Real Estate Continuing Education Course Approval Application

WASHINGTON STATE DEPARTMENT OF LICENSING

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

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

> **Indicate date of presentation if this is a seminar, symposium, or conference.**
>
> **Date** _____

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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☐ $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)*

Military? *(check if applicable)*
Current or former: ☐ Military member   ☐ Military spouse or domestic partner

Contact person	10-digit phone number *(if different)*

continued on next page

Course information

Course title as it will appear in the course catalog	Is this course ARELLO certified? ☐ Yes ☐ No *(If Yes, attach ARELLO certificate)*	
Number of clock hours requested *(50 minutes equals one clock hour -- minimum of 3 clock hours)*	Exam and key attached? *(Required for 30 or more clock hour courses)* ☐ Yes ☐ No	Number of questions *(Minimum of 3 questions per clock hour)*
Description of instructional materials *(text, charts, examples of forms, handouts, pamphlets, booklets, etc.)*		
Specify the course learning objectives for each learning unit and describe how the learning objectives cover the subject matter *(see page 3)*		

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
☐ Taxation
☐ Evaluating real estate and business opportunities
☐ Construction and land development
☐ Real estate closing practices
☐ Finance
☐ Commercial
☐ Instructor development
☐ Consumer protection
☐ Cross cultural communication

☐ Advanced management practices
☐ Legal aspects
☐ Appraisal
☐ Property management and leasing
☐ Ethics and standards of practice
☐ Washington Real Estate Fair Housing (6hr)
☐ Washington Real Estate Fair Housing (3hr)
☐ Current trends and issues
☐ Hazardous waste and other environmental issues
☐ Real estate sales and marketing
☐ Use of computers and/or other technologies as applied to the practice of real estate

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

_____
TYPE or PRINT Name

X

_____   _____
Date and place   School administrator's signature

WAC 308-124H-820