

**ADMINISTRATIVE POLICY FOR THE
REALTOR® INSTITUTE OF ILLINOIS**



I. GENERAL:

- a. All Institute courses must be taken in sequential order.
- b. There is no required minimum number of years as a Realtor or Realtor-Associate for an individual to qualify for the designation, "G.R.I."

II. ELIGIBILITY:

- a. Enrollment in Course I is open to any person who is interested in learning more about the real estate industry. Membership in I.A.R. is not required for Course I.
- b. Enrollment in Course II is only open to members of I.A.R. who have successfully completed Course I, or its' Equivalency.
- c. Enrollment in Graduate Course is only open to those individuals who currently hold the G.R.I. designation.
- d. Other States' members may take the Illinois GRI courses, but the Illinois REALTORS Institute will only give the GRI Designation to members of the Illinois Association of REALTORS.

III. REGISTRATION:

- a. No individual registration will be processed for Course II, Course III, or Graduate Course of the Institute until the individual has received notice of the successful completion of the preceding course.
- b. The registration of any student who does not report to the Institute Registration Desk by noon first day of class will be considered automatically cancelled without refund. Students reporting after this time will be seated on a space available basis, providing approval has been given by a majority of the Governors.
- c. A processing fee will be retained from each registration fee refunded or transferred if the registration has been processed. All such requests must be submitted in writing to the I.A.R. offices in Springfield prior to the issuance of the refund or the completion of the transfer.
- d. A \$25 fee will be retained if a refund request is received less than six (6) weeks prior to the Institute Week.
- e. A \$25 fee will be retained each time a registration fee is transferred from one Institute to another.

IV. EQUIVALENCY REQUIREMENTS AND POLICY:

- a. An Equivalency Program is available for Course I of the Institute.
- b. Applicants who apply for the Course I Equivalency must be a member of the Illinois Association of REALTORS.
- c. A completed application, payment of \$75 fee, and proof of the program completed is required for a Course I Equivalency to be processed.
- d. A current list of requirements for Course I Equivalency will be posted and updated on the IAR REALTOR Institute web site.

V. RECIPROCITY:

- a. Illinois has reciprocity for Course I and II with Indiana and Wisconsin.
- b. Illinois has a 30 hr. reciprocity agreement with Missouri and Iowa.
- c. An Illinois member may take Course I and II in another state that has reciprocity with Illinois, but must take Course III in Illinois for the Illinois REALTORS Institute to confer the GRI designation.
- d. If a member has completed a portion of the GRI in another state that does not have a reciprocity agreement with Illinois, the member can submit course outline and timeline to the REALTOR Institute Working Group for review. The Working Group has the authority to give Course I credit, if it is determined that the coursework completed in another state is comparable to an equivalency for Course I.

VI. GRADES:

- a. Examination results will be mailed to each student approximately 3-5 weeks after the examination is given.
- b. Information regarding the examinations will not be given over the telephone.
- c. Each student must answer 75% of the questions correctly in order to pass the exam.

VII. RETAKE EXAMINATION OPTION:

- a. Those students who have attended the Institute classes and failed their respective course examination may apply for the Retake Examination.
- b. Students will be notified how they can schedule the Retake Examination when the Institute examination results are mailed.

- c. The registration fee for the Retake Examination is \$35 for each Module. Full payment, along with the application, must be paid before or at the time of the Retake Examination.
- d. The Retake option must be exercised within three (3) months of the course attended.
- e. If a student exercises the option to take the Retake Examination and fails to successfully complete the exam, the student is required to enroll in the Institute classes and successfully complete the examination for that course at the end of the Institute in order to be given credit for that course.
- f. No additional course materials will be sent to Retake Examination applicants.
- g. A student successfully passing the Retake Examination will be given credit for completing the particular course taken.