



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

Phone Number 717-783-3658  
Fax Number: 717-787-0250  
[www.dos.pa.gov/estate](http://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.

