

Arkansas Real Estate Commission



2023 Supervising
Broker Course
Curriculum:
Instructor Guide

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Course Guidelines

The 2023 AREC Supervising Broker Course Curriculum is the overall curriculum for this course; however, instructors will have the ability to customize their offerings of the course and should submit course approvals to AREC that adhere to the following guidelines:

Each course should have as its basis the AREC Supervising Broker Course curriculum, while also incorporating a combination of the subject matter provided in the AREC Source Materials (below) and discussion of the questions and/or issues the instructor most commonly encounters in their classes and their respective markets.

AREC Source Materials***AREC Dismissed Complaints 2019 – 2022******AREC FAQs******AREC Newsletters******8 and 10 Quick Reference Guide******Agency Representation Brochure******Broker Self-Evaluation Guide******Trust Account Recordkeeping Guide******Advertising Best Practices Guide******AREC Licensing/Broker Forms******AREC Office Visit/Investigator Worksheets***

This course will be 6 classroom hours. Principal and Executive Brokers are required to complete this course as part of their annual CE requirement. Associate Brokers can choose whether to attend the required broker course or the required salesperson course. Salespersons may not attend the required broker course, whether for credit or not for credit.

The Transaction Process

After supervising brokers complete this section, they should be able to:

- ✓ Identify limitations that licensees have when writing agreements between a seller and buyer or lessor and lessee
- ✓ Describe the supervising broker’s responsibility for reviewing and signing contracts, to include the timing of such review and signature
- ✓ Determine how and when offers must be presented
- ✓ Identify common problems seen in contracts and discuss solutions
- ✓ Explain ascertaining and disclosing material facts

Overseeing and Documenting the Transaction Process

- Significance and impact of Pope County Bar Association case
- Reducing agreements to writing
- Components of written agreements
- Reviewing and Signing Offers, Contracts and Addenda
 - Actual review vs. “rubber stamp” review
 - Timing
 - Addressing problems/errors
- Providing copies to all parties
- When to seek or recommend legal advice
- Presenting offers, especially in multiple offer situations
- Knowledge of property and disclosure of material facts

References

A.C.A. § 17-42-316(b)
Commission Rules 8.5; 10.2; 10.6; 10.10; 10.12; 10.13

Notes:
