

Real Estate Board
PRELICENSE 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 course approval number below and attach a letter from the approved education provider authorizing your school to use the approved course.
 Board's approval number: _____ (See Required Attachments^{*} on page 2)
8. Describe method of monitoring attendance
9. Describe method of maintaining records

OFFICE USE ONLY	APPROVAL NO.	BROKERAGE	LAW	FINANCE	APPRAISAL	OTHER	PRINCIPLES & PRACTICES
					TRANS	FILE NO.	
					1005/1030	0214	

10. Select **one** of the following Prelicense Education course types:

- ☐ Salesperson - 60 hours Course Title: Principles and Practices of Real Estate
- ☐ Broker - 45 hours Course Title: (Select one course title below)
- ☐ Real Estate Brokerage ☐ Real Estate Law
- ☐ Real Estate Finance ☐ Real Estate Appraisal
- ☐ Other (provide course title): _____

11. *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:

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

Label each attachment according to the number listed below.

For example, "Attachment #1 - Course Outline"; "Attachment #2 - Instructor's Certificate"; "Attachment #3 - Course's Content"; "Attachment #4 - Course Research Assignments"; "Attachment #5 - Course Quizzes & Examination"; "Attachment #6 - Course Final Examination Monitoring"; "Attachment #7 - Course Completion Certificate"; and "Attachment #8 - Course Timer."

- * Attachment #1 - A comprehensive Timed Course Outline (TCO) indicating: a) the number of days the course will meet; b) the number of class hours for each meeting day; c) the course content covered during each hour; and d) for a Salesperson course, indicate where each of the 25 required subjects in 18 VAC 135-20-400 of the Board's regulations will be covered (see Exhibit #1). The TCO must include detailed, clear information for each course section. Course applications with inadequate TCOs will be rejected.
 - * Attachment #2 - A copy of the Virginia Real Estate Board Instructor Prelicense Education Certificate for all course instructors.
 - Attachment #3 - A copy of the course's textbook cover and table of contents or a copy of the course materials.
 - Attachment #4 - A description of any research assignments and copy of any research materials.
 - * Attachment #5 - A copy of the final exam (indicate percentage of correct questions required to pass the final exam), and a copy of all tests and quizzes.
 - * Attachment #6 - A description of how the written, monitored final exam will be administered.
 - * Attachment #7 - A copy of the Course Completion Certificate (CCC). Please include the following information on the CCC: 1) Official School Name; 2) Student's Name; 3) Course Name; 4) Course Approval Number; 5) Course Hours; 6) Course Completion Date; 7) A statement that this course is approved by the Virginia Real Estate Board for Pre-License Education pursuant to Section 54.1-2105 of the Code of Virginia; and 8) The name and signature of the School Director/Administrator.
 - * Attachment #8 - Evidence of a course timer (required only for 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 one (#1), two (#2), five (#5), six (#6), seven (#7) 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 Prelicense Course Application Electronically

The Virginia Real Estate Board only accepts a "Prelicense 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 "Course Title."
6. E-mail this PDF document to 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 - Salesperson Principles & Practice of Real Estate."

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 or at 804-367-2406 with any questions.

EXHIBIT 1

18VAC135-20-400. Course content of real estate principles and practices.

The following shall be included in the four-semester-hour or six-quarter-hour course which shall not have less than 60 class hours:

1. Economy and social impact of real estate
2. Real estate market and analysis
3. Property rights
4. Contracts
5. Deeds
6. Mortgages and deeds of trust
7. Types of mortgages
8. Leases
9. Liens
10. Home ownership
11. Real property and title insurance
12. Investment
13. Taxes in real estate
14. Real estate financing
15. Brokerage and agency contract responsibilities
16. Real estate marketing
17. Real property management
18. Search, examination, and registration of title
19. Title closing
20. Appraisal of residential and income producing property
21. Planning subdivision developments and condominiums
22. Regulatory statutes
23. Housing legislation
24. Fair housing statutes
25. Real Estate Board regulations

Statutory Authority

§ [54.1-2105](#) of the Code of Virginia.