



Real Estate Classroom Continuing Education Application

Application Fee:

- If submitting 45 days or more prior to initial course offering date - \$50 application fee
• If submitted 44 days or less prior to the course offering date, a penalty of \$2 per attendee, per credit hour will be incurred.
• Fees submitted with this application are NON-REFUNDABLE.
• To register offering dates in addition to the initial offering list on this application, please complete the Additional Offering Application.

Information To Be Attached To This Application

- Timed & Detailed Outline/Syllabus of Course
Sample of Attendance Certificate
Sample of Proposed Advertisement (if any)
Course Materials or Presentation (if available, this may be submitted on a CD or USB flash drive)
Real Estate Instructor Certification Form completed by each instructor

Course Provider Information

Form fields for Course Provider Information including Provider File Number, Business Name, Mailing Address, City, State, ZIP Code, Administrator Name, Email Address, Phone Number, and Fax Number.

Course Information

Form fields for Course Information including Course Title, Requested Hours, Initial Date, End Date, Start Time, End Time, Course Location Name, Address, City, State, ZIP Code, and Type Of Training.

Attendee Fees\* section with fields for Fee charged to members and Fee charged to all others.

\*O.A.C. 1301:5-7-03(K): A provider may offer its members a reasonable reduction in the fees it charges for a course provided that the reduction does not exceed the following: (1) For a course costing non-members twenty dollars or less, a reduction of up to one hundred per cent; and (2) For a course costing non-members over twenty dollars, a reduction of not more than fifty per cent.

**Student Course Materials Required**Textbook (if any)  
Title

Author

Materials (if any)

**Instructor Information (all instructors must complete the Real Estate Instructor Certification Form)**

First Name

Middle Initial

Last Name

**Attendance And Record Keeping Policies**

Attendance Verification Method

 Sign-in/out sheet   
  Monitor   
  Registration   
  Other:

Name of Individual Verifying Attendance

Are records located at the course provider address listed on page 1?

 YES   
  NO (if no, indicate location address):

Name of Record Keeper

**Affirmation**

The applicant hereby acknowledges that the following requirements will be complied with:

- The course title, instructor(s), date(s) and location(s) stated on this application and its attachments will be the only ones approved.
- The Division of Real Estate will be notified, on the prescribed form, at least three days in advance of all course changes including location(s), time(s), instructor(s) and course content with the appropriate application fee.
- Dates for additional offerings of this course will be submitted to the Ohio Division of Real Estate on the prescribed form, with the appropriate application fee.
- Each participant who meets the 90 percent attendance requirement will be issued a proof of completion attendance certificate after successful course completion, which includes the correct certification number for that course.
- Each provider is required to maintain complete and accurate records of the course and attendees for **SIX** years, including the following:
  - Name of course, instructor(s), description of the course, approved clock hours and the date and location(s) the course was offered.
  - Certification number assigned by the Superintendent of the Division of Real Estate.
  - Name, address and signature of person who will verify the attendance of each person enrolled.
  - Name, address and clock hours when each licensee was in attendance.
  - Verification that each licensee receiving credit for the course was physically present 90 percent of the class time.
- A list of attendees who successfully completed the class will be submitted to the Division using the Online Roster Entry within 10 days of completion of each course offering.

In signing this application, applicant hereby consents to the inspection or monitoring of this course(s) by authorized representatives of the Ohio Division of Real Estate and agrees to adhere to all rules and regulations that are described in the Ohio Administrative Code. For a full set of rules and regulations regarding continuing education approval, please visit <http://codes.ohio.gov/oac/1301%3A5-7>.

I certify under penalty of law that all statements contained herein are true and that nothing has been withheld which would influence a complete evaluation of this offering. I understand that any false statement on this form or in any attached materials may subject me to criminal prosecution and the loss of course approval, if granted.

\_\_\_\_\_  
Administrator Signature\_\_\_\_\_  
Date