

## **HELPFUL INFORMATION ON REQUIRED CLASSES**

### **Core Curriculum**

The Washington State Real Estate Commission and Department of Licensing have adopted new rules that will require the completion of 3 clock hours of prescribed core curriculum that started with renewal dates on or after June 1, 2004. Prescribed core curriculum is defined as a specific course of study, recommended by the real estate commission for approval by the director that provides practical information on contemporary issues relating to the practice of real estate. **The 3 mandatory core clock hours must be included in the 30 clock hours required for active licensees.** You may see the course offered as a separate 3 hour course, or the 3 clock hour curriculum may be contained within a 30 or less clock hour course. It is important that the course you are taking states that it is the Core Curriculum as no other course counts as this course. **(NO, the Code of Ethics course is not the Core Curriculum course).** The SAR offers the Core Curriculum course as a 3 hour live class. Or, you may also take it online at [www.warealtor.com](http://www.warealtor.com) or any of the online real estate schools. "Current Issues in Washington Residential Real Estate 2016-2017" is a DOL required course. **Remember, you must take this class every 2 years.** It will be updated & re-written every 2 years and you must have it for your license renewal.

### **NAR's Code of Ethics**

During the 1999 National Convention of the National Association of REALTORS®, the Board of Directors approved Mandatory Quadrennial Code of Ethics Training for Existing Members, which provides that REALTORS® are required to complete quadrennial (every four years) ethics training of not less than two hours and thirty minutes of instructional time. All REALTOR® members are required to complete a REALTOR® Code of Ethics course during each four year period. The first cycle started January 1, 2001 through December 31, 2004. **We are now into our 4th cycle starting January 1, 2013 and ending December 31, 2016.** \*Please note for new agents, completing their first 2 year renewal, you must first take the 7.5 hour Code of Ethics Class, within 3 months of joining the SAR, and then you will be eligible for ethics training of not less than two hours and thirty minutes of instructional time during the next four year cycle. The NAR Code of Ethics Class offered at the SAR is a 4 hour class called "Code of Ethics for Real Estate Professionals". Our 5th cycle will start January 1, 2017 through December 31, 2020. Please call Debbie at 326-9222 with any questions. (The Code of Ethics class & Purchase & Sale Agreement class are on the same 4 year cycle to help with remembering when you need to take these classes)

### **Purchase & Sale Agreement**

The Spokane Association of REALTORS® Education Committee recommended, and the Board of Directors approved, making the Spokane Association of REALTORS® 7.5 clock hour Purchase & Sale Agreement Class required for all residential members every four years beginning in 2005. Note, this class is now a required class and it is on the same time frame as the Code of Ethics class. **We are now in our 3rd cycle starting January 1, 2013 through December 31, 2016 for this four year cycle.**

Note: These four year cycles have nothing to do with your renewal dates. (The Code of Ethics class & Purchase & Sale Agreement class are on the same 4 year cycle to help with remembering when you need to take these classes) This class cannot be taken as an online class as it would not be using SAR forms. You may take the class at the SAR or if your office offers the class as a 7.5 clock hour class check with them to be sure they are submitting the sign-in sheets to the SAR for documentation that you have completed the course. Call Debbie at 326-9222 with any questions.

### **Filing System for Certificates**

**PLEASE NOTE: We recommend setting up some sort of filing system to keep all your class certificates together in one place.** A simple 2 pocket folder will do or something more elaborate will work fine too. DOL will send you a renewal form about 30 days prior to your renewal. You'll transfer all the information from your class certificates over to your renewal form and return it to DOL with your renewal fee. You will be ahead of the game by having that folder to refer to that has all of your class certificates right there in one place. Most schools charge a \$25 fee to replace a lost or misplaced certificate. Plus, you have to track down which school you had taken that class from and that takes time. **A filing system to begin with will make your life much easier when it's time to renew your license.**