



Department of Commerce

Division of Real Estate & Professional Licensing

Real Estate

Online Continuing Education Application

Application Fee:

If submitting **45 days or more** prior to initial course offering date -

\$200 application fee

- Please make check or money order payable to: **OHIO DIVISION OF REAL ESTATE**

Information To Be Attached To This Application

- Timed Outline/Timed Syllabus of Course (Note: The time is based on a 60 minute hour of instruction)
- Explanation of prerequisite to course (if any)
- Sample of Attendance Certificate
- Sample of Proposed Advertisement (if any)
- Course Materials or Presentation (this may be submitted on a CD or USB flash drive)
- Complete copy of course in the medium that is to be utilized (e.g. Web address w/User ID and Password)
- Real Estate Instructor Certification Form completed by each instructor

Course Provider Information

Provider File Number	Course Provider Business Name		
Mailing Address			
City		State	ZIP Code
Name of Administrator to Act for Course Provider			
Email Address		Phone Number	Fax Number

Course Information

Course Title		Requested Hours
Initial Date	Duration of Course	Prerequisite for Participation (if applicable)
Type Of Training		
<input type="checkbox"/> Computer Based <input type="checkbox"/> Satellite <input type="checkbox"/> Video <input type="checkbox"/> Other (describe):		
Credit to be Received (select one)		
<input type="checkbox"/> Elective <input type="checkbox"/> Ohio Real Estate Core Law <input type="checkbox"/> Civil Rights <input type="checkbox"/> Ohio Broker Responsibilities <input type="checkbox"/> Ohio Real Estate Canons of Ethics		

Attendance Fee*

Fee charged to members of your organization: \$

Fee charged to all others: \$

*O.A.C. 1301:5-7-03(K): A provider may offer its members a reasonable reduction in the fees it charges for a course provided that the reduction does not exceed the following:

- (1) For a course costing non-members twenty dollars or less, a reduction of up to one hundred per cent; and
- (2) For a course costing non-members over twenty dollars, a reduction of not more than fifty per cent.

Student Course Materials Required

Textbook (if any) Title	Author
Materials (if any)	

Instructor Information (all instructors must complete the Home Inspector Instructor Certification Form)

First Name	Middle Initial	Last Name
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77 South High Street
20th Floor
Columbus, Ohio 43215
REPL-19-0036

Anne M. Petit, Superintendent
An Equal Opportunity Employer and Service Provider

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com.ohio.gov/real
Updated 7/1/19

Attendance and Record Keeping Policies

Attendance/Identity Verification Method (please describe):

Are records located at the course provider address listed on page 1?

 YES NO (if no, indicate location address):

Name of Record Keeper

Affirmation**The applicant hereby acknowledges that the following requirements will be complied with:**

- **The course title, instructor(s), date(s) and location(s) stated on this application and its attachments will be the only ones approved.**
- **The Division of Real Estate will be notified, in writing, at least three days in advance of all course changes including instructor(s) and course content.**
- **Each participant who meets the 90 percent attendance requirement will be issued a proof of completion attendance certificate successful course completion, which includes the correct certification number for that course.**
- **Each provider is required to maintain complete and accurate records of the course and attendees for SIX years, including the following:**
 - **Name of course, instructor(s), description of the course, approved clock hours and the date and location(s) the course was offered.**
 - **Certification number assigned by the Superintendent of the Division of Real Estate.**
 - **Name, address and signature of person who will verify the attendance of each person enrolled.**
 - **Name, address and clock hours when each person was in attendance.**
 - **Verification that each person receiving credit for the course was physically present 90 percent of the class time.**
 - **A list of attendees who successfully completed the class will be submitted to the Division using the Online Roster Entry within 10 days of completion of each course.**

In signing this application, applicant hereby consents to the inspection or monitoring of this course(s) by authorized representatives of the Ohio Division of Real Estate and agrees to adhere to all rules and regulations that are described in the Ohio Administrative Code. For a full set of rules and regulations regarding education approval, please visit <http://codes.ohio.gov/oac/1301%3A5-7>.

I certify under penalty of law that all statements contained herein are true and that nothing has been withheld which would influence a complete evaluation of this offering. I understand that any false statement on this form or in any attached materials may subject me to criminal prosecution and the loss of course approval, if granted.

Administrator Signature_____
Date