 150			
Management Style & Structure Operational policies/procedures				
Leadership	25			
Managing People	25			
Management Styles	25			
Management Structure	25			
SUBTOT	AL 100			
<u>Recruiting & Hiring</u> Operational policies/procedures; records & controls; recruitmen selection & training of personnel	t,			
Employment Relationships	15			
Federal/State Employment Guidelines	20			
Compensation Management	20			
Employment Process	15			
Recruiting Sales Agents	15			
Selecting Sales Agents	15			
SUBTOTA	L 100			
Professional Brokerage Competency & Associate License Holder Productivity Operational policies/procedures; planning & organization; recruitment, selection & training of personnel				
Managing Employees and Independent Contractors	20			
Performance Management	10			
Orientation Programs	15			
Performance Appraisals	15			
Training Programs	15			
Business Meetings & Retreats	10			
Personal Interaction	10			
Retention	15			

Real Estate Brokerage - Qualifying Real Estate Approv	al Form			FOF	R TREC USE ONLY
<u>Professional Brokerage Competency & Associate</u> <u>License Holder Productivity cont'd</u> Operational policies/procedures; planning & organization; recruitment, selection & training of personnel	Suggested Length of Unit (min.)	On Page #	included	Not I included	Comments
Resignation and Termination	10				
Productivity Management	15				
Agent Business Plan	15				
Personal Marketing Plan	15				
Time Management Plan	15			_	
SUBTOTA	AL 180				
Evaluating the Business Real estate firm analysis Financial Controls Monitoring the Business Management of Information Maximizing Income	10 10 10 10				
Minimizing Expenses	10 AL 50				
<u>Growth Opportunities</u> Real estate firm analysis; expansion criteria			_	_	
Horizontal Expansion	10				
Vertical Expansion	10				
Organic Growth	10				
Inorganic Growth (Mergers & Acquisitions	10				
Looking into the Future SUBTOTA	10 AL 50			_	

TOTAL MINUTES

1500