

Real Estate Non-Elective CE Course Application Checklist

Provider Name: _____ Provider License #: _____

All Delivery Methods

- Course Application
 - Correct payment included
 - Provider information accurate and complete
 - Course identified (one course per application)
 - Legal Update I Legal Update II Broker Responsibility
 - Delivery method identified
 - Name printed, signed and dated by an authorized representative of the provider

- Acceptable demonstration of a method to engage students in interactive discussions and activities
 - *Distance Learning Certification satisfies this requirement
 - Minimum of 4 modules to engage students in interactive discussions or activities
 - Examples include, but are not limited to the following:
 - Discussion forums or threads where the student can engage other students or a qualified instructor in real time, or have the ability to read posts of previous students
 - Scenario-based learning exercises
 - Required responses to case studies or discussion questions

- Exam
 - Included in course instruction time
 - Completed independently within 30 minutes
 - Correct answers are reviewed

Additional requirements for Distance Education courses

- Instructions to access course

- Distance Learning Certification, if applicable

- Acceptable method of ensuring that the student spends the required number of hours completing the course
 - *Distance Learning Certification satisfies this requirement

- Acceptable method available for student to interact with a qualified instructor
 - *Distance Learning Certification satisfies this requirement

- Acceptable method of ensuring that the student who registered for the course is the student taking the course
 - *If security questions are used, need 1 question before, 2 during, 1 at the end of the course
 - Answers to security questions for reviewer

- Log student out of course or stop course timer after 10 minutes of inactivity