



CTAR Education Requirement Worksheet
(Suggested as a tool for your requirement tracking only- **DO NOT** submit to LLR or CTAR)

Name: _____

CTAR Member Number: _____ LLR RE License Number: _____

July 1, 2010 - June 30, 2012- Two Year Renewal Cycle- *(check your pocket card for expiration date)*

LLR - 8 hours of MCE are required during each two year period.

MCE - (CEC) / Core (2 hours or 4 hours) Date taken _____

_____ 2 hour 3 D Real Estate: Disclosures, Duties & Diligence

_____ 4 hour 3 D Real Estate: Disclosures, Duties & Diligence

_____ MCE - (CEE) /Elective/s (additional 4 hours or 6 hours)

Course Date/ Course Number /Name/ Number of hours:

[Example: 2 hrs. (CEC)/Core + 6 hrs (CEE)/elective= 8

OR - 4 hrs. (CEC)/Core + 4 hrs of (CEE)/elective= 8

CTAR—additional 6 hour MCE Requirement for CTAR members only (intended to reduce risk- all LLR approved continuing education courses count- Added to CTAR bylaws in September 2007)

Same as my renewal date _____ June 30, 2012

_____ Additional MCE - (CEE)/Elective/s

Course Date/Course Number /Name/ Number of hours:

NAR—Quadrennial 2.5 hr Ethics requirement (CTAR/NAR members only)

1. Done in 4 year cycles – 01/01/2009-12/31/2012 [Cycle 3]
2. FREE online at www.realtor.org (No MCE credit)
3. A separate course does not have to be taken. *Example:* You take course #CEE2208 “Real Estate Ethics” and it counts for 4 ELECTIVE hours towards renewal of your license AND it can also count for your 2.5 hour quadrennial ethics requirement.

I am exempt from LLR & CTAR CE requirement because:

_____ ***I completed a 30 hour Post Licensing course*** _____ ***(date)***

_____ ***I completed Broker A and/or B Licensing course*** _____ ***(date)***

I am exempt from LLR CE (but not from CTAR and NAR) requirement because:

_____ ***I have applied for & been granted an age/experience exemption by LLR***

Suggestion: Keep this completed worksheet with all certificates of completion and license renewal documents in case you are audited by LLR or CTAR after June 30, 2012.

Don't forget to pay your LLR license renewal fee after May 1, 2012 <https://renewals.llronline.com/>



Membership online

Go to <https://ims.CharlestonRealtors.com>

Login = usually your CTAR/MLS #

Password = xxxx click [Forgot your password?](#) to have password emailed.

If this doesn't work call Kelly 793-5201 or Lora 793-5204 to look it up.

Personal Services

[Pay Your Bills Online - CTAR](#)

[Register for Events](#)

[Pay Your Bills Online - MLS](#)

Other Services

[Committee History](#)

[Contributions](#)

[Event Information](#)

[Personal Information](#) PLEASE UPDATE your information

[Register for Education Classes by Date](#) Register and pay here for all courses offered at CTAR; the credit card and course receipt is automatically emailed to you. *Courses will appear here before they do on the website; Cancellations, Additions, Updated information, all appear here first.*

[Education Information](#)

[Classes You Are Registered For](#) *Forgot what you signed up for? Here it is! You can also cancel your registration here.*

[Classes You Have Taken](#) *Every class you have taken with CTAR is documented here. See hours, dates, names, etc*

[Education Card Credits](#) ONLY FOR GOLD CARD HOLDERS

Communication Services

[Broadcast Notice History](#)

[Agent Notice History](#)