

From locals and schools:

Who will be tracking continuing education now that LARA is no longer doing it?

The Michigan REALTORS® will step in to fill the role of the Department of Licensing And Regulatory Affairs in certifying continuing education and tracking it for all attendees. The Michigan REALTORS® will self-certify continuing education courses, track hours for all licensed attendees, and defend any MR certified courses in a license renewal audit.

Where do we submit the verification of attendance after December 31, 2014?

For classes held on or before December 31, 2014, you will remit your attendance list to the Department under the current guidelines. For MR certified courses held beginning January 1, 2015, attendee lists will be submitted to MR on a standardized form.

Where do we submit our 2015 continuing education class outlines for approval?

Classes scheduled after December 31, 2014 should be submitted to the MR for certification and inclusion in our tracking system for licensees. This will maximize the benefit to your students of having recorded and certified hours for filling out their license renewal form for the upcoming licensing cycle. The Department will stop recording continuing education hours for licensees after December 31, 2014 so it will be imperative for them to have a record of all continuing education taken beginning January 1, 2015. We anticipate course approval forms will be available beginning December 2014 for classes to be held in 2015. There will be a nominal application fee for each course submitted for certification.

How will we be able to help our members/students verify their continuing education credits?

Licensees will be able to verify only their credits taken through MR certified course through their own log-in. The Michigan REALTORS® is currently assessing the need and functionality of making these records accessible for local associations and schools and whether as a proprietary non-public entity access can be provided to third parties beyond the employing broker.

Will students be able to receive CE credit for classes taken out of state?

As is the case currently, out of state classes still must meet the Department's auditing standards for continuing education "relevant to the management, operation, and practice of real estate or any other subject that contributes to the professional competence of a licensee or applicant." Licensee's not taking MR certified continuing education will not be able to have that credit tracked in the statewide database and therefore would be best advised to use an in-state educator.

From members:

## How do I know which classes will count for continuing education?

A full schedule of continuing Education courses certified by MR will be available online. The Michigan REALTORS® will step in to fill the role of the Department of Licensing And Regulatory Affairs in self-certifying continuing education and tracking it for all attendees. The Michigan REALTORS® will certify continuing education courses, track hours for all licensed attendees, and defend any MR certified courses in a license renewal audit. Licensees will be able to ensure that their continuing education meets the Department's standards by taking MR certified courses. The Michigan REALTORS® will certify continuing education course, track hours for all licensed attendees, and defend any MR certified courses in a license renewal audit.

All licensees renewing during the 2015 licensee cycle will be required to submit a complete list of courses taken to the Department including legal courses and be prepared to substantiate the courses listed. Remember, the MR will provide substantiation of all MR certified courses and assist in preparation of renewal application for all licensees registered in the new system.

## How will I know if a class counts toward the legal requirement?

Courses certified by the Michigan REALTORS® will receive a course designation. In particular there will be a renewed focus on legal education. State law requires each licensee to take 2 hours of legal continuing education every year. Part of the Department's difficulty in the past was the physical tracking of whether or not this requirement was being met by all licensees.

## How will I be able to tell if I've taken the same class twice?

The Michigan REALTORS® course certification process will assign each course a unique identifier. Licensees will be able to log into the database and see which classes they have taken and for how many hours. The tracking system will allow them to make the best decision as to which continuing education classes meet their requirements or electives.