

ABILENE ASSOCIATION OF REALTORS
FEBRUARY 2022 CLASSES

January 19th [Protect Yourself With Paperwork](#) 9:00 a.m. to 12:00 p.m. 3 Hrs. CE Credit, Instructor Jodi Sherretts, Cost \$35.00

This three-hour contract class focuses on the importance of paperwork. When real estate contracts, addenda, and notices are completed thoroughly it can help if you are sued. Course covers the need for an abundance of documents and why you should use them consistently. Will also address common mistakes in the One to Four Family Residential Contract and cover what documents can help keep you out of trouble.

January 20th [The NAR CODE OF ETHICS](#) 1:00 p.m. to 4:00 p.m. 3 Hrs. CE Credit, Instructor Tim Beary, Cost \$35.00

Under all is the land. So starts the NAR Code of Ethics. It continues: Realtors[®], therefore, are zealous to maintain and improve the standards of their calling and share with their fellow Realtors[®] a common responsibility for its integrity and honor. In recognition and appreciation of their obligations to clients, customers, the public, and each other, Realtors[®] continuously strive to become and remain informed on issues affecting real estate and, as knowledgeable professionals, they willingly share the fruit of their experience and study with others. They identify and take steps, through enforcement of this Code of Ethics and by assisting appropriate regulatory bodies, to eliminate practices which may damage the public or which might discredit or bring dishonor to the real estate profession. Realtors[®] having direct personal knowledge of conduct that may violate the Code of Ethics involving misappropriation of client or customer funds or property, willful discrimination, or fraud resulting in substantial economic harm, bring such matters to the attention of the appropriate Board or Association of Realtors[®]

January 21st [Development 101: Sell to Developers & Make Big Commissions](#) 9:00 a.m. to 12:00 p.m. 3 Hrs. CE Credit, Instructor James "Cinco" Cocke, Cost \$35.00.

This course by Cinco Cocke is designed to teach real estate agents, both residential and commercial, the basics of commercial development so that they gain knowledge of the process and expand their business opportunities. They could either decide they want to pursue development themselves, or they might want to increase their commission income by finding sites and/or development opportunities for developers and earn commissions from that.

January 24th [1-4- Contract Boot Camp](#) 9:00 a.m. to 3:00 p.m. 5 Hrs. CE Credit, Instructor Sharon Jenkins, Cost \$55.00.

The purpose of this course is to familiarize the real estate professional with the most commonly used sales contract in a residential real estate transaction. This class provides an in-depth analysis of various aspects of the TREC1-4 contract. It discusses the structure and nature of a residential contract along with agent responsibilities. The class teaches on basic liability theories arising from the TREC one to four contract. The class also teaches the real estate agent best practices when using the 1-4 contract as well as contract do's and don'ts.

January 25th [TREC Legal I and Legal II](#) 8:30 a.m. to 5:00 p.m. 8 Hrs. CE Credit, Instructors Sharon Jenkins and Cassandra Davis, Cost \$85.00.

Did you know that as a license holder you have legal requirements and regulations for engaging in the real estate business? Perhaps you also belong to a trade association connected to the real estate business that has a code of conduct and you see that as a requirement for engaging in the business. There is more to your requirements than a trade association expectations. It is every license holder's responsibility to know and operate under the current laws applicable to their license. The course covers the requirements Texas law places upon all license holders regarding ethical conduct when facilitating a real estate transaction.

January 27th [Understanding a Condominium Contract](#) 9:00 a.m. to 12:00 p.m. 3 Hrs. of CE Credit, Instructor Sharon Jenkins, Cost \$35.00

This class analyzes the liability aspects of the TREC forms, discussing the structure of the contract, the nature of written contracts, default, alternative dispute resolutions, HOA provisions and earnest money disputes.

Jan 31st [Are Your Ads Breaking the Rules?](#) 10:00 a.m. to 11:00 a.m. 1 Hr. CE Credit, Instructor Tina Wilcher, Cost \$15.00

Advertising can attract attention and clients, but if you're not careful, it can also bring you something you don't desire. Real estate advertising rules seem to be violated more than any other and are the source of many complaints to TREC. This course provides an overview of advertising do's and don'ts to keep real estate agents compliant with advertising standards of the Real Estate License Act (RELA), TREC and the NAR Code of Ethics. Course also covers applicable federal laws and regulations to help agents stay out of trouble.

Sales agents will learn what is considered an advertisement and what is considered deceptive and misleading. This course will review the guidelines for complying with the advertising rules set forth in the Real Estate License Act, the TREC advertising rules, and Article 12 of the Code of Ethics. Will also learn the proper way to advertise using team names and assumed names.

February 1 [New Home Construction and Buyer Representation Professionals, Product, Process.](#) 8:30 a.m. to 5:00 p.m. 8 Hrs. of CE Credit, Instructor Sharon Jenkins, Cost \$85.00

This course will serve as an introduction to the new homes sales market for real estate sales agents. The course consists of three modules to address what a buyer's representative needs to know in order to succeed at representing buyers in the new-home sales market. Students will gain an understanding of the new home sales process and the type of services the buyer needs. They will also learn where and how to find new home sales business.

The goal of this course is to help licensees gain the product and transaction knowledge needed in

order to guide buyer-clients through the steps and processes for purchase, construction, and customization of a new home. Licensees will learn to effectively interact with new home builders and sales representatives to protect clients' interests while developing productive business relationships.

February 2nd [The NAR Code of Ethics](#) 1:00 p.m. to 4:00 p.m. 3Hrs. of CE Credit, Instructor Jamie Dalzell, Cost \$35.00

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February 7th [4 Skills You Need to Improve Your Transaction](#) 10:00 a.m. to 12:00 p.m. 2Hrs. of CE Credit, Instructor Tina Wilcher, Cost \$25.00

Professionalism and cooperation is key to our business. This starts with developing great relationships with your clients and peers. Learn how to implement the 4C's (Communication, cooperation, courtesy, and competence) Improve your expertise in the transaction process and tracking the details from start to finish. Get details on these four C's and how using these skills will help you provide clients with the high-quality service they deserve.

February 9th [The Forms You Need to Know](#) 9:00 a.m. to 12:00 p.m. 3 Hrs. of CE Credit, Instructor Jamie Dalzell, Cost \$35.00

This course reviews the most widely used TREC and TAR forms needed to conduct real estate transactions. Included are various sales contracts and a wide range of addendum. This course teaches the proper use and completion of these forms and provides a comprehensive view of the types of contracts available for use in real estate transactions. It will also cover how to handle updates and changes to contract forms, along with other related documents and addenda.

This purpose of this course is to familiarize the real estate license holder with the most current and commonly used forms in a residential real estate transaction. Will learn to understand and use the proper form(s) for different real estate transactions so that they effectively serve their client. The course intent is to provide insight on the importance of using correct form(s) to ensure a successful transaction for the agent and client.

February 16th [Negotiate Like a Pro](#) 10:00 a.m. to 12:00 p.m. 2 Hrs. CE Credit, Instructor Tina Wilcher, Cost \$25.00

This session will examine the "what", "how", and "why" of negotiating with clients, peers, and competitors. Many people and many circumstances are predictable when you focus on the 3 P's of Negotiating - Prepare, Plan, and Perform. Course will focus on what psychologists teach and

Master Agents do every transaction to make negotiating easy.

February 17th [New to RPR? Start Here to Boost Your Business](#) 11:00 a.m. to 12:00 p.m. 1 Hr. CE Credit, Instructor Darian Rausch, Cost \$15.00

This course provides an introduction the features of RPR[®]. Starting with the navigation bar, this course covers how to do searches, collect property details, real estate market information and how to personalize all your information.

February 18th [Broker Responsibility](#) 9:00 a.m. to 4:00 p.m. 6 Hrs. CE Credit, Instructor Cindy Lott, Cost \$65.00

The purpose of this course is to address the regulatory aspects of the management, operation and supervision of a real estate brokerage firm in Texas. The course provides an understanding and working knowledge of the law of agency, planning and organization of business entities, requirements for written policies and procedures, records retention and control, advertising, recruitment and training of agents, and the anatomy of a complaint filed with Texas Real Estate Commission (TREC).

Section 535.2 of the TREC Rules requires a broker who sponsors salespersons, a designated broker of a business entity, and a licensee who is a delegated supervisor of one or more licensees to complete this 6-hour broker responsibility course to renew a license. Any licensee may take this course. Additionally, a sponsoring broker may, by policy, require certain licensees and employees to take this course.

February 23rd, 24th, March 1, March 2nd [GRI Contracts to Closing](#) 8:30 a.m. to 5:00 p.m. 32 Hrs. of SAE Credit, Instructor Jodi Sherretts and Michica Guillory, Cost \$320.00

DAY 1 Appraisals

Day 2 Residential Contracts

Day 3 Finance

Day 4 Diversity & Fair Housing

After this class, students will know the difference between appraisals and comparative market analyses, as well as important vocabulary used in appraisals and CMAs so that they can interpret a property appraisal and identify the factors used to create it. They will learn to distinguish the differences in land descriptions and how they are determined and be able to explain to someone how subdivisions are recorded. Instructors will show how to apply the historical background information about the general land office to their practice. Also covered are negotiations, including identifying and applying the styles and principles of negotiation, conducting effective negotiations, managing multiparty negotiations, and identifying cultural influences on negotiations.

February 28th [Ins and Outs of the Buyers Rep Agreement](#) 1:00 p.m. to 4:00 p.m. 3 Hrs. CE Credit, Instructor Sharon Jenkins, Cost \$35.00

What is this form? Why should you sign it? The Buyer Representation Agreement is a legal document that formalizes the working relationship with a buyer's representative, or brokerage and perspective client. Detailing what services, clients are entitled to and what the buyer's rep expects from them in return. While the language used in the document is formal, homebuyers should view it as an important and helpful tool for clarifying expectations, developing mutual

loyalty, and most importantly, elevating the services you will receive.

Call Cathi at the Association Board if you have any
Questions Concerning the Classes for January