

KANSAS ASSOCIATION OF REALTORS®

2018 EDUCATION CATALOG

NEW  KNOWLEDGE



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KAR Education Mission Statement

Our mission is to offer the finest professional development opportunities available while exploring new ideas and practical responses to the existing and anticipated challenges facing real estate professionals.

Kansas Association of REALTORS® (KAR) is chartered through the NATIONAL ASSOCIATION OF REALTORS® and is owned by its 8,700 Kansas members. KAR is a professional trade organization for real estate professionals. The Kansas Association of REALTORS® (KAR) Real Estate Education Program is approved by the Kansas Board of Regents (1000 SW Jackson, Suite 520, Topeka, Kansas 66612) and by the Kansas Real Estate Commission (Jayhawk Tower, 700 SW Jackson St., Ste. 404, Topeka, Kansas 66603). KAR is a member of the NATIONAL ASSOCIATION OF REALTORS® (430 North Michigan Avenue, Chicago, Illinois 60611). The education program offered includes all coursework required to earn and maintain a Kansas Real Estate License in order to practice real estate as a broker or as a salesperson as defined by the Kansas Real Estate Commission.

The KAR Education Center (3644 SW Burlingame Road, Topeka, Kansas 66611) is located on the lower level of the Kansas Association of REALTORS® Office Building. The classroom seats 45 people at tables with power available throughout the room for laptop computers. The building offers wireless internet. The room is equipped with a white board and a large screen for presentations. Restroom and concession facilities are provided just outside the classroom. The facility is handicapped accessible and compliant with all applicable codes. Any classes held at other sites around the state are offered only in facilities (typically full-service hotel meeting rooms) that meet all requirements for accessibility and are compliant with all applicable codes.

Attendance Policy

The policy of the Kansas Real Estate Commission (and KAR) is that students must attend the entirety of a live class in order to receive credit for the course, or pass an exam in the case of a distance-learning course. Anyone who wishes to attend any course offered by the Kansas Association of REALTORS® is welcome to do so, but only those students who are licensed will receive continuing education credit. KAR requires students to conduct themselves in a manner which allows everyone in the classroom to learn effectively while being treated with dignity and respect.

Course Completion Requirements

The live courses offered by KAR range in length from four hours to two days (8 hours per day). The Kansas Real Estate Commission requires no testing for live classes. Following the completion of the required coursework for licensure, students must pass a state exam and a general exam in order to obtain a Broker or Salesperson License. Licensing examinations are administered by official testing centers approved by the Kansas Real Estate Commission. Testing is required for all distance-learning courses of any kind on a pass-fail basis, with a passing score of 90%.

Students must (1) complete a pre-license course of at least 30 hours (50 instructional minutes per hour), (2) complete a 30-hour Practice course, (3) pass both parts of the licensing exam, (4) pass a KBI/FBI background check, and (5) submit a license application to the Kansas Real Estate Commission. The aforementioned steps constitute completion of the pre-license process. The Kansas Association of REALTORS® enforces the time requirements and provides instruction according to the content requirements of the Kansas Real Estate Commission.

Licenses are granted exclusively by the Kansas Real Estate Commission. The Kansas Association of REALTORS® is not a degree-granting institution. The completion requirement of all live courses for licensed real estate practitioners is attendance of the required renewal courses during each two-year renewal period. All distance-learning courses require students to pass an examination with a score of 90%.

The KAR Real Estate Education Program does not allow anyone to test out of a course. The Kansas Real Estate Commission requires that, in order to be awarded credit of any kind, the student must complete each course. Transfer credits are awarded at the discretion of the Kansas Real Estate Commission.

Admissions - There is no requirement for admittance to any classes offered by the Kansas Association of REALTORS®. The requirements for licensure for a salesperson or broker's license are listed below.

Salesperson Applicants
(not currently licensed in another state)

- at least 18 years of age
- high school diploma or its equivalent
- 30-hour Principles of Real Estate course approved by the Kansas Real Estate Commission
- Fingerprints, waiver form and \$60 cashier's check or money order payable to KREC to obtain KBI/FBI background checks. (Background check must be completed within 6 months of application date.)
- 30-hour Kansas Practice course approved by the Kansas Real Estate Commission (file certificate of completion with license application to KREC within 6 months of course completion date)
- pass both parts (general and state) of the Kansas licensing examination within 12 months of the completion date of the Principles of Real Estate course certificate
- file an application for license within six months of the examination pass date (if the two parts of the examination were passed on different dates, the six month time period begins from the earlier examination date)
- license application signed by a supervising or branch broker who certifies that the applicant is honest, trustworthy and of good reputation and who will be responsible for supervising the applicant's real estate activities (an original license cannot be issued on inactive status)
- file a nonresident form with the license application, if applicable
- file a current certification of license from any jurisdictions that have ever issued a real estate license to you with the license application

Broker Applicants (not currently licensed in another state)

- at least 18 years of age
- high school diploma or its equivalent
- Fingerprints, waiver form and \$60 cashier's check or money order payable to KREC to obtain KBI/FBI background checks. (Background check must be completed within 6 months of application date.)
- 24-hour Broker Pre-License course approved by the Kansas Real Estate Commission
- pass both parts (general and state) of the Kansas licensing examination within 12 months of the course completion date
- file an application for license within six months of the examination pass date (if the two parts of the examination were passed on different dates, the six month time period begins from the earlier examination date)
- license application signed by a supervising or branch broker if the applicant is not applying as a supervising broker
- include, with the application for license, the experience pages to provide detailed information to demonstrate the applicant meets the experience requirement
- file a nonresident form with the license application, if applicable
- file a current certification of license from any jurisdictions that have ever issued a real estate license to you with the license application

Course Offerings

(The following courses are available in a live seminar format unless otherwise specified)

Principles of Real Estate Home Study PLUS (Pre-License) \$195

The Kansas Real Estate Commission (KREC) requires completion of a 30-Hour pre-license course from an accredited school. This course meets those requirements and is offered in a Home Study Plus format including 2 days of live instruction.

Practice Course \$135

The Kansas Real Estate Commission (KREC) requires completion of a 30-Hour Practice Course from an accredited school. This course meets those requirements. (Offered only in a home-study format)

Broker Pre-License Course \$150/\$180

The Kansas Real Estate Commission (KREC) requires completion of a 24-Hour Broker Pre-License Course from an accredited school. This course meets those requirements and allows you to take the Kansas State Exam. (Only offered in a home-study format)

Required Salesperson & Broker Core – Quick Study \$24/\$29/\$29/\$34

4 Hours - this course is required for license renewal for anyone with any type of Kansas Real Estate license. Primary topics: agency and misrepresentation. You will review course materials emailed to you; attend a 90-minute course with lecture and small group discussion; and complete an open-book quiz.

Required Salesperson & Broker Core \$40/\$50, \$30/\$40

4 Hours - this course is required for license renewal for anyone with any type of Kansas Real Estate license. Primary topics: agency and misrepresentation. (Offered in a home-study or online format)

Required Broker Core: Common Violations – Quick Study \$24/\$29/\$29/\$34

4 Hours - this course meets the Broker requirement for license renewal for anyone with a Kansas Broker's license. This course meets elective course requirements for Salespersons. Primary topics: frequently occurring violations of Kansas license law. You will review course materials emailed to you; attend a 90-minute course with lecture and small group discussion; and complete an open-book quiz.

Required Broker Core: Common Violations \$40/\$50, \$30/\$40

4 Hours - this course meets the Broker requirement for license renewal for anyone with a Kansas Broker's license. This course meets elective course requirements for Salespersons. Primary topics: frequently occurring violations of Kansas license law. (Offered in a home-study or online format)

Required Broker Core: Brokerage Management and Common Violations

\$40/\$50 4 Hours - this course meets the Broker requirement for license renewal for anyone with a Kansas Broker's license. This course meets elective course requirements for Salespersons. Primary topics: frequently occurring violations of Kansas license law.

NAR Code of Ethics & Kansas Real Estate License Law \$24/\$29/\$29/\$34

4 Hours - this course describes the NAR Code of Ethics then explains that while the NAR Code of Ethics establishes obligations that may be higher than those mandated by law, in any instance where the Code of Ethics and the law conflict, the obligations of the law must take precedence. (Offered in the Quick Study format)

The Code of Ethics: Our Promise of Professionalism \$30/\$40 (Offered online)

Legal Environment of the Real Estate Professional – Quick Study

\$24/\$29/\$29/\$34

4 Hours - this course includes questions about the law and applies law to fact patterns. This course meets elective course requirements for Salespersons and Brokers. You will review course materials emailed to you; attend a 90-minute course with lecture and small group discussion; and complete an open-book quiz.

Legal Environment of the Real Estate Professional \$30/\$35/\$40/\$50

4 Hours - this course includes questions about the law and applies law to fact patterns. This course meets elective course requirements for Salespersons and Brokers.

Legal, Successful Short Sales \$30/\$35/\$40/\$50

4 Hours - this course helps students evaluate available options for distressed homeowners and identify the components of an effective short-sale. This course meets elective course requirements for Salespersons and Brokers.

Red Flags: Property Inspection Guide \$40/\$50

4 Hours - this course provides you with the skills to identify problems and make the appropriate recommendations for professional inspections. (Offered only in a home-study format) This course meets elective course requirements for Salespersons and Brokers.

Risk Management \$40/\$50

4 Hours - this course teaches you how to reduce risk in your real estate transactions. (Offered only in a home-study format) This course meets elective course requirements for Salespersons and Brokers.

Introduction to Commercial Real Estate \$60/\$70

6 Hours - this course provides an overview of the commercial real estate transaction. (Offered only in a home-study format) This course meets elective course requirements for Salespersons and Brokers.

Environmental Issues in Your Real Estate Practice \$80/\$90

8 Hours - this course takes a comprehensive look at the environmental issues in real estate. (Offered only in a home-study format) This course meets elective course requirements for Salespersons and Brokers.

Fundamentals of Real Estate Investment \$50/\$60

4 Hours - this course provides the basics of real estate investment. (Offered only in a home-study format that includes audio CDs) This course meets elective course requirements for Salespersons and Brokers.

Uncovering Mold \$30/\$40

4 Hours - this course provides an in-depth study of the causes of mold, the health implications, the legal and ethical implications for real estate agents and the solutions available to home owners. (Offered only online) This course meets elective course requirements for Salespersons and Brokers.

Understanding the Residential Structure (GRI 102) \$140

16 Hours - this course will teach residential construction from the inside out including site, structure, style, foundations, carpets, framing, cabinets, doors, windows, and the impact of construction on value.

Legal Environment of the Real Estate Professional (GRI 103) \$70

8 Hours - in this course you will study fair housing, zoning, common Violations, contract law & agreements, NAR Code of Ethics, and risk reduction strategies.

Business Planning (GRI 104) \$70

8 Hours - in this course you will list business plan components, analyze your current business, create a personal vision for your business, determine objectives to achieve your vision, create an action plan, and create a performance management plan.

Real Estate Investment (GRI 105) \$140

16 Hours - this course teaches all aspects of buying and selling real estate including how to build wealth by investing in real estate, how to analyze rental property before you buy or sell, how to determine the correct value of rental property, and how to sell your rental property without paying tax.

Today's Technology for the Real Estate Professional (GRI 106) \$140

16 Hours - this course covers the internet, internet connections, antivirus, comparing cell phones, digital cameras, visual tours, updating Windows, spyware, wireless, security issues and using PowerPoint in buyer or seller presentations. This course also teaches you to get the most out of Microsoft Outlook as your primary contact manager. You will learn the best features and most efficient ways to track correspondence, minimize junk email, send attachments using ZIP and pdf files, proper email etiquette, and complete a personalized mail merge email, letter, or mailing label in Microsoft Outlook.

Smart Business - Smart Money (GRI 107) \$70

8 Hours - this course explores home ownership and real estate investment options as well as the basic principles of real estate tax laws, depreciation, capital gains, the Foreign Investment Real Property Tax (FIRPTA), basic elements of individual income tax calculations, 1031 exchanges and more.

Client Service: A Meeting of the Minds (GRI 108) \$110

8 Hours - this course is based on the Kolbe Concept which explains the unique instincts that determine how you do your best. It is not a personality profile and it is not an intelligence test. You will learn how to empower your clients to make buying and selling decisions, how to activate communication and relationship skills with new technologies, how your individual instinct drives your success and you will discover how to be more productive. *The only news you will get from this course is good news!*

Finance and the Real Estate Professional (GRI 109) \$70

8 Hours - this course explains financial calculators and how to use them to best meet your client's needs as well as innovative financing techniques and various mortgage options such as conventional, adjustable rate, FHA, and VA.

Beneath the Surface: Understanding the Anatomy of a House \$45/\$55

6 Hours – this course is designed to help real estate professionals better serve their clients and increase their confidence when asked questions regarding the construction of the homes they market. The student will learn about the structure of houses, both new and existing, and focus on how floors, walls, and roofs are built. This course will empower real estate professionals to give accurate generic construction information to their clients without taking on personal liability while recognizing when to defer to the assistance of qualified experts. (Offered online)

Contract Law for Real Estate Professionals \$30/\$40

4 Hours - this course brings an understanding of what constitutes a contract, how to write a contract, the critical importance of the contract in the real estate transaction, and what to be aware of in the process. It also explains earnest money, financing, inspections, title and closing, post-closing, and much more. (Offered online)

Fair Housing and Beyond \$30/\$40

4 Hours – this course covers discrimination and housing, types of violations, advertising rules, ADA, penalties, fair employment practices, fair credit practices. It also explores anti-trust laws, bankruptcy, protection, environmental considerations, and data security. (Offered online)

Mastering Real Estate Negotiations \$30/\$40

4 Hours – the ability to understand and recognize different negotiating styles and strategies results in successful client interactions and closed transactions. This course introduces students to "DISC Behavior Profiling", training students how to build trust and connect with others, balance emotion and logic, reduce stress, and ultimately achieve a "Win-Win-Win" negotiation. (Offered online)

Meeting the Needs of Buyers and Sellers \$30/\$40

4 Hours – this course provides crucial information for the real estate professional on working with buyers and sellers. Topics include Positioning Homes to Sell covering managing seller expectations, positioning homes in a particular market, current technologies and resources, and Buyer Upfront Counseling covering relationships with buyers and their expectations with the current market, credit reporting, and loan products. (Offered online)

Real Estate Investing Made Clear \$30/\$40

4 Hours – you'll laugh and learn as your instructor, Tom Lundstedt, CCIM, enthusiastically leads you through the real world, rental property examples. When you've completed this course, you'll be able to comfortably "talk the talk" with your investor clients about such items as: cash flow, NOI, depreciation, rate of return, income tax savings and much more. This course will increase your confidence when working with investor clients and open your eyes to many new opportunities. (Offered online)

Successful Buyer Client Systems \$30/\$40

4 Hours – this course will provide real estate professionals with the proper training, technology, tools and systems to generate more successfully completed closings by educating buyers on the buying process, and by helping buyers negotiate the best terms for a loan and for a purchase. Discover hands-on systems and solutions to improve your productivity and manage the process of working with buyers to generate a higher return on your investment. (Offered online)

Successful Seller Client Systems \$30/\$40

4 Hours – working with today's sellers is a process that begins with a phone call and should end with referrals after a successful close. The steps in the process require systems and skills. This course takes real estate professionals through each step of the process and includes unique strategies, dialogues and skill sets to enhance the professional counseling and services provided to today's sellers. (Offered online)

Tax Considerations for Home Owners \$30/\$40

4 Hours – this course equips real estate professionals with the fundamental understanding of tax opportunities and obligations related to home ownership. With the information provided, real estate professionals can raise the awareness of their clients regarding key issues requiring the assistance of a qualified expert. (Offered online)

2018 KAR CE SCHEDULE Quick Reference Guide

	Month	2018	City	Class	Time	Locations
L	January	11 Thursday	Wichita	All 12 Hours/Renewal	8 am-3 pm	Wichita Area Builder's Association
L	January	18 Thursday	Topeka	All 12 Hours/Renewal	8 am-3 pm	Topeka Capitol Plaza Hotel
C	March	1 Thursday	*Pittsburg	All 12 Hours/Renewal	8 am-10 pm	Lampighter Inns & Suites
C	March	8 Thursday	Manhattan	All 12 Hours/Renewal	8 am-3 pm	Four Points by Sheraton
C	March	15 Thursday	Topeka	All 12 Hours/Renewal	8 am-3 pm	Topeka Capitol Plaza Hotel
C	March	21 Wednesday	Wichita	All 12 Hours/Renewal	8 am-3 pm	Wichita Area Builder's Association
C	April	12 Thursday	Lawrence	All 12 Hours/Renewal	8 am-3 pm	Lawrence BOR
C	April	19 Thursday	Great Bend	All 12 Hours/Renewal	8 am-3 pm	Perkins Restaurant
L	May	3 Thursday	Wichita	All 12 Hours/Renewal	8 am-3 pm	Wichita Area Builder's Association
C	May	10 Thursday	Garden City	All 12 Hours/Renewal	8 am-3 pm	Garden City BOR
L	May	17 Thursday	Topeka	All 12 Hours/Renewal	8 am-3 pm	Topeka Capitol Plaza Hotel
C	July	12 Thursday	Topeka	All 12 Hours/Renewal	8 am-3 pm	Topeka Capitol Plaza Hotel
C	July	26 Thursday	Wichita	All 12 Hours/Renewal	8 am-3 pm	Wichita Area Builder's Association
L	September	12 Wednesday	Topeka	All 12 Hours/Renewal	8 am-3 pm	Topeka Capitol Plaza Hotel
L	September	13 Thursday	Garden City	All 12 Hours/Renewal	8 am-3 pm	Garden City BOR
L	September	20 Thursday	Wichita	All 12 Hours/Renewal	8 am-3 pm	Wichita Area Builder's Association
C	October	25 Thursday	Lawrence	All 12 Hours/Renewal	8 am-3 pm	Lawrence BOR
C	November	7 Wednesday	Topeka	All 12 Hours/Renewal	8 am-3 pm	Topeka Capitol Plaza Hotel
C	November	8 Thursday	Wichita	All 12 Hours/Renewal	8 am-3 pm	Wichita Area Builder's Association
C	November	14 Wednesday	Russell	All 12 Hours/Renewal	8 am-3 pm	Fossil Creek Hotel & Suites
C	November	15 Thursday	Manhattan	All 12 Hours/Renewal	8 am-3 pm	Four Points by Sheraton

C=Code of Ethics

L=Legal Environment

**Please note that all locations will be in the Quick Study format except Pittsburg.*



Kansas Association of REALTORS®
3644 SW Burlingame Road - Topeka KS 66611
800-366-0069 - Ext. 2129 or Ext. 2131
KansasRealtorEducation.com

Please confirm all classes with
KAR before attending!

KAR Faculty

The following instructors are members of the 2018 Kansas Association of REALTORS® Real Estate Education Program Faculty. Most of our instructors are nationally-recognized in their respective areas of expertise, and they routinely teach in ten or more states each year. It is extremely rare for anyone to actually pursue a real estate degree from an academic institution. Only a small number of college and university Schools of Business offer an actual real estate program. The Kansas Real Estate Commission determines which instructors will be approved based on documented qualifications pertaining to subject matter and to a demonstrated ability to effectively teach adult students.

Chris Bird, Urbana, IL

Chandra Hall, Colorado Springs, CO

Vern Jarboe, Topeka, KS

Jackie Leavenworth, Sagamore Hills, OH

Tom Lundstedt, Ephraim, WI

Rod McIntyre, Ph.D., Lawrence, KS

Zan Monroe, Fayetteville, NC

Jerry Rossi, Raleigh, NC

Barry Stranz, Minneapolis, MN

Refund Policy

The cancellation charge is 20% of the registration fee for all classes. No refunds or transfers will be granted once the course has begun or materials have been picked up or shipped.

Placement Service Notification

The Kansas Association of REALTORS® does not provide placement services. It is a professional trade association which serves all member brokerages equally. Real estate professionals are independent contractors (not employees) who must affiliate with a real estate broker/brokerage recognized by the Kansas Real Estate Commission.

Grievance Policy

Kansas Association of REALTORS®
3644 SW Burlingame Rd
Topeka, KS 66611

It is the goal of the Kansas Association of REALTORS® to provide quality professional development opportunities in an environment which is conducive to learning. In the event that a student has a negative experience in the classroom (or an alternative learning environment) he/she is advised to proceed as follows:

Step 1 - Discuss the issue with the instructor.

Step 2 - If the issue is not resolved through step 1, discuss the issue with the Vice President of Program Development.

Step 3 - In the event that the issue is not resolved through steps 1 and 2, please submit a formal complaint in writing using the form below.

Complaints are initially reviewed by the Vice President of Program Development who then contacts any and all parties listed in the complaint. After fact finding, the Vice President of Program Development will then contact the student to discuss resolution of the problem. Ultimately, if the student considers the solution unsatisfactory, he/she should contact Kelly White at the Kansas Real Estate Commission at 785-296-2099.

Complaint Form

Student's
Name _____

Address _____

Phone
Number _____

Date of
Occurrence _____

Location _____

Nature of
Complaint _____
