

OVERVIEW OF THE APPLICATION PROCESS

We're pleased that you're interested in becoming a Secondary Member of the Champaign County Association of REALTORS® (CCAR). As a Secondary Member, you'll gain access to the many services, resources, and networking opportunities that CCAR offers to help you grow your business and stay connected within the REALTOR® community.

While the application process is straightforward, there are a few policies and procedures you should be aware of. If you have any questions, please contact Shelly FitzGerald at 217-356-1389, ext. 1003, or shellyf@illinihomes.com

Membership application requirements:

1. A fully completed and signed CCAR Application.
2. Applicant Acknowledgment signed by both the applicant and their Designated Managing Broker.
3. Payment of applicable dues and fees are required at the time of application. (See Annual Dues/Membership Fees below)

After submitting your application and paying the required dues and fees, MLS and e-key training will be scheduled if needed.

New Member Orientation Requirement

- Following approval of your application, you will be scheduled for the next available two-day CCAR Orientation. Secondary members may not be required to attend all sessions; staff will advise you on the portions that are applicable.
- If you miss any orientation segments that are required for you to attend, you will need to make up the full segment at the next available session.
- If the required orientation courses are not completed within the specified time frame, your MLS and E-key services will be suspended until the requirement is fulfilled.

Membership Classifications

- 1) **Primary Designated REALTOR® Membership:** A licensed real estate managing broker or appraiser in Illinois, designated as the primary point of contact for their firm, who is not currently affiliated with any other REALTOR® board or association.
- 2) **Primary REALTOR® Membership:** A licensed real estate broker or appraiser in Illinois, affiliated with a current CCAR member office, but does not hold current membership in any other board or association.
- 3) **Secondary Designated REALTOR® Membership:** A licensed real estate managing broker or appraiser in Illinois, designated as the primary point of contact for their firm, who is currently a primary member of another board or association and also chooses to be a member of CCAR. A letter of good standing from your primary board or association must be included.
- 4) **Secondary REALTOR® Membership:** Licensed real estate broker or appraiser in Illinois who is currently a primary member of another board or association and chooses to be a member of CCAR. A letter of good standing from your primary board or association must be included. **Note: Your Designated Managing Broker must hold primary or secondary membership with CCAR for you to qualify for secondary membership.**
- 5) **MLS Subscriber:** A licensed real estate broker or appraiser in Illinois, affiliated with another board or association and enters into an agreement with CCAR to subscribe to their MLS (MRED). **Note: Your Designated Managing Broker must hold primary or secondary membership with CCAR for you to be an MLS Subscriber.**



APPLICATION FOR (CCAR) MEMBERSHIP

Lic # DR R A _____ / _____ / _____ / _____
License # Exp. Date Additional License # Exp. Date

First Name _____ MI _____ Last Name _____

Full Name as it Appears on License _____ Gender: Male Female Decline to answer

Home Address _____ Office Name _____

City/State/Zip _____ / _____ Office Address _____

Home Phone _____ City/State/Zip _____ / _____

Cell Phone _____ Office Phone _____

Email _____ Office Direct Line _____

Web address www. _____ Office Fax _____

Preferred mailing address: Home Office Preferred Phone: Cell Home Office Direct Line

1. Are you now, or have you ever been a member of any Association of REALTORS®? No (**If no, skip to #2**) Yes

A. If yes, what Board/Association of REALTORS® are/were you a member of? _____

B. Please provide your NRDS (National REALTOR® Data System) Number _____

C. Are you Active or Inactive (inactive date: _____) with the above-named board?

D. If active, will you be retaining your membership there? No Yes

E. If yes, please indicate your desired membership status at **CCAR**:

Primary- Local, State, and National dues paid to **CCAR**.

Secondary- Local dues paid to **CCAR**. A letter of good standing and proof of paid state and national dues must be included.

F. Please list any professional designations you hold (i.e., GRI, CRS). _____

G. Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years or are there any such complaints pending? No Yes
(**If yes, please provide details as an attachment.**)

H. Has your real estate license, in this or any other state, been suspended or revoked? No Yes

If "Yes", specify the place(s) and date(s) of such action, and detail the circumstances relating thereto:

2. Where did you complete your Pre-License Classes: In-Person Online Other _____
Location: _____

3. Place of Birth _____ Date of Birth _____ / _____ / _____
(City) (State) (Country)

4. Resident here since (M/D/Y) _____ Previous residence _____
(City and State or Country)



5. Are you fluent in a foreign language? No Yes, fluent in _____

6. Have you ever been convicted of a felony? No Yes If so, please give details: _____

I understand that by providing the Champaign County Association Of REALTORS® (CCAR) with my email, fax number, and cell phone, I consent to receive communications from CCAR, Illinois REALTORS® and the National Association of REALTORS®. I understand that standard text messaging rates may apply to any messages received from CCAR. I agree not to hold CCAR liable for any electronic messaging charges or fees generated by this service.

I understand that the association will not share my information with third parties organizations.

I understand that it is my responsibility to keep my information updated.

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted.

I agree that, if accepted for membership in the association, I shall pay the fees and dues (as from time to time established).

Dated: _____

Signature: _____

(Applicant Signature)

Below is Information to be Completed by CCAR Staff

Member Type DR R A

Date _____

Scheduled to attend orientation on _____ New Member Initial Fees are _____ due on _____

\$ GZ GZ Billing SUPRA Key Training MRED MRED Training
 Sent Dues to IR & NAR M1 FOREWARN IDFPR Paid New Member Initial Fees



APPLICANT ACKNOWLEDGEMENT

I, _____ hereby apply for active membership in the Champaign County Association of REALTORS® (CCAR). Membership through CCAR means that I am also a member of the ILLINOIS REALTORS® (IR) and National Association of REALTORS® (NAR). As a member, I agree to abide by the NAR Code of Ethics, which includes the duty to arbitrate, as well as the CCAR, IR, and NAR, Constitution, Bylaws and Rules and Regulations. I agree to satisfactorily complete the NAR Code of Ethics, Fair Housing Training, and CCAR Orientation.

_____ (Initial Here) I am enclosing my payment of \$ _____. I understand that the annual dues must be submitted with my application, and there shall be **no refund** of the dues once paid, except for local dues. I also understand that annual dues must be paid by January 31 of each year or my membership.

Membership is final only upon approval by the Board of Directors and may be revoked should completion of any membership requirements, such as orientation, not be completed within the timeframe established in the Association's Bylaws.

_____ (Initial Here) I agree to attend the Mandatory CCAR Orientation. **There are no exceptions.** By signing below, I understand that failure to complete the mandatory two (2) day orientation, my services could be suspended until the next final filing date. Failure to complete orientation will result in a non-active status with no association services. I understand that a violation of the Code of Ethics may result in termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.

_____ (Initial Here) I acknowledge that as a member of the association, I will be licensed to use the REALTOR® trademark to indicate such membership, and I agree to abide by the rules governing use of the trademarks. I understand the term REALTOR® is a federally registered collective membership mark which identifies a real estate professional who is a member of the National Association and subscribes to its strict Code of Ethics. The National Association's Trademark Rules are outlined in the Membership Marks Manual, available at: www.realtor.org/mmm. Upon termination of my membership in the association for any reason, my license to use the REALTOR® trademark is automatically revoked and I will immediately discontinue use of the REALTOR® trademark.

I hereby confirm that I am in compliance with the following requirement of membership as a broker of record or an associate of an established REALTOR® office and I am licensed to sell real estate or a licensed appraiser under the laws of the State of ILLINOIS.

Applicant Signature _____ **Date** _____

I, (Managing Broker Name) _____ as employing broker recommend the acceptance of this applicant for membership in the Champaign County Association Of REALTORS® (CCAR), and hereby affirm that the applicant is a real estate broker or licensed real estate appraiser with this firm. I ensure that the above applicant will complete the orientation course within the required time.

Managing Broker Signature _____ **Date** _____



Serving Champaign County
and Surrounding Areas

2026 ANNUAL DUES (DUE WITH APPLICATION)

Champaign County Association of REALTORS (CCAR)	\$215.00	Applies to all secondary members.
One-time CCAR e-key fee	\$150.00	Only if you do not already have a Supra e-key.
Total Annual Dues	\$365.00	

Note: If any new member cancels their membership prior to attending the new member orientation, within the current fiscal year, only the local dues are refundable, at a prorated amount, minus a \$75.00 processing fee. This is not an automatic refund. Requests must be submitted in writing to the association by the member. Dues payments to the Champaign County Association of REALTORS® are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.



CCAR MEMBERSHIP FEES

CCAR Monthly Fees

Monthly MLS Fee	\$35.00
*Monthly Assessment	\$40.00
TOTAL MONTHLY FEES	\$75.00

The Agent is responsible for paying the monthly fees.

***Secondary Members who already have MRED will only be responsible for the \$40.00 Monthly Assessment.**

SUPRA Monthly fees

Monthly Supra Fee (billed by Supra)	\$17.18
SUPRA Activation Fee-One Time (billed by Supra)	\$50.00

The SUPRA monthly fee is prorated throughout the month. Supra requires a credit card on file. The monthly fee will be automatically deducted.

CCAR New Office Fee

CCAR New Office Fee	\$500.00
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If you drop your office with us and come back in after one year, you are subject to the new office fee per MRED'S rules & regulations.

CCAR New Member Initial Fee

New Member Initial Fee	\$1,515.00
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This initial fee for CCAR new members is due upon orientation completion. If you drop your membership and come back after one year, you will be subject to paying the initial fee again.

2026 ORIENTATION SCHEDULE

JANUARY 2026

Day One (1): 01/05/26
Day Two (2): 01/06/26

MAY 2026

Day One (1): 05/04/26
Day Two (2): 05/05/26

SEPTEMBER 2026

Day One (1): 09/14/26
Day Two (2): 09/15/26

JANUARY 2027

Day One (1): TBD
Day Two (2): TBD

MARCH 2026

Day One (1): 03/02/26
Day Two (2): 03/03/26

JULY 2026

Day One (1): 07/06/26
Day Two (2): 07/07/26

NOVEMBER 2026

Day One (1): 11/02/26
Day Two (2): 11/03/26

Day One (1)

- 9:00 am to 10:30 am: Welcome to CCAR / Understanding Your Membership
- 10:30 am to 12:30 pm: CCAR Contract Training w/ Matt Difanis
- 12:30 pm to 1:00 pm: Lunch Break (lunch included)
- 1:00 pm to 3:00 pm: MRED Training (Including Commercial) w/ Todd Salen

End of Day

Day Two (2)

- 9:00 am to 12:00 pm: Code of Ethics
- 12:00 pm to 1:15 pm: Affiliate Seminar with Lunch Break (lunch included)

Completion of Orientation

- ❖ New Members may attend a **CORE CE** class at CCAR free within one year of joining.