

**BME 1804  
MANDATORY FOR  
MANAGING  
BROKERS**

# **MANAGING BROKER CE**

**12 HOURS**



**FEBRUARY 9TH AND 10TH  
9:00 A.M. TO 4:00 P.M.**

**MEMBERS \$150  
NON-MEMBERS \$160**

The Broker Management course (564003332) is designed to assist Managing Brokers and Sponsoring Brokers to function, remain current and compliant, manage risk, perform and succeed in today's real estate environment

**In Person or via Zoom  
1124 Hartman Lane  
Shiloh, IL 62221**



## 2023 EDUCATION POLICY

1. ALL RESERVATIONS FOR CE CLASSES MUST BE RECEIVED IN ADVANCE OF THE CLASS IN WRITING OR ONLINE AND MUST BE ACCOMPANIED WITH THE SPECIFIED AMOUNT OF MONEY.
2. LICENSED NON-MEMBERS CAN ATTEND CE AND PAY THE NON-MEMBER PRICES.
3. ALL ELECTRONIC DEVICES MUST BE SILENCED DURING THE ENTIRE SESSION.
4. ATTENDEES WHO ARE LATE FOR CE WILL NOT BE ADMITTED.
5. ATTENDEES MUST ATTEND THE ENTIRE SESSION TO RECEIVE CONTINUING EDUCATION CREDIT. IF AN ATTENDEE ARRIVES LATE FOR THE CLASS, OR FROM THE SCHEDULED BREAKS, HE/SHE WILL NOT BE GIVEN CREDIT.
  - A. LATE MEANS THE INSTRUCTOR HAS STARTED SPEAKING AND THE ATTENDEE IS NOT IN THE ROOM.
6. IF AN ATTENDEE HAS A MEDICAL PROBLEM THAT MAY REQUIRES HIM/HER TO BE OUT OF THE ROOM OTHER THAN A SCHEDULED BREAK, PLEASE INFORM STAFF AND ACCOMMODATIONS WILL BE MADE.
7. AN ATTENDEE MUST CALL 48 HOURS AHEAD OF TIME IF THEY ARE NOT ABLE TO ATTEND ANY CLASS TO GET A REFUND. IF POSSIBLE, THE ASSOCIATION WILL MOVE THEM TO THE SAME CLASS ON A DIFFERENT DAY FOR NO ADDITIONAL CHARGE.
8. ONLY STUDENTS ARE ALLOWED TO ATTEND CE CLASSES. NO ADDITIONAL ATTENDEES MAY BE PRESENT IN THE CLASS OR BUILDING DURING CLASS TIME.
9. ALL ATTENDEES ARE EXPECTED TO PAY ATTENTION, PARTICIPATE AND SHOULD NOT BE UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE BEFORE OR DURING THE SESSION.
10. ELECTRONIC DEVICES THAT ARE NOT BEING USED TO TAKE NOTES ARE NOT TO BE USED DURING CLASS TIME. THEY CAN ONLY BE USED DURING SCHEDULED BREAKS.
11. SIBR MUST BE NOTIFIED 48 HOURS BEFORE ANY CLASS TIME IF THE STUDENT WILL NOT BE IN ATTENDANCE TO NOT PAY THE NONATTENDANCE FEE. SIBR WILL ALSO ALLOW ANY PERSON REGISTERED FOR A FREE CE COURSE TO HAVE A PROXY TO TAKE THEIR PLACE, AND IF THE PROXY DOES NOT SHOW, THE ORIGINAL PERSON IS RESPONSIBLE FOR THE NO-SHOW FEE.
12. AFFILIATES ARE NOT ALLOWED TO ATTEND THE ACTUAL CE CLASS.
13. A \$25 CE CLASS CHANGE FEE FROM ZOOM TO IN PERSON AND/OR BACK THE DAY OF CLASS WILL BE CHARGED. THE EXCEPTION IS WEATHER.
14. VIRTUAL CE REQUIREMENTS
  - A. YOU ARE REQUIRED TO USE THE VIDEO OPTION – YOU MUST BE SEEN AT ALL TIMES
  - B. KEEP YOURSELF MUTED IF NOT TALKING
  - C. DRESS FOR THE JOB YOU HAVE – NOT IN YOUR PAJAMAS
  - D. DON'T BE SITTING ON OR IN A BED
  - E. MAKE SURE YOUR CAMERA AND AUDIO ARE WORKING BEFORE YOU START
  - F. DON'T EAT DURING THE CLASS – YOU WILL GET LUNCH AND BREAKS
  - G. DON'T DO PRIVATE THINGS WHILE YOU ARE ON VIDEO
  - H. STAY FOCUSED – DON'T BE DOING OTHER WORK WHILE ON VIDEO
  - I. BE IN A PRIVATE PLACE, DON'T HAVE DOGS BARKING AND KIDS RUNNING THROUGH YOUR VIDEO
  - J. BEHAVE LIKE YOU ARE PHYSICALLY IN THE CLASSROOM
  - K. BE PREPARED FOR THE CLASS
  - L. SPEAK CLEARLY AND DON'T SHOUT – THEY CAN HEAR YOU
  - M. DON'T INTERRUPT OTHER SPEAKERS
  - N. BE ON TIME
  - O. USE THE CHAT FUNCTION IF YOU HAVE A QUESTION OR WANT TO SPEAK UNLESS OTHERWISE DIRECTED.
  - P. YOU CAN'T BE IN YOUR CAR OR MOBILE. YOU MUST BE SITTING IN FRONT OF YOUR COMPUTER



Sponsored by



Instructor,  
Norm Willoughby

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If you have any disabilities that require special accommodations please identify those special needs:

