

**Rules Relating to Pre-License (Basic & Broker) and Post Licensing
Requirements and Procedures
as of July 1, 2001**

Approval Procedures

1. Courses must be approved prior to offering.
2. \$125.00 application fee per course.
3. All data required on the application form must be supplied to the Commission.
4. When there is any change in a offering the Commission shall be notified and change must be approved.
5. See 605:10-5-3. Standards for Commission Approved Real Estate Courses.

Attendance Credits

1. Course credit shall be given for actual physical attendance only. Further, an approved instructor must be present in the same room during all course instructions for students to receive credit toward course completion. If an instructor is presenting a Commission approved course offering which is delivered to the licensee by way of television, the Commission may require that each delivering entity have a monitor in lieu of a Commission approved instructor.
2. Attendance credit shall be awarded for time exclusive to review and/or examination.
3. Guest instructors can be utilized (see Rule 605:10-5-1.(h)).

Reporting and Record Keeping

1. Course cancellation notice in the event a course offering does not take place, the instructor/entity must, within five (5) days of cancellation, put the Commission on notice of such cancellation.
2. An Approved or prescribed completion certificate shall be furnished each person successfully completing a course offering.
3. The instructor/entity presenting the course shall maintain a copy of attendance records.
4. An authorized Commission representative may inspect records at any time during a course presentation or during reasonable office hours.

Instructor Qualifications (Basic and Broker)

Pre-license Courses must be conducted by an approved instructor. Refer to Rule 605:10-5-1(e)

Rule 605:10-5-1 (f): Final approval will be considered after the instructor applicant has successfully

completed a Commission administered broker course content examination with a passing grade of 80% or more.

Instructor Qualifications (Post Course ONLY)

Post Licensing Courses must be conducted by an approved instructor. Refer to Rule 605:10-5-1.1(e)

Instructor Renewal Requirements (Basic & Broker)

In order to maintain approval status, an instructor must:

1. Attend a Commission directed Instructor Renewal Courses every twelve (12) months; and
2. Furnish evidence that he has taught a Commission approved pre-license or post-license course, or any real estate related course the Commission determines to be equivalent, within a required thirty-six (36) months period.

Advertising and Recruiting

1. No person or entity sponsoring or conducting a course of study shall advertise that it is endorsed, recommended or accredited by the Commission. Such person or entity may indicate that a course of study has been approved by the Commission.

Facility Requirements (Basic & Broker)

1. The application form and seventy-five Dollars (\$75.00) fee. (per facility)
2. Pictures of the classroom, entrances and exits.
3. Facilities shall be sufficient to properly present a course:
 - a) being designed primarily for classroom purposes 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.

orec -ck 3/12/2002