

Course Outline and Objectives

Real Estate Ethics & Practice – 3hrs

# 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"> • 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 the principles outlined in the Code of Ethics Preamble, including 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 those ideals • 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 • Identify the concept of procuring cause and recall what it is based on • Recall the Ethics Complaint Process • Identify the role of 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 • 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 • Identify the conditions by which REALTORS are responsible for submitting offers and counteroffers • Identify the basis by which buyer brokers are to submit all offers and counteroffers • Recall the duty REALTORS have regarding confidentiality after agency relationships end • Recognize that if state law defines a matter as “non-material” or not subject to disclosure, that it is not pertinent under Article 2 • Identify when REALTORS are required to disclose adverse factors 	Computer-based	Post Assessment

		<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 Recognize that REALTORS preparing valuations of property may base their fee on the about of the appraisal or other valuation 		
10 minutes	Break			
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 that 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 requires 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 10 & 11 (of the Code of Ethics)	<ul style="list-style-type: none"> Recall the term that summarizes Article 11 Recall a REALTORS® duties to the public as outlined by Article 10 Recall that Article 10-5 clarifies that REALTORS® may not use harassing speech, hate speech, epithets, or slurs based on race, color, religion, sex, disability, familial status, national origin, sexual orientation, or gender identity Identify the real estate disciplines identified in Article 11 Recall what REALTORS are required to do in the event they provide services outside of their expertise 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 may deal or negotiate with another REALTORS' client who is subject to an exclusive agreement Identify when a REALTOR must disclose his or her brokerage relationship 	Computer-based	Post Assessment
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