



OVERVIEW & APPLICATION CHECKLIST

We are pleased that you are interested in joining the Champaign County Association of REALTORS® (CCAR). Membership with CCAR opens the door to a wide variety of services and opportunities that are available nowhere else. It also carries with it financial and ethical responsibilities designed to enhance the professionalism of the industry. The application process is a relatively simple one; however, there are some procedures and policies with which you should be familiar with.

If you have any questions regarding the process and/or fees, please contact Darcie Fox at 217-356-1389 ext. 1004 or darcief@illinihomes.com.

Application Checklist

- 1) **CCAR Application**
- 2) **45 Day Permit / IDFPR License**
- 3) **Application Acknowledgement (Including Managing Broker Signature)**
- 4) **Orientation Schedule**
- 5) **Payment of total annual dues, (credit card payments are processed through NAR E-Commerce). (See Annual Dues Schedule)** Once all five elements of your application have been received and processed, your application will be reviewed by Darcie Fox, The CEO and the CCAR Board of Directors. Upon Approval basic training (via zoom) will be set up for MLS and Key access.

New Member Orientation Requirement

Orientation courses are conducted a minimum of six times per year. You **must** attend the next available two-day **Mandatory CCAR Orientation** following approval of your application. Following orientation, you will be formally inducted at our next luncheon into the Champaign County Association of REALTORS® (CCAR). If you are late or miss any of the mandatory course segments, you will be required to make up the entire segment the next time it is offered.

NOTE: Failure to complete the required orientation courses within the specified time frame will result in your services being turned off until the next final filing date. Please check with the association office to confirm the next available session.

Membership Classifications

1. **Primary Designated Managing REALTOR® Membership:** Licensed real estate managing broker or real estate appraiser, not currently affiliated with another REALTOR® Board/Association.
2. **Primary REALTOR® Membership:** Licensed in the state of Illinois who is affiliated with a current CCAR member office but does not hold current membership in another Board/Association.
3. **Secondary Designated REALTOR® Membership:** Designated REALTOR® who is currently a primary member of another Board/Association who also chooses to be a member of **CCAR**. You must include a letter in good standing from your primary Board/Association.
4. **Secondary REALTOR® Membership:** REALTOR® who is currently a primary member of another Board /Association who also chooses to be a member with **CCAR**. You must include a letter in good standing from your primary Board / Association. **Note:** Your Broker must hold primary or secondary membership with **CCAR** in to order for you to qualify for secondary membership.



4. Have you ever been convicted of a felony? No Yes If so, please give details: _____

I understand that by providing the Champaign County Association Of REALTORS® (CCAR) with my email, fax number and cell phone, I consent to receive communications from CCAR, Illinois REALTORS® and the National Association of REALTORS®. I understand that standard text messaging rates may apply to any messages received from CCAR. I agree not to hold CCAR liable for any electronic messaging charges or fees generated by this service.

I understand that the association will not share my information with third parties' organizations.

I understand that it is my responsibility to keep my information updated.

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted.

I agree that, if accepted for membership in the association, I shall pay the fees and dues (as from time to time established).

Dated: _____

Signature: _____

(Applicant Signature)

Below Information to be Completed by CCAR Staff

Member Type DR R A

Date _____ Member ID # _____ Agent NRDS # _____

Office ID # _____ Office NRDS # _____

Application Fee \$ _____ NAR Paid \$ _____ State Paid \$ _____ Local Paid \$ _____

New Office Fee \$ _____ Key Fee \$ _____ Key Device: EKEY EKEY Pin # _____

Total Amount Received \$ _____ Payment Method: Check (# _____) Credit Card Cash.

Attended Orientation on _____ And or _____

\$ GZ GZ Billing SUPRA Key Receipt Key Training MRED MRED Training Mbrship Bk
 Sent Dues to IR & NAR M1 Sent to FOREWARN IDFPR



**CHAMPAIGN COUNTY ASSOCIATION OF REALTORS®
APPLICANT ACKNOWLEDGEMENT**

I, _____ hereby apply for active membership in the Champaign County Association of REALTORS® (CCAR). Membership through CCAR means that I am also a member of the ILLINOIS REALTORS® (IR) and National Association of REALTORS® (NAR). As a member I agree to abide by the NAR Code of Ethics, which includes the duty to arbitrate, as well as the CCAR, IR and NAR, Constitution, Bylaws and Rules and Regulations. I agree to satisfactorily complete the NAR Code of Ethics and CCAR Bylaws training.

_____ (Initial Here) I am enclosing my payment of \$ _____. I understand that the annual dues must be submitted with my application, and there shall be **no refund** of the dues once paid, with the exception of local dues. I also understand that annual dues must be paid by January 31 of each year or my membership. Membership is final only upon approval by the Board of Directors and may be revoked should completion of any membership requirements, such as orientation, not be completed within the timeframe established in the Association's Bylaws.


_____ (Initial Here) I agree to attend the Mandatory CCAR Orientation. **There are no exceptions.** By signing below, I understand that failure to complete the mandatory two (2) day orientation, my services could be suspended until the next final filing date. Failure to complete orientation will result in a non-active status with no association services. I understand that a violation of the Code of Ethics may result in termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.

_____ (Initial Here) I acknowledge that as a member of the association, I will be licensed to use the REALTOR® trademark to indicate such membership, and I agree to abide by the rules governing use of the trademarks. I understand the term REALTOR® is a federally registered collective membership mark which identifies a real estate professional who is a member of the National Association and subscribes to its strict Code of Ethics. The National Association's Trademark Rules are set forth in the Membership Marks Manual, available at: www.realtor.org/mmm. Upon termination of my membership in the association for any reason, my license to use the REALTOR® trademark is automatically revoked and I will immediately discontinue use of the REALTOR® trademark.

I hereby confirm that I am in compliance with the following requirement of membership as a broker of record or an associate of an established REALTOR® office **and** I am licensed to sell real estate or a licensed appraiser under the laws of the State of ILLINOIS.

Applicant Signature _____ Date _____

I, (Managing Broker Name) _____ as employing broker recommend the
(print name)
acceptance of this applicant for membership in the Champaign County Association Of REALTORS® (CCAR), and hereby affirm that the applicant is a real estate broker or licensed real estate appraiser with this firm. I ensure that the above applicant will complete the orientation course within the required time.

 **Managing Broker** _____ Date _____
Signature



2023 ANNUAL DUES SCHEDULE- (DUE WITH APPLICATION)

Annual Dues Schedule

Dues Pro-ration from	January	February	March	April	May	June
Illinois REALTORS® (IR)	\$199.00	\$182.42	\$165.83	\$149.25	\$132.67	\$116.08
IR Mandatory Advocacy	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00
National Association Of REALTORS® (NAR)	\$150.00	\$137.50	\$125.00	\$112.50	\$100.00	\$87.50
NAR Mandatory Advertising	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Champaign County Association Of REALTORS® (CCAR)	\$215.00	\$215.00	\$215.00	\$163.75	\$163.75	\$163.75
CCAR Key Fee- One Time	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
TOTAL ANNUAL DUES	\$844.00	\$814.92	\$785.83	\$705.50	\$676.42	\$647.33
Dues Pro-ration from	July	August	September	October	November	December
Illinois REALTORS® (IR)	\$99.50	\$82.92	\$66.33	\$49.75	\$33.17	\$16.58
IR Mandatory Advocacy	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00
National Association of REALTORS® (NAR)	\$75.00	\$62.50	\$50.00	\$37.50	\$25.00	\$12.50
NAR Mandatory Advertising	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Champaign County Association Of REALTORS® (CCAR)	\$112.50	\$112.50	\$112.50	\$61.25	\$61.25	\$61.25
CCAR Key Fee- One Time	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
TOTAL ANNUAL DUES	\$567.00	\$537.92	\$508.83	\$428.50	\$399.42	\$370.33

*Secondary Member Annual Dues are Local (CCAR) \$215.00; they are not prorated.

Note: If any new member cancels their membership prior to attending the new member orientation, within the current fiscal year, only the local dues are refundable, at a prorated amount, minus a \$75.00 processing fee. This is not a automatic refund and must be submitted in writing to the Association by the member. Dues payments to the Champaign County Association of REALTORS® are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.

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CCAR MEMBERSHIP FEES

CCAR Monthly Fees

Monthly MLS Assessment	\$30.00
Monthly Membership Assessment	\$40.00
TOTAL MONTHLY FEES	\$70.00

These fees are responsible by the agent.

*Secondary Members if you are already having MRED access your monthly fees will be \$40.00 Membership Assessment fee.

SUPRA Monthly fees

Monthly Supra Fee	\$16.76
SUPRA Activation Fee- One Time	\$50.00

The SUPRA monthly fee is prorated through the month, this also must be set up with a credit card that will be put on file with SUPRA.

CCAR New Office Fee

CCAR New Office Fee	\$500.00
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If you drop your office with us and come back in after a year's time it will be another \$500.00 MRED rules.

CCAR New Member Initial Fee

New Member Initial Fee- One Time Fee	\$1,515.00
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This is a one time for CCAR New Members due upon completing orientation. If you drop and come back in after a year's time you may be subject to pay the initial fee again.



2023 ORIENTATION SCHEDULE

MARCH 2023

02/06/23 Final Filing Date
02/13/23 Study Material Pick-Up
03/06/23 Orientation / Bylaws; Contract Training; MRED Training
03/07/23 Orientation / Code of Ethics; Affiliate Seminar during Lunch Break

MAY 2023

04/03/23 Final Filing Date
04/10/23 Study Material Pick-Up
05/01/23 Orientation / Bylaws; Contract Training; MRED Training
05/02/23 Orientation / Code of Ethics; Affiliate Seminar during Lunch Break

JULY 2023

06/05/23 Final Filing Date
06/12/23 Study Material Pick-Up
07/10/23 Orientation / Bylaws; Contract Training; MRED Training
07/11/23 Orientation / Code of Ethics; Affiliate Seminar during Lunch Break

SEPTEMBER 2023

08/07/23 Final Filing Date
08/14/23 Study Material Pick-Up
09/11/23 Orientation / Bylaws; Contract Training; MRED Training
9/12/23 Orientation / Code of Ethics; Affiliate Seminar during Lunch Break

NOVEMBER 2023

10/02/23 Final Filing Date
10/09/23 Study Material Pick-Up
11/06/23 Orientation / Bylaws; Contract Training; MRED Training
11/07/23 Orientation / Code of Ethics; Affiliate Seminar during Lunch Break

JANUARY 2024

12/04/23 Final Filing Date
12/11/23 Study Material Pick-Up
01/08/24 Orientation / Bylaws; Contract Training; MRED Training
01/09/24 Orientation / Code of Ethics; Affiliate Seminar during Lunch Break



CCAR New Member MANDATORY Orientation Schedule

Day One (1):

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|----------------------|--|
| 9:00 am to 10:30 am | Welcome to CCAR / and Bylaws |
| 10:30 am to 12:30 pm | CCAR Contract Training w/ Matt Difanis |
| 12:30 pm to 1:00 pm | Lunch Break (Lunch Included) |
| 1:00 pm to 3:00 pm | MRED Training (Including Commercial) w/ Todd Salen |

End of Day

Day Two (2):

- | | |
|--------------------|------------------------------------|
| 9:00 am to 12 noon | Code of Ethics |
| 12 noon to 1:00 pm | Affiliate Seminar with Lunch Break |

Completion of CCAR Orientation

****New Members may attend a Core class free within the year of joining CCAR.**