



Chapter Course Provider Procedures

Providers should review and follow the Chapter Course License Agreement. The below information is useful when organizing and conducting LANDU Courses.

Course Set Up

1. Determine the Chapter Contact for the LANDU Course
2. Determine the On-Site Coordinator for the LANDU Course
3. The Chapter determines the LANDU Course to host and contacts an approved RLI LANDU instructor to schedule the course and location. For a list of approved RLI LANDU instructors, please visit the [LANDU Instructor Center](#).
4. Upon scheduling the course the Chapter shall input the relevant information: course title, date, location, contact person, phone number, registration directions, and instructor name, to the Chapter Portal of the RLI website.

To submit a course, please follow these four easy steps:

- Step 1: Navigate to 'Courses'
- Step 2: Select 'Add New+'
- Step 3: Complete all information*
- Step 4: Click the 'Add' button

After submission of the Course, the Chapter will be sent an Invoice by email for the Course Scheduling Fee of \$250.00

5. Upon receipt of the Scheduling Fee Invoice, the Chapter will remit the \$250 Course Scheduling Fee which will be credited to the royalty payments to RLI. Send fee to:

REALTORS® Land Institute
Attention: Amanda Morrone
430 North Michigan Avenue
Chicago, Illinois 60611

Upon receipt by RLI of the Scheduling Fee, the Chapter will be sent a Course approval email along with access to Course materials, which includes Facilitator Guide and Participants Guide. Once the scheduling fee has been received the course information will be promoted by RLI National Upcoming Courses web page.

Note: RLI follows a no course cancellation policy. However, in the cases where a course provider is considering a course cancellation, RLI should be contacted immediately to see how to best serve those who registered. If the course is cancelled, the scheduling fee is non-refundable.

6. RLI will send the following, for the Chapter to distribute to the attendees and instructor:
 - a. Electronic course materials which will include the official manuals, the exam, and sheets for responses. *An answer key will be sent which is **confidential** and should only be provided to the Instructor of the course.*

7. It is the Chapter's responsibility of distributing the appropriate course materials to the instructor and attendees. The materials can be distributed to the instructor and attendees as hard copies or electronically.
 - a. Instructors must receive the Instructor Guide, PowerPoint, Exam and Answer Key, and Evaluation form
 - b. Students must receive the Participant Guide, Resource Guide (if provided) and excel spreadsheets (if provided).

8. Make sure to send confirmation email to all course registrants. These confirmations should include the following information:
 - a. Payment amount received
 - b. Course title, date, time, and location
 - c. Contact information for questions i.e. phone contact number, contact name, email address
 - d. Special tools/supplies needed for the course i.e. calculators, should be noted in the confirmation. *Check with the instructor regarding what students should bring to class*
 - e. Whether meals will be provided or not. If not, include a list of nearby eateries

9. When managing the Chapter's Course registrations, please make sure to capture the following information from each attendee, which will be required for the course roster to RLI National:
 - i. First Name
 - ii. Last Name
 - iii. Company Name
 - iv. Email Address
 - v. Address
 - vi. City
 - vii. State
 - viii. Zip
 - ix. Phone Number

On Site Course Coordinator

1. The On-Site Coordinator staffs the registration table near the classroom for registrant check-in on all days of the Course. The Coordinator will also provide information about the Chapter and RLI for display, such as cards, brochures and flyers. Electronic copies of RLI information pieces can be requested from RLI National.

Note: The only collateral i.e. cards, brochures, flyers to be placed in the classrooms or on tables are those provided by RLI National, course sponsors, RLI Chapters/providers, and promotional material approved by National a minimum of fifteen days prior to the start of the course.

2. On-Site Coordinator: A provider host should
 - Welcome participants/students and facilitate introductions of participants (if time allows)
 - Give a meaningful, brief introduction about the Chapter and RLI and the **Accredited Land Consultant (ALC)** designation using the script provided by RLI.
 - Introduce the Course and the instructor with information from his/her bio.
3. If an On-Site Coordinator cannot be available at the registration table throughout the entire course, the Coordinator needs to be available, at least, during the first two hours, during the breaks, during lunch, and at the end of class each day to respond to latecomers and questions.
1. On the final day of the course, the Instructor will administer the exam.
2. **Students should not keep copies of the exam.**
3. The Instructor grades the exams.
 - a. *Students must pass with a score of 70% or higher. If a student does not pass the exam with a score of 70% or higher on their first attempt, the instructor must provide the student with two additional attempts to earn a passing score on-site.*
4. Remind the participants that classes are added to the schedule throughout the year to contact RLI National if they have any questions about courses, membership, and/or the **Accredited Land Consultant (ALC)** designation.
5. The Coordinator must collect the graded exams from the instructor and completed evaluation forms to send to RLI National.

After the Course

1. Within 5 days of the course the following information (course roster, graded exams, completed evaluation forms) must be sent electronically to RLI National at amorrone@realtors.org.
 - a. The course roster must be uploaded to the course listing in the Chapter portal of the database, by using the excel spreadsheet import template, and must include the following info::
 - i. First Name
 - ii. Last Name
 - iii. Company Name
 - iv. Email Address
 - v. Address
 - vi. City
 - vii. State
 - viii. Zip
 - ix. Phone Number
 - x. Exam Score
 - b. Scored student exam answer sheets

Note: 70% is the passing grade

- c. Completed course evaluation forms from the students
- d. Upon receipt of the required documents, the Chapter will receive an invoice by email for the Course Royalty Fee. *The royalty is \$80 per Non-ALC student and \$40 per ALC student. The \$250 scheduling deposit will also be deducted from the overall total of the course royalty fee. The royalty fee can be paid by check or credit card.*

Send payment to:

REALTORS® Land Institute
Attention: Amanda Morrone
430 N. Michigan Avenue
Chicago, IL 60611

2. Upon receiving payment, RLI National will provide the Chapter an electronic file of the students' course completion certificates. It is the Chapter's responsibility to distribute the course certification certificates to the students.

Frequently Asked Questions (FAQs)

1. What if the student does not pass the exam?
If a student does not pass the exam with a score of 70% or higher on their first attempt, the instructor must provide the student with two additional attempts to earn a passing score on-site. If the student does not pass the exam within that timeframe, he/she would need to retake the course.
2. If the student has to leave the course for a few hours, does he/she still earn credit for having taken the course?
Students may leave the course for a total of two hours if a conflict occurs. Special circumstances must be approved by RLI prior to the course start. For CE credit, absences depends upon the rules of the State.
3. How can I find out more about the ALC requirements?
Students can use the information distributed during the class to view the requirements. They may also visit the website at <http://www.rliland.com/alc-requirements>. They can also call RLI at 1.800.441.5263.
4. What should be done with the copies of the course exams?
All exams and answer sheets should be sent to RLI National with the other post course required documents.
5. Do the courses count for Continuing Education (CE) credit?
Since RLI National does not submit the courses for CE approval, students should submit this question to the organization that would be issuing the CE credits. The issuing body makes decisions on what is accepted for CE credits.
6. Is there a time limit for the courses to count towards the ALC Designation?
No, at this time courses do not expire from a student's record.