Oklahoma Real Estate Commission
1915 N. Stiles Ave., Suite 200
Oklahoma City, Oklahoma 73105-4919
www.orec.ok.gov

DISTANCE 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 seeking approval to be offered as distance education must have a separate distance course application submitted.

I. PERSONAL INFORMATION

NAME OF SCHOOL/PROVIDER: _____ School Number: _____

DIRECTOR OF THE SCHOOL: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

WEB PAGE ADDRESS: _____

II. COURSE INFORMATION

Continuing Education Course Title: _____

Total Hours of the Course: _____

Please describe how this course will protect the public interest. _____
_____
_____

Please describe the learning objectives for each hour of the course. _____
_____
_____
_____
_____

What is the justification of the time allotment for this course? _____
_____
_____

How have you determined by means of an objective study that the stated course hours are consistent with actual hours required to complete the course? How much time is spent reading, reviewing materials, in class, taking assessments, etc.?
_____
_____
_____
_____

What is the course completion criterion? _____
_____
_____
_____

What is in place to ensure academic Integrity? _____
_____
_____

III. DELIVERY METHOD

Please indicate how the course is to be delivered. On-Line/Webinar/TV/CD/Other _____

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

What method does the school use to determine that the technical process used to deliver this course is operating correctly?
_____
_____
_____

How is remediation achieved?_____
_____
_____
_____

Explain how interactivity will be promoted between the instructor and the student in this course.
_____
_____
_____

How is student progress monitored and evaluated? _____
_____
_____

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

IV. INSTRUCTOR INFORMATION

Name of Approved Instructor(s): _____
_____

You must submit a completed application for each instructor that will be involved in the delivery of the course, or list the currently approved instructors and their instructor number. Who is the Instructor of record for this course?
_____

What are the instructor qualifications for this course? _____
_____
_____
_____
_____

Has the instructor(s) completed this course by using the designated delivery method: ____Yes ____ No

Explain how the instructor(s) will be available to convey course information and answer inquiries from students:
_____
_____
_____

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

What is the maximum number of students that will be assigned to an instructor of this course at any one time? _____

V. Other Information

How is student identification verified? What method does the provider have in place to verify and document student identity for enrollment, course participation and course completion?

_____
_____
_____

What is the specific description of student orientation to the course?

_____
_____

What is in place for assessment of the course by the student upon completion?

_____
_____
_____
_____

NOTE: You must submit a detailed outline of the course along with the final test with the answers clearly marked.

You must submit the entire course to the OREC on a flash drive, CD, or allow access to the course on-line to the authorized Commission representative. 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).

VI. ACKNOWLEDGEMENT OF RESPONSIBILITIES

I hereby certify that all information supplied herein and on all attachments are true and accurate to the best of my knowledge. By my signature below, I certify that this distance learning course will be administered and updated accordingly.

Signature: _____ Date: _____