



BUREAU OF REAL ESTATE APPRAISERS
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October 10, 2018

The Counselors of Real Estate
Attn: Larisa Phillips
430 N. Michigan Ave. 6th. Floor
Chicago, IL 60611

10060

Dear Ms. Phillips:

Thank you for your application for accreditation of your continuing education course(s).

The Bureau of Real Estate Appraisers (BREA) is pleased to forward the approval number for the following The Counselors of Real Estate sponsored continuing education course(s):

The Counselors of Real Estate 2018 Annual Convention
Approval #: 1810060012 Method of Inst: Classroom CE Hours: 2 BE Hours: 0
Exp. Date: 10/07/2022

Each student successfully completing a course must be provided with a completion certificate which includes:

- BREA course approval number;
- Name, address and license number, if applicable of student;
- Course Name;
- Method of instruction (classroom or distance);
- Date of course completion and date of final examination for basic education;
- Statement that the student was in attendance at least 90% of the class time for continuing education credit;
- Penalty of Perjury Statement with signature of verifier; and,
- USPAP certificates must contain name of instructor

In addition, you must maintain attendance records of each course offering for at least five years. Your records must contain, at a minimum:

- BREA course approval number;
- Name, address and license number, if applicable of student;
- Course Name, number of hours credit, and names and addresses of instructors;
- Clock-hours of attendance, including sign-in and sign-out rosters;
- Dates the course was presented;
- Name and address of the course sponsor;
- Name of the person who verifies attendance and successful completion; and
- Records that show that policies on refunds and cancellation of course were provided to participants prior to or at the time of registration.