



STATE REAL ESTATE COMMISSION
PO Box 2649
Harrisburg PA 17105-2649

Phone Number: 1-833-367-2762
Fax Number: 717-787-0250
www.dos.pa.gov/estate

APPLICATION FOR APPROVAL OF REAL ESTATE EDUCATION PROVIDER INSTRUCTOR LED COURSE

This application applies only 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 pre-licensure courses, however, in order for a licensee to receive credit for a broker pre-licensure course 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.

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Answer all questions on this application. All information must be type or legibly printed in black or blue ink.

- ## Course Information

- IF for Continuing Education – Elective,** has this course been approved for this provider before?

- ☐ Yes – Previously Issued Approval Number is: _____
- ☐ No

- I certify that:

- ✓ 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.
- ✓ A transcript will be provided to students for all pre-licensure courses.
- ✓ A continuing education transcript will be provided to the student upon request.
- ✓ 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.

(Date)