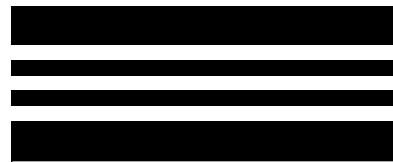




Real Estate Continuing Education Course Approval Application



Apply for approval of a real estate course. Only an approved real estate provider/course developer can offer courses for clock hour credit.

Upload your completed and signed application with all requested documentation as one inclusive .pdf file to your school folder in Box.com. Allow 45 days for processing.



Also include:

- Course description
- Course curriculum and/or syllabus
- Course outline with learning objectives and hourly breakdown (make sure to highlight the core curriculum in your outline, if applicable)
- Any text, handouts, and other instructional materials
- Final examination and answer key (if 30 clock hours or more)
- Completed distance education delivery method approval application, if applicable
- ARELLO certificate, if applicable

Indicate date of presentation if this is a seminar, symposium, or conference.

Date _____

Apply online: <https://professions.dol.wa.gov>

Or mail a copy of the first page of this form and a check or money order (payable to the Department of Licensing) to:

**Real Estate
Department of Licensing
PO Box 3917
Seattle, WA 98124-3917**

For questions or language help call: (360) 664-6505

Fees

Core course application—**\$7.60 per clock hour, \$76 non-refundable fee minimum**
Non-core course application—**\$15.20 per clock hour, \$152 non-refundable fee minimum**

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If you want us to print and mail your license add a \$5 print fee for each copy to your payment.
\$0 self-print license online.
\$5 each. DOL print and mail license. Quantity _____ Total \$ _____

Delivery medium

Live lecture
Distance education—Delivery method _____
attach Real Estate Distance Education Delivery Method Application (form BPD-600-002B) unless the course has been certified by ARELLO for your school

Does this course include the current prescribed core curriculum? Yes No

Provider information

Name of provider		School ID number (if applicable)	
Mailing address (Street, PO box, Suite number)			
City		State	ZIP code
10-digit phone number	Website	Email (required)	
Contact person		10-digit phone number (if different)	

Outline of course presentation

Please highlight where the core curriculum elements are met in the course, if applicable

Learning unit title	Learning objective	Teaching techniques utilized in each learning unit	Estimated time to complete each learning unit

Total clock hours _____

Check the appropriate topic areas of this course

- | | |
|---|--|
| Principles/Essentials | Legal aspects |
| Taxation | Appraisal |
| Evaluating real estate and business opportunities | Property management and leasing |
| Construction and land development | Ethics and standards of practice |
| Real estate closing practices | Washington Real Estate Fair Housing (6hr) |
| Finance | Washington Real Estate Fair Housing (3hr) |
| Commercial | Current trends and issues |
| Instructor development | Hazardous waste and other environmental issues |
| Consumer protection | Real estate sales and marketing |
| Cross cultural communication | Use of computers and/or other technologies as applied to the practice of real estate |
| Advanced management practices | |

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

TYPE or PRINT Name

Date and place

X

School administrator's signature