



# C2EX USER GUIDE

A guide to earning your endorsement

## THIS GUIDE COVERS:

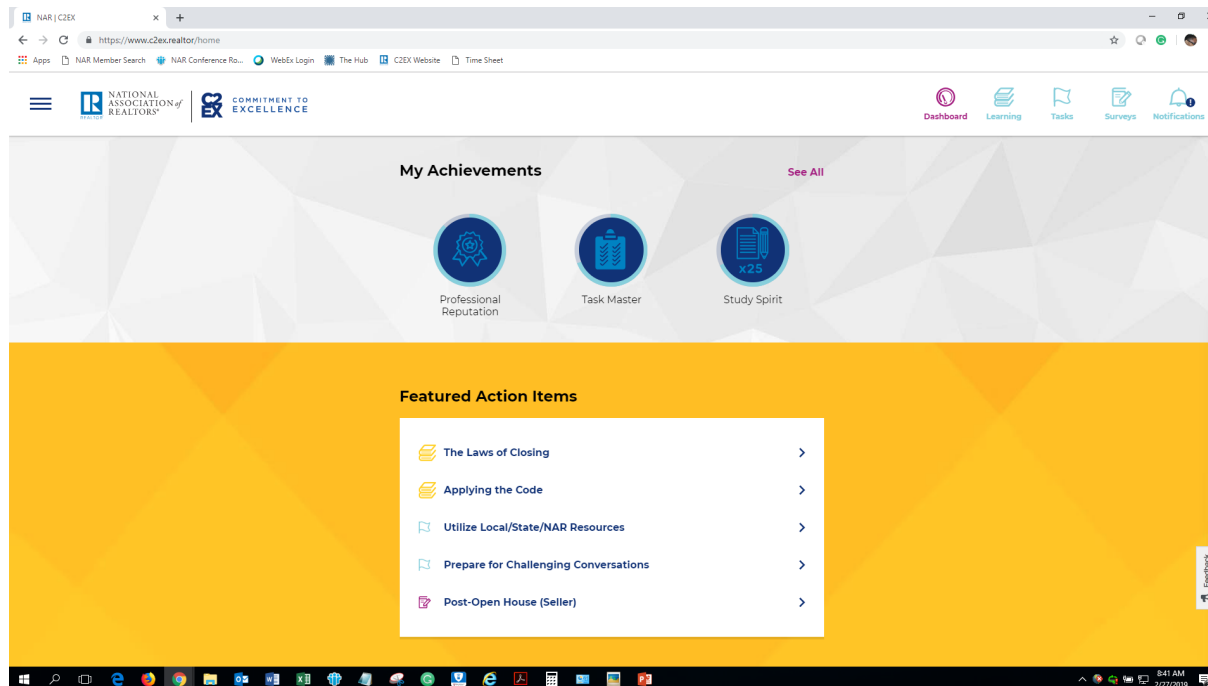
How to navigate the C2EX platform to complete your assessments, learning paths, learning experiences, and how to track your progress.

The purpose of this guide is to give users a quick overview of the steps needed to earn their C2EX endorsement. There are 3 steps to earn your endorsement:

1. Complete the **Assessments** - There are 10 assessments for agents, and 11 assessments for Brokers *[View on page 2 of this document]*
2. Complete the **Learning Paths** assigned to you based on your assessment results *[View on page 6 of this document]*
3. Complete the **Tasks** required of you in the program *[View on page 8 of this document]*

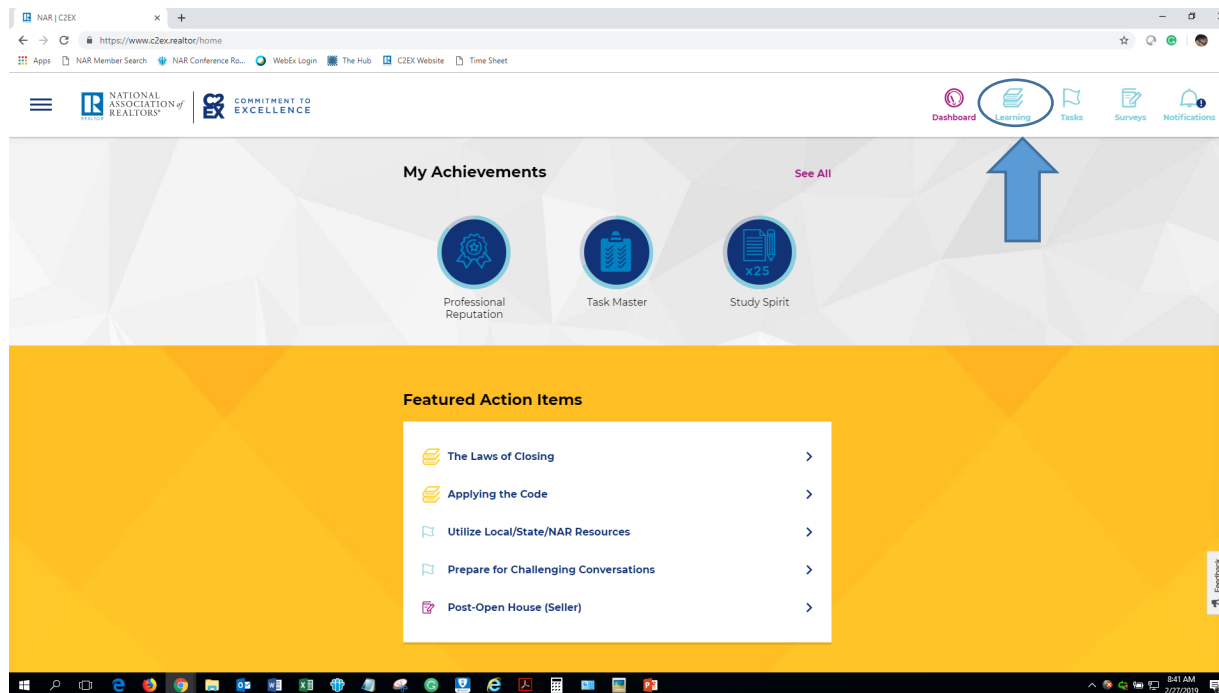
Please note: the directions this guide are based on a desktop/laptop view of C2EX, however the information can be modified for mobile use.

After you log into C2EX (C2EX.Realtor) using your same log in and password for NAR.Realtor, you will view a quick welcome video, then navigate to the Dashboard. The Dashboard will help you keep track of your progress. We discuss tracking progress on page 11 of this document.

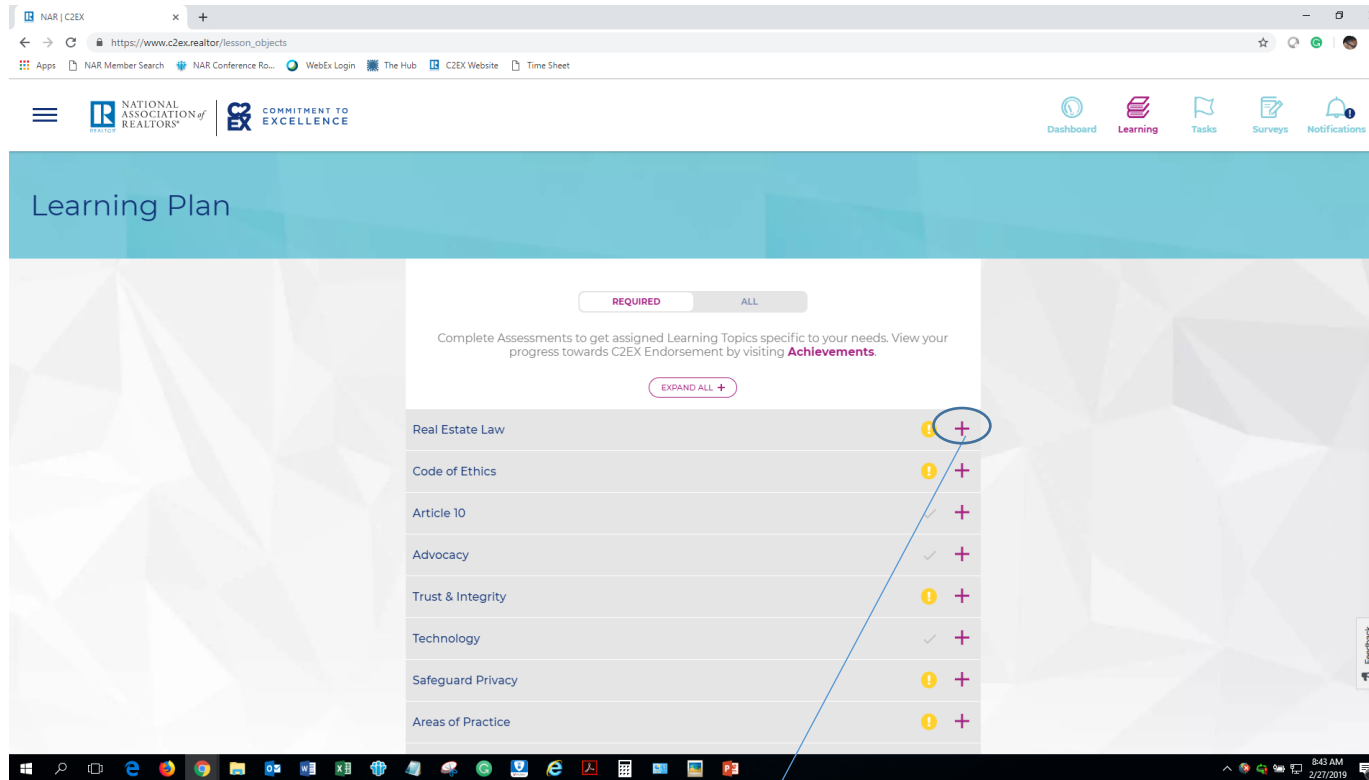


## ASSESSMENTS

To get started, click on the Learning icon (the stack of books) in the upper right hand corner:

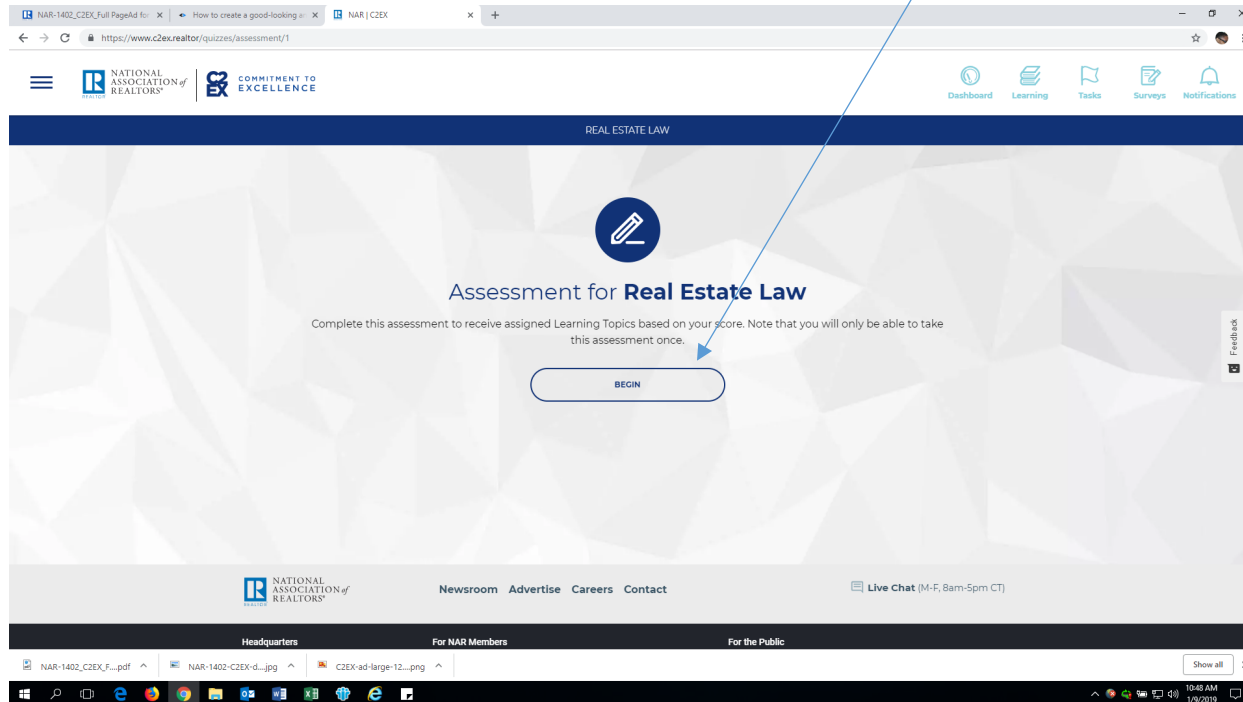


Which will take you to the Learning Plan page:



This is where you will access your Assessments. Click the pink plus signs on the right hand side for each competency to access the Assessment you'd like to complete. You do not have to go in the order provided on your learning page. Pick and choose which competencies you'd like to study in the order that suits your interests best.

For example, for Real Estate Law, you'll pull up the Assessment and click the **BEGIN** button.



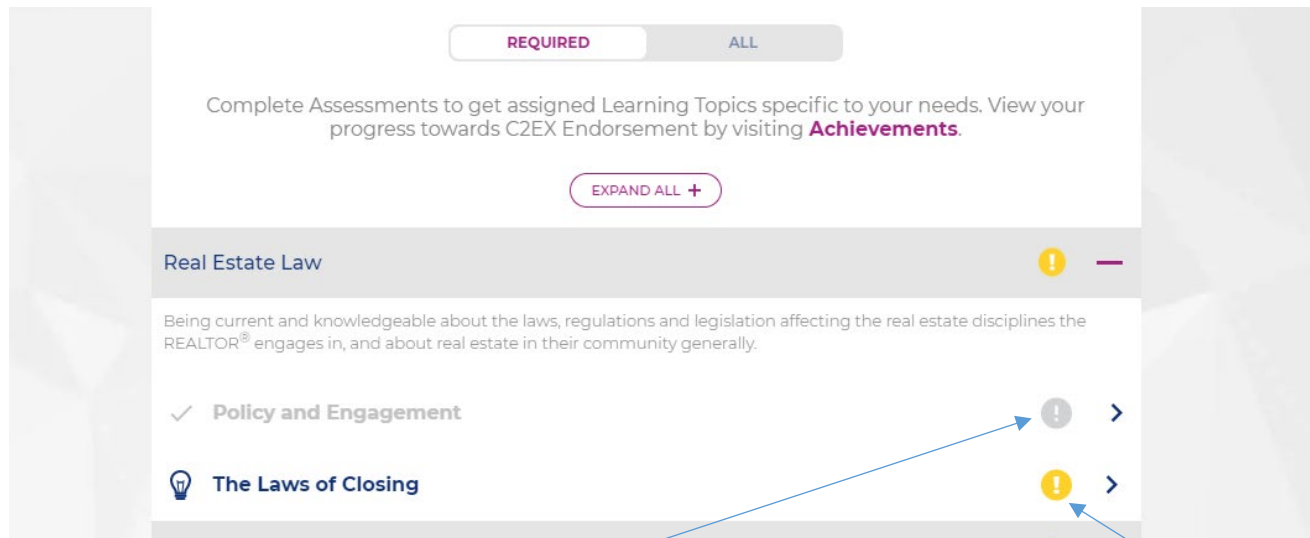
You'll be asked a series of questions:

The screenshot shows a web browser window with the URL <https://www.c2ex.realtor/quizzes/assessment/1/0>. The page header includes the NAR logo, the text 'NATIONAL ASSOCIATION of REALTORS', and 'COMMITMENT TO EXCELLENCE'. On the right, there are icons for Dashboard, Learning, Tasks, Surveys, and Notifications. Below the header is a dark blue bar with the text 'REAL ESTATE LAW'. The main content area has a light gray background with a geometric pattern. It features a quiz question: 'What bodies comprise the Legislative Branch of the Federal Government?'. Below the question are three radio button options: 'The House of Representatives and the Senate, which together form the Congress', 'Congress and the President of the United States', and 'The Congress, the Senate, and the President of the United States'. A 'SUBMIT' button is centered below the options. On the right side of the main content area, there is a vertical 'Feedback' button. The footer contains the NAR logo, a 'Newsroom Advertise Careers Contact' link, a 'Live Chat (M-F, 8am-5pm CT)' button, and three columns of information: 'Headquarters' (430 N. Michigan Ave, Chicago, IL 60611-4087, 800-874-6500), 'For NAR Members' (REALTOR® Store), and 'For the Public' (What is a REALTOR®?). The browser's taskbar at the bottom shows various application icons and the system clock indicating 10:49 AM on 1/9/2019.

Please note: once you have completed the Assessment, you will not be able to access that competency's Assessment again.

## LEARNING PATHS

Once you have answered all of the questions, a learning path will be created for that competency. Here is the personalized learning path in the Real Estate Law competency selected for a user after they completed their Assessment:

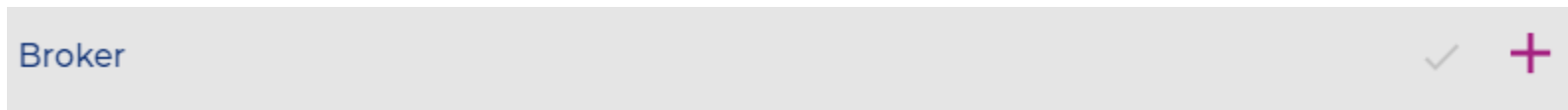


Please note: a **grayed out exclamation point** means that the learning path has been completed. A **yellow exclamation point** means that the learning path has not been completed.

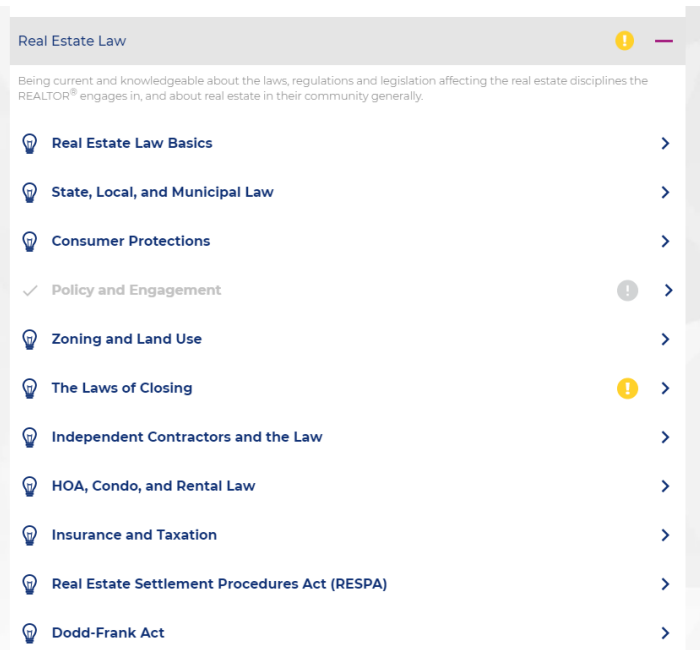
***The yellow exclamation at the bottom of the learning page*** is only a key, explaining what the yellow exclamation point means. It doesn't track your progress.

! Required for Endorsement

Please note: even if you aren't a broker you will see the Broker learning path. If you are not a broker, the platform knows this and will not require you to complete the broker path, even if you see a yellow exclamation point next to it. The information is there in case you want to review it on your own. However it is not required for those who aren't brokers:



As you can see in the screenshot below, the platform selected Policy and Engagement and The Laws of Closing for this user, which is 2 out of 11 possible Learning Paths in the Real Estate Law competency:





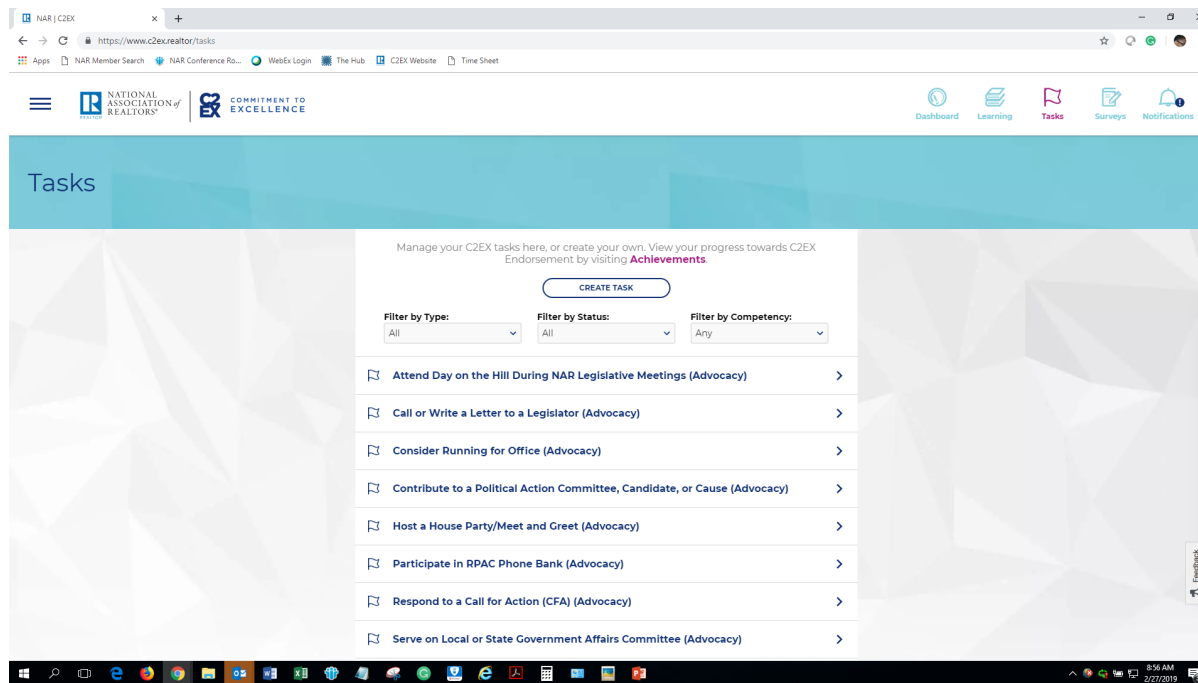
## TASKS:

Not only is C2EX about learning, it's about experiences. We call these learning experiences "tasks". Some tasks are required for endorsement, but the rest are there to enhance and test your skills in real life and in work scenarios. They are highly recommended!

To access the Tasks associated with Real Estate Law, at the top right side of the screen, select the **Flag icon:**



Then you'll see this screen:



To find out what Tasks you need to accomplish, select **"C2EX Required"** under **Filter by Type:**

Manage your C2EX tasks here, or create your own. View your progress towards C2EX Endorsement by visiting [Achievements](#).

[CREATE TASK](#)

**Filter by Type:**  
C2EX Required ▾

**Filter by Status:**  
All ▾

**Filter by Competency:**  
Any ▾

If you'd like to only focus on Real Estate Law, you can **Filter by Competency** as well:




Manage your C2EX tasks here, or create your own. View your progress towards C2EX Endorsement by visiting [Achievements](#).


[CREATE TASK](#)

**Filter by Type:**  
C2EX Required ▾

**Filter by Status:**  
All ▾

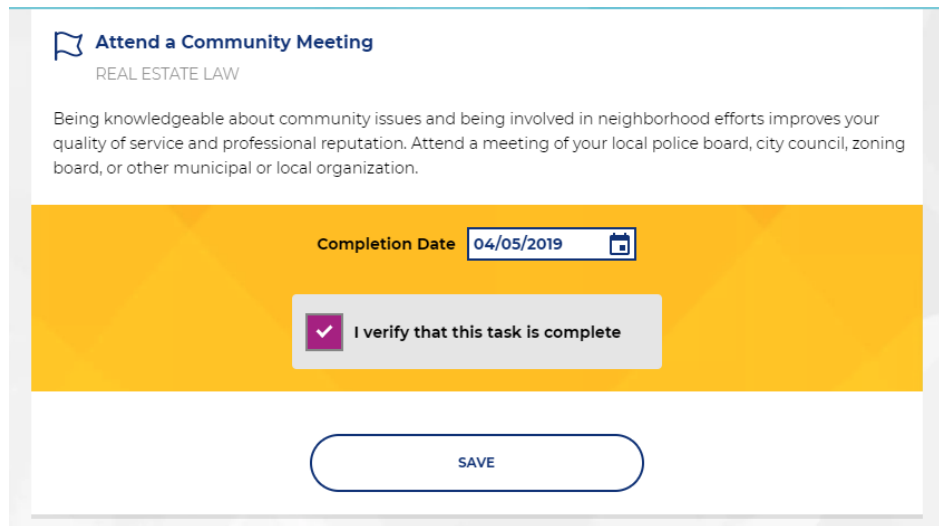
**Filter by Competency:**  
Real Estate Law ▾

 <b>Attend a Community Meeting (Real Estate Law)</b>	>
 <b>Read about RESPA Protections (Real Estate Law)</b>	>
 <b>Read the CAN-SPAM Act (Real Estate Law)</b>	>

 Required for Endorsement

As you can see, in the screenshot above there are only 3 required Tasks for the Real Estate Law competency.

To complete a Task, click the link, add the date of completion, and verify that you have completed the Task:



**Attend a Community Meeting**  
REAL ESTATE LAW

Being knowledgeable about community issues and being involved in neighborhood efforts improves your quality of service and professional reputation. Attend a meeting of your local police board, city council, zoning board, or other municipal or local organization.

Completion Date

☒ I verify that this task is complete

Once you have completed a Task **it will turn light blue** on the Tasks page:



C2EX Required ▾ All ▾ Real Estate Law ▾

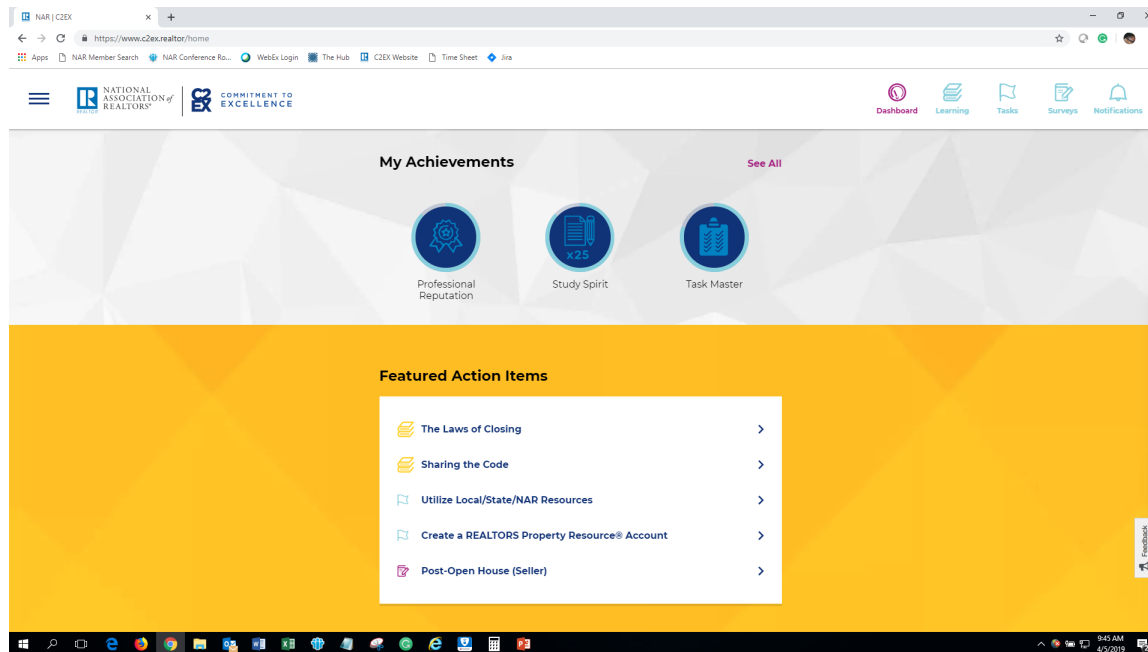
	<a href="#">Read about RESPA Protections (Real Estate Law)</a>	>
	<a href="#">Read the CAN-SPAM Act (Real Estate Law)</a>	>
	<a href="#">Attend a Community Meeting (Real Estate Law)</a>	✓

## Tracking Progress

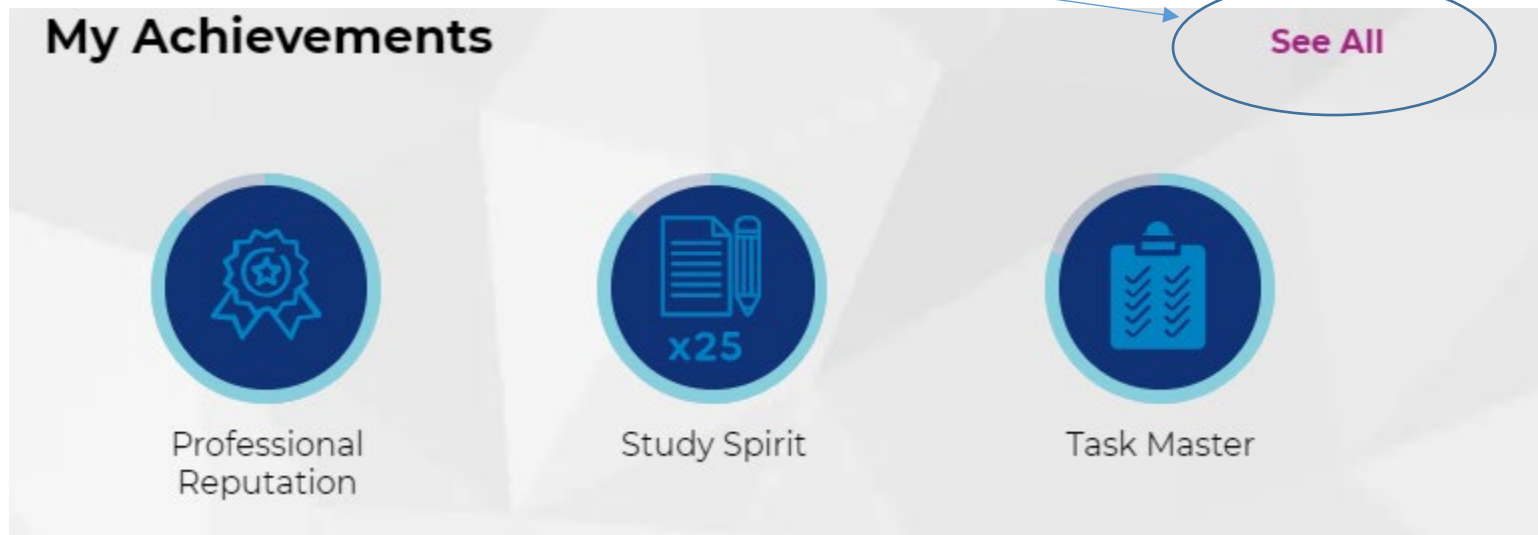
In order to track your progress on each competency, you can go to the Dashboard and view your progress. Click the **Dashboard icon** in the upper right hand corner:



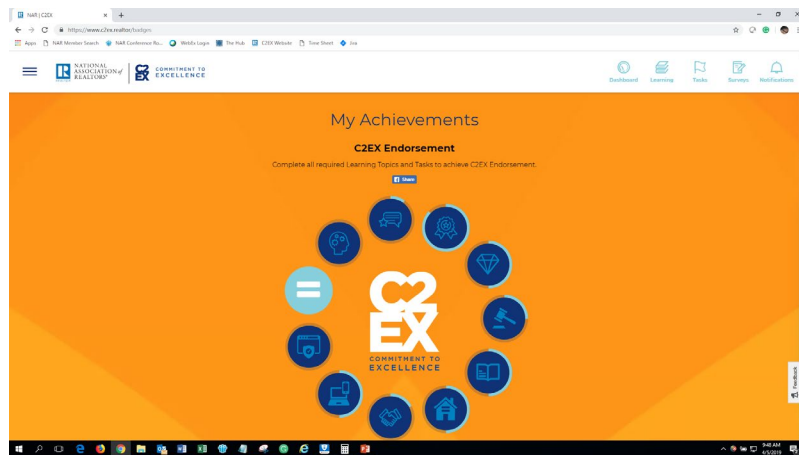
You will see a screen that looks like this:



Across from My Achievements, select **“See All”**.



You will then come to a screen that looks like this:



On that screen you can see the C2EX Wreath, shown below and how much progress you are making in each competency area. A fully light blue icon means a competency area is complete. Congratulations! In this case, the Advocacy icon is light blue which means that competency is complete.



A completely light blue icon means the Assessment, Learning Paths, and Tasks are complete in the Advocacy competency.

Light blue around the outside of an icon shows how far you have until a competency is complete:

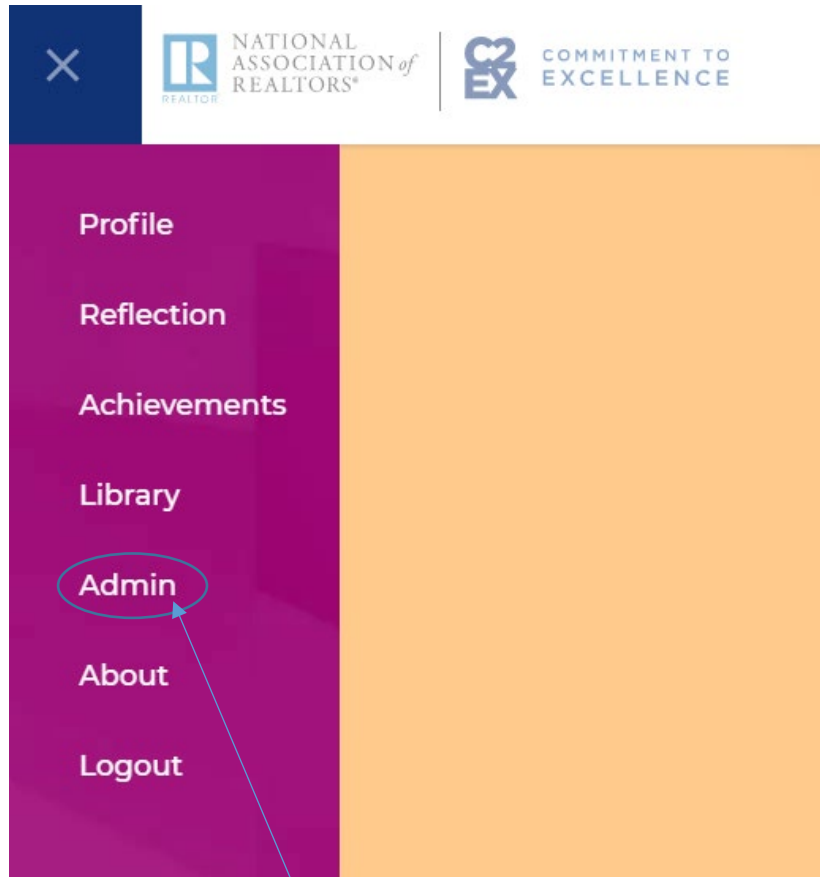


This is the Real Estate Law icon. In this example, this user has completed about one fourth of this competency. They have completed the Assessment and one Learning Path, and they need to complete one more Learning Path and all three required Tasks to complete this competency.

To access the Library and other resources, please visit the **hamburger menu** in the upper left-hand part of the screen:



There you will find more options including a Library of resources, your Profile page, a place to write Reflections on your learning, your Achievements, and the Logout button:



Please note: The **Admin button** will only appear for an office's Designated REALTOR®, or the users that they have added as managing users. For more information on this, please consult the Broker admin guide.

This completes the brief overview of the C2EX platform. Please view our “frequently asked questions” document to answer common questions about C2EX. **For more details about C2EX, please visit: [NAR.Realtor/C2EX](https://NAR.Realtor/C2EX) or send an email to our dedicated team at [C2EX@Realtors.org](mailto:C2EX@Realtors.org).**