



Real Estate Prelicensing or Post Licensing Course Approval Application

Apply for approval to offer a prelicensing or post licensing real estate course. Upload your completed and signed application with all requested documentation as one inclusive PDF file to your school folder in [Box.com](https://box.com). Allow 45 days for processing.

Applications must include:

- Course outline with hourly breakdown and learning objectives
- Final exam with an answer key for review and approval (minimum three questions per clock hour)
- Any texts, handouts, and other instructional materials

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

Or mail a copy of this form and a check or money order for the **\$456 non-refundable fee** (payable to the Department of Licensing) to:

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

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

Application type (select one)

Fundamentals	Business management	Law
Practices	Brokerage management	Advanced law Advanced practices

Delivery medium

Live lecture

Distance education—delivery method _____

attach [Real Estate Distance Education Delivery Method Application](#) (BPD-600-002B) unless the course has been certified by ARELLO for your school

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

Provider information

Name of provider		School ID number (if applicable)	
Address (Street, PO Box, Suite number)			
City		State	ZIP code
10-digit phone number	UBI/UBI Business ID/UBI Location (16 digits)	Email	
Contact person		10-digit phone number (if different)	
Description of instructional materials			
Answer the following			
1. Will you adhere strictly to the Real Estate Fundamentals, Real Estate Practices, Advanced Practices, Real Estate Law, Advanced Law, Business Management, or Brokerage Management curriculum dictated and provided by Washington State? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. Will you provide a copy of the curriculum and a course evaluation sheet to all students? . . <input type="checkbox"/> Yes <input type="checkbox"/> No			

Provider information *(continued)***Outline of course presentation**

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

Total clock hours _____

Certification

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 signature