

## OVERVIEW OF THE APPLICATION PROCESS

We are pleased that you are interested in joining the Champaign County Association of REALTORS® (CCAR). Membership with CCAR opens the door to a wide variety of services and opportunities that are available nowhere else. It also carries with it financial and ethical responsibilities designed to enhance the professionalism of the industry. The application process is a relatively simple one; however, there are some procedures and policies with which you should be familiar with. If you have any questions, please contact Shelly FitzGerald at 217-356-1389, ext. 1003 or [shellyf@illinihomes.com](mailto:shellyf@illinihomes.com).

### Membership application requirements:

1. A fully completed and signed CCAR Application.
2. A copy of the 45-day permit or documentation of license sponsor at IDFPR.
3. Applicant Acknowledgment signed by both the applicant and their Designated Managing Broker.
4. 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, you will be scheduled for basic MLS and e-key training.**

### New Member Orientation Requirement

- You **must** attend the next available two-day CCAR Orientation following approval of your application. (See the Orientation Schedule on page 7.)
- If you miss any of the mandatory orientation segments, you will be required to make up the entire segment the next time it is offered.
- 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.

**Following orientation, you will be formally inducted into the Champaign County Association of REALTORS® (CCAR) at our next member luncheon.**

### 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.](http://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 ☐ IDFP ☐ 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 of 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 immediately. 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](http://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** \_\_\_\_\_

## **2026 ANNUAL DUES SCHEDULE (DUE WITH APPLICATION)**

<b>Dues Pro-ration from</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
Illinois REALTORS® (IR)	\$219.00	\$200.75	\$182.50	\$164.25	\$146.00	\$127.75
IR Mandatory Advocacy	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00
National Association Of REALTORS® (NAR)	\$156.00	\$143.00	\$130.00	\$117.00	\$104.00	\$ 91.00
NAR Mandatory Advertising	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
Champaign County Association Of REALTORS® (CCAR)	\$215.00	\$197.08	\$179.17	\$161.25	\$143.33	\$125.42
CCAR Key Fee- One Time	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
<b>TOTAL ANNUAL DUES</b>	<b>\$870.00</b>	<b>\$820.83</b>	<b>\$771.67</b>	<b>\$722.50</b>	<b>\$673.33</b>	<b>\$624.17</b>
<b>Dues Pro-ration from</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Illinois REALTORS® (IR)	\$109.50	\$ 91.25	\$ 73.00	\$ 54.75	\$ 36.50	\$ 18.25
IR Mandatory Advocacy	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00
National Association of REALTORS® (NAR)	\$ 78.00	\$ 65.00	\$ 52.00	\$ 39.00	\$ 26.00	\$ 13.00
NAR Mandatory Advertising	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
Champaign County Association Of REALTORS® (CCAR)	\$107.50	\$ 89.58	\$ 71.67	\$ 53.75	\$ 35.83	\$ 17.92
CCAR Key Fee- One Time	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
<b>TOTAL ANNUAL DUES</b>	<b>\$575.00</b>	<b>\$525.83</b>	<b>\$476.67</b>	<b>\$427.50</b>	<b>\$378.33</b>	<b>\$329.17</b>

**\*Secondary Member annual dues are local (CCAR) \$215.00; and are not prorated.**

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
<b>TOTAL MONTHLY FEES</b>	<b>\$75.00</b>

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.