



Department of Commerce

Division of Real Estate & Professional Licensing

Please visit our website at www.com.ohio.gov/real

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Anne M. Petit, Superintendent

INDIVIDUAL APPLICATION FOR APPROVAL OF C. E. ELECTIVE COURSES

FEE: \$100.00 per course

Use this form to submit a course, not previously approved by the Division, for Ohio real estate continuing education credit.

- Complete a separate form for each out-of-state course you attend.
A non-refundable processing fee of \$100.00 for each out-of-state course submitted must be included with this filing.
The section of this form titled, "THIS SECTION MUST BE COMPLETED BY THE OUT-OF-STATE COURSE PROVIDER" must be completed and signed by a representative of the entity which offered the course.

The following courses DO NOT QUALIFY for continuing education credit:

- Pre-licensing and post-licensing courses;
The four required courses in Civil Rights, Core Law, Canons of Ethics and Broker Responsibilities;
Internet (online) courses
College courses
Any course not within the current reporting period
Any course completed as part of a disciplinary action ordered by any licensing entity.

Form with fields: FIRST NAME, MIDDLE NAME, LAST NAME, DATE OF BIRTH, HOME ADDRESS, CITY, STATE, ZIP CODE, BROKER NAME, BROKER PHONE, BROKER FAX, LICENSE TYPE(S) HELD AND FILE NUMBER(S), BROKER, SALESPERSON.

THIS SECTION MUST BE COMPLETED BY THE OUT-OF-STATE COURSE PROVIDER. Fields: COURSE TITLE, DATE(S) OF COURSE, HOURS, COURSE PROVIDER, PROVIDER PHONE, PROVIDER FAX, PROVIDER ADDRESS, CITY, STATE, ZIP CODE. Includes a signature line for the school administrator.

THE LICENSEE MUST COMPLETE THE FOLLOWING CERTIFICATION. I certify that all of the statements on this application and all of the attached materials are complete and accurate. Includes a signature line for the licensee.

To avoid suspension of your license, submit 60 days prior to your renewal due date.