

Course Outline and Objectives Real Estate Ethics & Practice

# Minutes for each major segment	Subject content of each segment	*Learning Objective-What will the student be able to do after this activity?	Teaching technique	Informal Assessment Method
10 minutes	Orientation	<ul style="list-style-type: none"> • Identify course goal and objectives • Identify Policy and Procedures • Identify Course Instructor 	Computer-based	N/A
50 minutes	Code of Ethics & Enforcement	<ul style="list-style-type: none"> • Recall the principles outlined in the Code of Ethics Preamble and recall the aspirational ideals toward which REALTORS® should strive, including: honesty, integrity, fairness, and moral conduct in business relations • Recognize that REALTORS must maintain and improve the standards of the (REALTOR'S) calling, while striving to become and remain informed on issues affecting real estate, while defining and lending emphasis to these ideals • Define the term "general business ethics" • Identify how NAR's Code of Ethics facilitates "good" business practice • Recognize the correlation between general business practice and the performance standards set forth by NAR's Code of Ethics • Recall when "alternative dispute resolution" was mandated • Recognize when the articles of code are cited and recall that articles of code are broad statements of ethical principles • Recall that REALTORS cannot be sanctioned for violation of Pathways to Professionalism • Identify the role of the Professional Standards Committee and recall the purpose of "due process" hearings • Recognize types of disciplinary action that may be taken against a REALTOR found in violation of the Code of Ethics and identify the concept of procuring cause and recall what it is based on • Recall the Ethics Complaint Process • Identify the role of the Grievance Committee and the Professional Standards Committee • Identify the Ethics Hearing Process, including applicable discipline and arbitration 	Computer-based	Post Assessment
10 minutes	Break			
40 minutes	Articles 1 & 2 (of the Code of Ethics)	<ul style="list-style-type: none"> • Recall a REALTOR'S duties to confidentiality and recognize under what conditions REALTORS may rely on statements made by sellers • Recall that REALTORS are responsible for advising sellers/landlords of any potential to act as a disclosed dual agent and identify the conditions by which REALTORS are responsible for submitting offers/counter-offers • Recall the duty REALTORS have regarding confidentiality after agency relationships end and identify the basis by which buyer brokers are to submit all offers/counter-offers • Recognize that if state law defines a matter as "non-material" or not subject to disclosure, that it is not pertinent under Article 2 and identify when REALTORS are required to disclose adverse factors 	Computer-based	Post Assessment

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10 minutes	Break	<ul style="list-style-type: none"> Recall when REALTORS are required to tell their clients about cooperation and compensation of co-brokers and buyer brokers and recognize that REALTORS preparing valuations of property may base their fee on the about of the appraisal or other valuation 		
25 minutes	Article 3 (of the Code of Ethics)	<ul style="list-style-type: none"> Recall that the basis of Article 3 is cooperation Recognize the listing brokers are obligated to cooperate with other brokers except when cooperation is not in their client's interest Recall that Standard of practice 3-4 require REALTORS to disclose dual or variable rate commission information to their buyer clients Identify possible violations as per case study based on Article 3 	Computer-based	Post Assessment
20 minutes	Article 11 (of the Code of Ethics)	<ul style="list-style-type: none"> Recall the term that summarizes Article 11 Identify the real estate disciplines identified in Article 11 Recall what REALTORS is required to do in the event they provide services outside of their expertise and identify what REALTORS are responsible for doing in the event they prepare an opinion of value Identify possible violations as per case study based on Article 11 	Computer-based	Post Assessment
10 minutes	Break			
15 minutes	Articles 16 (of the Code of Ethics)	<ul style="list-style-type: none"> Recall that respect for agency and other exclusive relationships is the premise of Article 16 Identify when REALTORS can call the client of another REALTOR to secure information about the nature and expiration date of a listing Recall when a REALTOR deal or negotiate with another REALTOR's client who is subject to an exclusive agreement and identify when a REALTOR must disclose his or her brokerage relationship 	Computer-based	Post Assessment
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