



# Department of Commerce

Division of Real Estate & Professional Licensing

## Real Estate

## Online Continuing Education Amendment

### Application Fee: **\$10 application fee**

- 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
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Address		
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City	State	ZIP Code
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Email Address	Phone Number
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### Course Offering Information

Course Certification Number	Course Title
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### Select Applicable Box:

**Change in Course Content**

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

**Change in 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.
- Please check the applicable box below:

**Replacing existing instructor of the course listed above** (complete section A of this application)

**Adding instructor to the course listed above**

### Section A: Instructor Being Replaced

First Name	Middle Initial	Last Name
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### 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 Provider

\_\_\_\_\_  
Signature of the Administrator

\_\_\_\_\_  
Date