

**Rules Relating to Continuing Education Course Offerings
Requirements and Procedures
As of July 1, 2007**

1. \$70.00 fee for each course or group of courses not exceeding 36 hours.
2. A Continuing Education Instructor Application with proper fees.
 - (a) Resume
 - (b) Evidence of Citizenship or Qualified Alien Status
 - (c) \$ 10.00
3. A detailed course outline for each subject including:
 - (a) Course objectives
 - (b) Time sequence
 - (c) Instructor for each segment
 - (d) Teaching technique for each segment.
4. A copy of or description of all materials to be distributed to participants (not required if Commission materials are used, however you must indicate which materials will be used.)
5. Statement describing course evaluation method.
6. Monitoring procedure statement.
7. Copy of advertising and promotional materials, including tuition/registration fees and cancellation/refund policy.
8. Additional Facility Information
 1. Facilities shall be sufficient to properly present a course:
 - a) being designed primarily for classroom purpose or being designed for multi-purpose use in the case of meeting halls and convention facility;
 - b) containing proper seating and writing surfaces;
 - c) being properly lighted;
 - d) being properly ventilated;
 - e) being free of pedestrian traffic;
 - f) being free of sound and visual disturbances; and
 - g) containing a minimum of fifteen (15) square feet per person

2. The facility must be open to the public unless the course offering has been approved for restricted attendance.
3. The facility may not contain associated or broker recruiting materials.
4. The inside area must be free of reference to individual real estate firms, groups of firms or franchises.

NOTE: The application will not be approved, if one or more of the required attachments are not included with the application. If you have any questions, please contact Connie King in the Education & Licensing Department.