Ohio | Department of Commerce

Division of Real Estate & Professional Licensing

Real Estate Classroom Continuing Education Amendment

Application Fee:

If submitting **three days or more** prior to the course offering date - **$10 application fee**

- If submitted two days or less prior to the course offering date, a penalty of $2 per licensed attendee, per approved hour will be incurred. A notice will be sent, via regular mail, after the course offering date.
- Please make check or money order payable to: **OHIO DIVISION OF REAL ESTATE**
- Please provide an instructor certification form and attach a resume for any instructors that were not approved for the offerings listed below.

Course Provider Information

Provider File Number	Course Provider Business Name		
Address			
City		State	ZIP Code
Email Address		Phone Number	

Course Offering Information

Course Certification Number	Course Title

Select Applicable Box:

❑ **Change in Course Content**

- Include with this application a copy of the new course outline/syllabus **(timed and detailed)**, course description and, if applicable, course materials.

❑ **Change or New Instructor**

- Include with this application the Instructor Certification Form, completed and signed by the instructor and a resume or biography for the instructor that shows how they meet the minimum qualification to instruct the above course.

❑ **Change in Course Offering Date/Location**

- Complete the information below under Section A of this application

Section A:

Currently Approved Course Offering Information:			Updated Course Offering Information:		
Date	Time		Date	Time	
Location Name (If Applicable)			Location Name (If Applicable)		
Location Address			Location Address		
City	State	ZIP Code	City	State	ZIP Code

Affirmation

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form may subject me to criminal prosecution and the loss of course approval.

Administrator of the Course Provider	Signature of the Administrator	Date