
OKLAHOMA REAL ESTATE COMMISSION

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Rules Relating to Continuing Education Course Offerings

Requirements and Procedures

November 1, 2013

ALL OF THE FEES AND INFORMATION LISTED BELOW MUST BE SUBMITTED FOR APPLICATIONS TO BE PROCESSED

1. The required fee of \$70.00 for each course or group of courses that does not exceed 36 hours.
2. A continuing education instructor application for an instructor not currently approved for the subject matter, which includes;
 - (a) A resume
 - (b) A fee of \$ 10.00
3. A detailed course outline for each course that includes the following information.
 - (a) A detailed course objective
 - (b) The number of hours for the course(s)
 - (c) Instructor for each course
 - (d) A statement describing the course evaluation method
 - (e) A statement describing how the school is going to monitor the involvement of participants
 - (f) The delivery method of the course (in-class, distance or both)
 - (g) Complete description of any hardware, software or other technology to be used by the provider and needed by the students to effectively accomplish the offering.

Additional Facility Information

The offering entity shall ensure that all classroom facilities have adequate lighting, seating space and technology to meet the needs of the student. The classroom area shall be free of distractions and noise. The facility is prohibited from using recruiting materials. 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.