



**Real Estate Board**  
**CONTINUING EDUCATION COURSE APPROVAL APPLICATION**  
**No Fee Required**

Once a course is approved, it may not be substantially altered. A substantial alteration is any change that would modify the content or time allocations stated in the course outline or change any of the stated course topics. If a course is altered, the revised/new course must be submitted for Board approval. Education Providers must notify the Board concerning any change in administrative information.

1. Education Provider Name \_\_\_\_\_
2. Education Provider Number 

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3. Email Address \_\_\_\_\_  
(Address must be the same as the address on record with the Board for the Education Provider.)
4. Name of Contact Person \_\_\_\_\_
5. Contact Number \_\_\_\_\_  
Primary Telephone      Extension
6. Course Delivery Type  
 Classroom       On-line ♦  
 Correspondence ♦       Other Distance Learning ♦  
♦ Correspondence, On-Line and Other Distance Learning courses must include appropriate testing procedures (quiz or examination) to verify course completion and a Notarized Affidavit Form to certify student course compliance requirements.
7. Is this course Board-approved for another education provider?  
 No   
 Yes  If yes, write the Board's approval number below and attach a letter from the approved education provider authorizing your school to use the approved course. *Skip to question #10.*  
 Board's approval number: \_\_\_\_\_ (See Required Attachments\* on page 3)
8. Board-approved course subjects covered (see 18 VAC 135-20-101.2 of the Real Estate Board Regulations):
9. If course subjects are not included in 18 VAC 135-20-101.2 of the Board's Regulations, then list course subjects:
10. Describe method of monitoring attendance:

BOARD USE ONLY	APPROVAL NO.	FAIR HOUSING	ETHICS & STANDARDS OF CONDUCT	LEGAL UPDATES	RE AGENCY	RE CONTRACTS	RE RELATED
	TRANS		FILE NO.		APPROVAL NO.		BROKER MANAGEMENT
	1006 / 1031 / 1035		0214				

11. Describe method of maintaining records:

12. Continuing Education (CE course) Information:

A. CE Course Title: \_\_\_\_\_

B. Indicate the number of Course Hours on the line next to each course subject(s):

- |  |   |
|--|---|
| _____ 1. Fair Housing*<br>_____ 2. Ethics & Standards of Conduct*<br>_____ 3. Legal Updates*<br>_____ 4. Real Estate Agency* | _____ 5. Real Estate Contracts<br>_____ 6. Real Estate Related Subjects<br>_____ 7. Broker Management/Agent Supervision |
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\* Must be at least 2 hours and include an update on current cases and administrative decisions under Fair Housing Laws and instruction on Hoarding.

❖ Must include a copy of the Board's "Guidance Document on Necessity for Brokerage Agreement."

♦ Any Ethics course using the "NAR Code of Ethics" must include the following statement in Attachment 1 (Course Syllabus):  
"The NAR Code of Ethics is being used only as a teaching tool. The NAR Code of Ethics provisions that are outside of the Virginia Real Estate Board's laws and regulations are not applicable to Real Estate Board licensees."

✦ Must include instruction on Flood Hazard areas and the National Flood Insurance Program.

13. *I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application.*

Contact Person's Signature \_\_\_\_\_ Date \_\_\_\_\_

(Required Attachments - see next page)

## REQUIRED ATTACHMENTS:

Please arrange the "Required Attachments" in number order behind the completed course application. Then follow the "Directions for Submitting a Continuing Education Course Application Electronically."

Label each attachment according to the number listed below.

For example, "Attachment #1 - Course Syllabus"; "Attachment #2 - Instructor Expertise"; "Attachment #3 - Comprehensive Timed Course Outline"; "Attachment #4 - Course Benefits Summary"; "Attachment #5 - Course Materials"; "Attachment #6 - Course Completion Certificate"; "Attachment #7 - Proposed Course Advertisement"; and "Attachment #8 - Notarized Affidavit Form."

Attachment #1 - A course syllabus listing the main points of the course.

- \* Attachment #2 - Name, address, real estate license number(s), and expertise of instructors. Only one instructor per page. Instructors must have at least three years of expertise in the field of real estate for which they apply to teach. Instructors must submit proof of their expertise including, but not limited to, educational transcripts, professional certificates, letters of reference (a maximum of three), a resume, or any other type of documentation that verifies instructor expertise.
- \* Attachment #3 - A comprehensive, timed course outline (TCO) indicating CE subjects and how many minutes of instruction are scheduled for each CE subject. The TCO must include detailed, clear information for each course section. Course applications with inadequate TCOs will be rejected. Fifty minutes of instruction equals one hour of CE credit. On-line and other Distance Learning Courses must include the amount of time allocated for quizzes and the final exam on the TCO.
- Attachment #4 - A summary of how the course will benefit the real estate salesperson/broker professionally and increase the protection of the general public.
- Attachment #5 - A copy of the course materials used/distributed including books, handouts, pamphlets, overhead slides and detailed lecture notes.
- \* Attachment #6 - A copy of the Course Completion Certificate (CCC). Please include the following information on the CCC: 1) Official School Name; 2) Licensee's Name (and License Number if possible); 3) Course Name; 4) Course Approval Number; 5) Course Hours; 6) Course Date; 7) A statement that this course is approved by the Virginia Real Estate Board for Continuing Education pursuant to Section 54.1-2105.03 of the Code of Virginia; and 8) The name and signature of the School Director/Administrator.
- Attachment #7 - A copy of the proposed advertisement for the course (if one is available).
- \* Attachment #8 - A copy of the Notarized Affidavit Form (required only for correspondence, on-line or other distance learning courses).
- \* If your course is already Board-approved for another education provider, you are only required to submit Attachments two (#2), three (#3), six (#6), and eight (#8 - if required).



# COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

Terence R. McAuliffe  
Governor

Maurice Jones  
Secretary of  
Commerce and Trade

## Virginia Real Estate Board

### Directions for Submitting a Continuing Education Course Application Electronically

The Virginia Real Estate Board only accepts a "Continuing Education Course Approval Application" (course application) electronically. The process for submitting a course application electronically to the Board is:

1. Fill out one course application completely and correctly. Make sure to: a) answer every question; b) place the Education Provider's official e-mail address with the Board on the application; and, c) sign and date the application.
2. Compile one set of the "Required Attachments" as outlined on the course application. Label each attachment.
3. Arrange the "Required Attachments" in number order behind the course application. This document is the complete course application that will be e-mailed to the Board.
4. Scan this document and convert to a PDF-format.
5. Name this PDF document according to the name you provided for "CE Course Title" in Question 12.
6. E-mail this PDF document to [reschool@dpor.virginia.gov](mailto:reschool@dpor.virginia.gov). In the e-mail "Subject" line, type the Education Provider's name (an abbreviation will be fine, e.g., "VAR" for Virginia Association of Realtors), a hyphen and the name of the document. An example would be: "VAR - Ethics and Standards of Conduct."

The course application will be reviewed. If the information provided is complete and correct, the course will be added to the next Real Estate Board Education Committee Meeting Agenda, and an "Acknowledgement Letter" will be e-mailed to you. If the course is incomplete or incorrect, it will be rejected, and the rejection reasons will be explained through a return e-mail. Feel free to contact the Real Estate Board Education Section at [reschool@dpor.virginia.gov](mailto:reschool@dpor.virginia.gov) or at 804-367-2406 with any questions.