

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

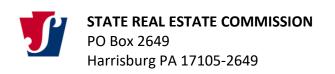
This application applies <u>only</u> to interactive education programs, including classroom or simulated classroom programs that provide significant, ongoing contact between the instructor and the participant during the learning process. **All continuing education courses must be submitted to the State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



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

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):
Coı	urse Information
6.	Course Title:
	Course Length: hours (2-hour minimum for any non-Commission-developed course)
8.	Type of Course (mark all that apply):
	☐ Sales Pre-Licensure – Required ☐ Broker Pre-Licensure – Required ☐ Broker Pre-Licensure – Other/Elective ☐ Continuing Education – Elective
	IF for Continuing Education – Elective, has this course been approved for this provider before?
	☐ Yes - Previously Issued Approval Number is: ☐ No
9.	Education Provider's Certification: 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.