

## APPLICATION FOR APPROVAL OF REAL ESTATE EDUCATION PROVIDER INSTRUCTOR LED COURSE

This application applies <u>only</u> to interactive education programs, including classroom or simulated classroom programs that provide significant, ongoing contact between the instructor and the participant during the learning process. All continuing education courses must be submitted to the State Real Estate Commission for approval prior to being offered.

A separate application must be completed for distance education courses.

**College and universities do not need to obtain approval** for their <u>pre-licensure courses</u>, however, in order for a licensee to receive credit for a <u>broker pre-licensure course</u> taken as continuing education, that course must receive Commission approval.

## APPLICATION CHECKLIST

- □ An application fee of \$25.00 in the form of a check or money order made payable to the "Commonwealth of Pennsylvania." *All fees are NON-REFUNDABLE regardless if a course is approved or not. A \$20.00 processing fee will be charged for any check returned unpaid by your bank, regardless of the reason.*
- Detailed course outline including time sequence If the course being taught does not use one of the Commission-developed outlines, you must submit a course content outline that includes a breakdown of time that will be spent on each topic.

| J         | <b>STATE REAL ESTATE COMMISSION</b><br>PO Box 2649<br>Harrisburg PA 17105-2649   |  | e Number 717-783-3658<br>Number: 717-787-0250<br>www.dos.pa.gov/estate |  |
|-----------|--|--|--|--|
|           | APPLICATION FOR APPROVAL OF REAL ESTATE EDUCATION PROVIDER<br>INSTRUCTOR LED COURSE  |  |  |  |
|           | Answer all questions on this application.  | All information must be type or leg blue ink.                                      | gibly printed in black or  |  |
| 1.        | Education Provider's Name:   |  |  |  |
| 2.        | Education Provider's Address:  |  |  |  |
|           | (Street)   |  |  |  |
|           | (City)   | (State)  | (Zip)  |  |
| 3.        | Education Provider's Director's Name:  |  |  |  |
| 4.        | Education Provider's Phone Number: ())   |  |  |  |
| 5.        | Education Provider's Assigned Number (RE/RU/RUC):  |  |  |  |
| <u>Co</u> | urse Information   |  |  |  |
| 6.        | Course Title:  |  |  |  |
| 7.        | Course Length: hours (2-hour minimum for any non-Commission-developed course)  |  |  |  |
| 8.        | Type of Course (mark all that apply):  |  |  |  |
|           | <ul> <li>Sales Pre-Licensure – Required</li> <li>Continuing Education – Required</li> <li>Continuing Education – Elective</li> </ul>   | <ul> <li>Broker Pre-Licensure – Rec</li> <li>Broker Pre-Licensure – Oth</li> </ul> |  |  |
|           | IF for Continuing Education – Elective, has this course been approved for this provider before?  |  |  |  |
|           | Yes – Previously Issued Approval Numb<br>No  | er is:   |  |  |
| 9.        | <ul> <li>Education Provider's Certification: <ol> <li>I certify that:</li> <li>✓ This course is in compliance with Section 35.358 of the Commission's Regulations concerning administration of curriculum and, if a continuing education course, it also is in compliance with Section 35.384 of the Commission's Regulations concerning qualifying courses.</li> <li>✓ A transcript will be provided to students for all pre-licensure courses.</li> <li>✓ A continuing education transcript will be provided to the student upon reguest.</li> </ol> </li> </ul> |  |  |  |

- This application is in the original format and has not been altered or modified in any way.
   I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S. Section 4911.