



### CONTINUING EDUCATION COURSE APPLICATION

The fee for each submission of one (1) to thirty-six (36) hours of continuing education courses is \$70.00. All fees must be submitted for a course(s) to be considered for approval. Although you can submit multiple courses for approval under one fee, each course must have a separate application submitted. This application is for use when requesting approval of a live class.

#### I. PERSONAL INFORMATION

NAME OF SCHOOL/PROVIDER: \_\_\_\_\_ School Number: \_\_\_\_\_

DIRECTOR OF THE SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

WEB PAGE ADDRESS: \_\_\_\_\_

Who is the direct contact if the OREC auditor has a question regarding this course? \_\_\_\_\_

#### II. COURSE INFORMATION

Continuing Education Course Title: \_\_\_\_\_

Total Hours of the Course: \_\_\_\_\_ If this course has been previously approved, what was the previous course code? \_\_\_\_\_

Please describe how this course will protect the public interest. \_\_\_\_\_

\_\_\_\_\_

Please describe the learning objective for this course. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are the technical requirements for students to complete this course? \_\_\_\_\_

\_\_\_\_\_

Describe any other strategies that promote interaction in this course (student-student, student-instructor, etc.).

\_\_\_\_\_

\_\_\_\_\_

How is it assured the student receiving credit for the offering is the one enrolled?

\_\_\_\_\_

\_\_\_\_\_

You must submit a comprehensive, timed outline of the course, to include the overall structure and administration of such course, and a complete list of all lessons and modules. (DO NOT SEND POWERPOINTS).

**III. INSTRUCTOR INFORMATION**

You must submit a completed application for each instructor who will be involved in the delivery of the course, or list the currently approved instructor(s) and their instructor number(s).

Name of Approved Instructor \_\_\_\_\_  
Instructor Number \_\_\_\_\_

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**IV. ACKNOWLEDGEMENT OF RESPONSIBILITIES**

**All courses are subject to review, per Rule 605:10-5-1 (i)(4) Commission authorized to audit and inspect records.** A duly authorized designee of the Commission may audit any offering and/or inspect the records of the entity at any time during its presentation or during reasonable office hours or the entity may be required to provide the records to the Commission.

Falsification of records, failure to comply with the OREC Code and Rules, or any other improper conduct or activity of the school, director or instructor may result in disciplinary action, and course approval withdrawn, as outlined in Rule 605:10-5-1(k).

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, and facilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_