

OKLAHOMA REAL ESTATE COMMISSION

Application for Approval of Continuing Education Offerings

Fees \$35.00 for 36 hrs (2 hrs to 36 hrs = \$35.00); (37hrs to 72 hrs = \$70.00) etc.

ORIGINAL _____ APPLICATION RENEWAL _____ APPLICATION

1. Course Title: _____
(Attached a separate sheet for multiple course offerings)

2. Number of classroom hours to be offered: _____ Classroom _____ Distance Learning _____

3. Sponsor: Organization Name: _____

Street Address: _____

City, State & Zip: _____

Phone Number: (____) _____ Fax Number: (____) _____

E-Mail: _____

4. Owner of sponsoring organization: _____

5. Number of years owner has offered real estate related courses: _____

6. Name of Instructor(s): _____

7. Availability of Instructor for Student Contact: _____

8. Date Initial Offering will be made: _____

9. Required Attachments:

- A. Description of overall structure, functioning and administration of the proposed course.
- B. A complete list of all lessons, modules and learning objectives for each offering.
- C. Complete description of any hardware, software or other technology to be used by the provider and needed by the student to effectively accomplish the offering.
- D. Description of how measurement, documentation and recordation that the student has engaged in the activities required by the course.
- E. Description of how it is assured the student receiving credit for the offering is the one enrolled.
- F. Resume for each instructor being used who has not been previously approved.

As the coordinator/director responsible for the quality of this course, I understand that upon approval of the program as a continuing education offering, 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 and record keeping, instructor qualifications, advertising and recruiting, and facilities. I have attached the materials and information as required on the attached sheet. **I understand that all materials submitted to the Commission office are subject to the Open Records Act.**

Signature of Applicant

Date