

STATE OF OKLAHOMA

Application for Approval of Continuing Education Offerings

Oklahoma Real Estate Commission

Denver N. Davison Bldg.

1915 N. Stiles Ave, Suite 200

Oklahoma City, Oklahoma 73105-4919

(405) 521-3387 Toll Free (866) 521-3389

Fax (405) 522-8564

Course Title: \_\_\_\_\_ Original Application \_\_\_\_\_ or Renewal \_\_\_\_\_

Please Indicate the Type of Course and Number of Hours to be Offered: Classroom: Distance: Both:

Sponsor or Name of the Organization Offering the Course:

Complete Mailing Address:

City: State: Zip:

Phone Number: Fax Number: E-Mail Address:

Owner of Sponsoring Organization:

Name of School Director:

Phone Number: School Director's Phone Number:

Name of Instructor:

Name of Instructor:

**Fees for approval of each submission of one (1) to thirty-six (36) hours of continuing education courses are \$70.00. All fees must be submitted for a course(s) to be considered for approval.**

**YOUR REQUEST WILL NOT BE CONSIDERED WITHOUT THE FOLLOWING ITEMS: ALL INFORMATION MUST BE TYPED**

- A comprehensive, timed outline for the course to include the overall structure and administration of the proposed course.
- A complete list of all lessons, modules and learning objectives for each offering. **(DO NOT SEND POWERPOINTS).**
- Complete description of any hardware, software or other technology that will be used by the provider and needed by the students to effectively accomplish the offering.
- Description of how the schools is assuring and documenting that the student has engaged in the activities required by the course.
- Description of how it is assured the student receiving credit for the offering is the one enrolled.
- If distance learning-test questions with answers marked on the question page.
- Resume and application for each instructor teaching the course who is not currently approved for the subject category.

Course offerings must be sufficient in scope and content to justify the hours requested for approval. Rule 605:10-5-3. (j)(7).

As the director responsible for the quality of this course, I understand that upon approval of the submitted course our school will be expected to protect and promote the purposes, goals and objectives as stated in the Oklahoma Real Estate License Code and Rules. I certify that the above titled course(s) will be offered in compliance with the Commission Rules relating to procedures, attendance credits, reporting credits, record keeping, instructor qualifications, advertising, recruiting, and facilities.

Director's Signature:

Date: