



REAL ESTATE

DISTANCE EDUCATION COURSE APPLICATION

1. *This form is interactive. You may, before printing, type your responses directly onto the form. Otherwise this form must be typewritten with **black ink only**. This is for your protection as all course applications are imaged.*
2. For each course, the initial application fee is \$200.00. This fee is nonrefundable. Make check or money order payable to the Ohio Division of Real Estate. Cash will not be accepted.
3. **NOTE:** The distance education course application form and fee must be submitted to the Division of Real Estate *forty-five days prior to the proposed initial date of the offering*. **Submit applications to: The Division of Real Estate and Professional Licensing, Attn: Distance Education Section, 77 S. High St., 20th Floor, Columbus, OH 43215-6133.**
4. The Ohio Real Estate Commission will approve a distance education course for continuing education credit, based upon a satisfactory review of the following criteria:
 - a. The application and accompanying materials;
 - b. The course is designed such that students actively participate in the instructional process, by utilizing techniques that require substantial student interaction with the instructor, other students, or a computer program. The course design must not permit students to sit passively and observe instruction or read instructional materials;
 - c. The course, when taken without interruption, consists of no more than six hours of distance education;
 - d. The sponsor provides the students with an orientation or information package which contains all necessary information about the course subject matter and learning objective; procedures and requirements for satisfactory course completion, special requirements with regard to computer hardware and software or other equipment, and the availability of instructor or technical support;
 - e. The sponsor provides appropriate instructor and technical support to enable students to satisfactorily complete the course;
 - f. The sponsor utilizes procedures that provide reasonable assurance of student identity and that the student receiving the continuing education credit actually performed all of the work required to complete the course;
 - g. The course is designed to meet elective continuing education course requirements, the subject areas of which are specified below;
 - i. Legislative issues that influence real estate practice;
 - ii. Advanced real estate financing, including mortgages and other financing techniques;
 - iii. Market measurement and evaluation, including site evaluations, market data, and feasibility studies;
 - iv. Property management, including leasing agreements, accounting procedures, and management contracts;
 - v. Land use planning and zoning;
 - vi. Real estate securities and syndication;
 - vii. Accounting and taxation as applied to real property;
 - viii. Land development;
 - ix. Advanced real estate appraising;
 - x. Real estate marketing procedures related specifically to actual real estate knowledge;
 - xi. Timeshares, condominiums and cooperatives;
 - xii. Brokerage office management;
 - xiii. Use of calculators, computers or technology as applied to the practice of real estate.
5. The superintendent may deny application for distance education course approval or withdraw a previously approved course. [Ohio Adm. Code 1301:5-7-03(C)(3)-(6)]
6. Credit for a distance education course will only be granted for the calendar year in which the course was approved.
7. A course may be renewed for the succeeding year if all required materials are filed. [Ohio Adm. Code 1301:5-7-04(G)] Failure to renew a course will result in its automatic withdrawal.

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- **Incomplete applications or applications which are filled out improperly will be returned for correction.**
- The course named in this application will be the only course registered.
- Supplemental materials must be indexed in the same manner as referenced in this application.

FOR DIVISION USE ONLY	
CERTIFICATION NUMBER	
FEE NUMBER	FEE AMOUNT

SECTION I: Course Provider			
NAME OF COURSE PROVIDER <i>(entity offering course)</i>		PROVIDER PHONE () ()	PROVIDER FAX () ()
PROVIDER ADDRESS	CITY	STATE	ZIP CODE + 4
NAME OF OWNER <i>(if entity is privately owned)</i>			
OWNER ADDRESS	CITY	STATE	ZIP CODE + 4
CONTACT PERSON <i>(person signing this application)</i>	TITLE	EMAIL ADDRESS	CONTACT PHONE () ()
CONTACT PERSON ADDRESS	CITY	STATE	ZIP CODE + 4

SECTION II: Summary of Course Offering [1301:5-7-04(C)(3)]		TYPE OF COURSE
(a) COURSE TITLE (please limit to 34 characters)	(b) INITIAL DATE OF OFFERING (i.e. 04/01/2002)	COMPUTER BASED SATELLITE VIDEO OTHER (describe) _____
(c) IS THERE A PREREQUISITE FOR PARTICIPATION? NO YES (if yes, attach explanation)	(d) DURATION OF OFFERING (i.e. 04/01/2002 – 05/30/2002)	

CHECK EACH ITEM TO ENSURE IT IS INCLUDED WITH YOUR APPLICATION.

- (e) ATTACH A COPY OF THE ATTENDANCE CERTIFICATE, AND A DESCRIPTION OF THE METHODS UTILIZED TO PROVIDE REASONABLE ASSURANCE OF THE STUDENT'S IDENTITY.
- (f) ATTACH A DESCRIPTION OF THE METHODS OF RECORD MAINTENANCE.
- (g) ATTACH COPIES OF ORIENTATION MATERIALS [OHIO ADM. CODE 1301:5-7-04(D)(4)].
- (h) ATTACH A SAMPLE OF ANY PROPOSED ADVERTISING.
- (i) ATTACH A SUMMARY OF THE COURSE DESIGN, INCLUDING METHODS UTILIZED TO ASSURE ACTIVE STUDENT PARTICIPATION, A DETAILED COURSE OUTLINE OF TOPICS COVERED, A TIME SEQUENCE FOR THE HOURS REQUESTED, AND AN ESTIMATION OF LENGTH OF TIME IT SHOULD TAKE A STUDENT TO COMPLETE THE COURSE.
- (j) ATTACH A LIST OF ANY FEES ASSESSED TO STUDENTS FOR PARTICIPATION IN THE COURSE OFFERING.
- (k) SPECIFY THE TIME REQUIRED TO COMPLETE THE COURSE, WITHOUT INTERRUPTION. **(Cannot exceed six hours.)**
Number of Course Hours _____
- (l) ATTACH A COMPLETE COPY OF THE COURSE IN THE MEDIUM THAT IS TO BE UTILIZED.

NOTE: CHANGES IN COURSE CONTENT MUST BE APPROVED 10 DAYS PRIOR TO THE OFFERING DATE. FAILURE TO NOTIFY THE DIVISION COULD RESULT IN TERMINATION OF CERTIFICATION OF THE COURSE.

SECTION III: Instructor Qualifications

Instructors must meet at least one of the following qualifications:

- A. Possession of a bachelor's degree in a field related to that in which the person is to teach, from a school listed as an institution of higher learning by the U.S. Department of Education or from a comparable school in a foreign country;
- B. Possession of a valid teaching credential or certificate from Ohio or another state authorizing the holder to teach in that field of instruction in which the person is to teach;
- C. Five years full-time experience in a profession, trade, or technical occupation in the applicable field;
- D. Any combination that results in a minimum of five years of full-time experience relevant to the applicable field.

All instructors must be approved by the Ohio Division of Real Estate and Professional Licensing.

FULL NAME OF INSTRUCTOR	INDICATE BY LETTER(S) FROM ABOVE HOW THE INSTRUCTOR IS QUALIFIED				IS THE INSTRUCTOR APPROVED FOR OTHER REAL ESTATE C.E. COURSES?	
	A	B	C	D	NO	YES
	A	B	C	D	NO	YES
	A	B	C	D	NO	YES
	A	B	C	D	NO	YES

1301-5-7-03(B)(3)(b)

EACH OFFERING ENTITY MUST MAINTAIN FOR FIVE YEARS A RECORD OF ATTENDANCE OF EACH PERSON ATTENDING AN OFFERING. RECORDS SHOULD REFLECT THE FOLLOWING:

1. Certification number of the course;
2. Name and business address of attendee;
3. Course title and description;
4. Clock hours of participation;
5. Dates of the offering;
6. Name, address and signature of the verifier of participation in the employ of the entity;

1301-5-7-03(B)(3)(c)(ii)

A WRITTEN LIST OF PARTICIPANTS BY COURSE TITLE AND DATES MUST BE SUPPLIED TO THE DIVISION WITHIN 15 DAYS OF COMPLETION OF EACH COURSE. THIS LIST MUST INCLUDE LICENSEE'S NAME, FILE NUMBER, AND ADDRESS.

SECTION IV: Criteria & Certification [1301:5-7-04(D)]

THE APPLICANT MUST CERTIFY EACH STATEMENT BELOW, BY INITIALING WHERE INDICATED.

- ____The course is designed to assure that students actively participate in the instructional process while completing the course by utilizing techniques that require substantial student interaction with the instructor, other students or a computer program.
- ____The course sponsor provides appropriate instructor and technical support to enable students to satisfactorily complete the course.
- ____The sponsor utilizes procedures that provide reasonable assurance of student identity and that the student receiving the continuing education credit for completing the course actually performed all of the work required to complete the course.
- ____The courses are designed to meet general real estate continuing education elective requirements.

NAME OF PERSON(S) AUTHORIZED TO ACT FOR THE OFFERING ENTITY: *(List those individuals authorized to make changes in the course offering. This list must include the person signing the application.)*

CERTIFICATION

I affirm that the information provided within, and attached hereto, this application is complete and accurate, and that nothing has been withheld that would influence a complete evaluation of this offering.

OFFERING ENTITY (PROVIDER NAME) _____

SIGNATURE OF APPLICANT (officer, member, or partner authorized to bind company) _____

NAME OF APPLICANT (Typed or printed) _____

TITLE OF APPLICANT _____

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2_____.

(NOTARY SEAL)

SIGNATURE OF NOTARY

EXPIRATION DATE