



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION
REAL ESTATE COMMISSION

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV

APPLICATION FOR APPROVAL OF REAL ESTATE EDUCATIONAL COURSE INSTRUCTION SHEET

When and How to Apply

Complete this application to request approval of an organized educational activity intended to fulfill the requirements for obtaining and maintaining a real estate license in Delaware. Submit this application at least 60 days before the anticipated date of the course. Failure to file within the specified time limit may be cause for rejection. *There is no retroactive approval process.*

Submit the following documentation for all courses:

- Completed, signed application form
- Processing fee by check or money order payable to "State of Delaware"
- *Complete, detailed course outline* that includes lesson plan and typical timetable of the course

Example: 9:00 - 9:50 math, 9:50 - 10:00 break, 10:00 - 10:50 ethics

- If requesting approval of a pre-licensing/broker course, attach a copy of current school certification issued by the Delaware Department of Education.
- If requesting approval of distance education, include a copy of the current ARELLO certification.

Responsibilities of Course Provider

Members of the Real Estate Commission or Education Committee and/or their official representatives have the right to monitor any approved course without notice, and upon successfully completing the course, should be provided a certificate of completion.

These requirements refer to the *Guidelines for Education Requirements*, available on the Commission's website at www.dpr.delaware.gov. Click on *Real Estate* and then on *Education Guidelines*.

1. When approved, the provider must notify the Commission of its intent to hold an approved educational activity *at least seven days* before the course starts and supply the information stipulated in the *Guidelines for Education Requirements*.
2. Provide a course monitor as described in the *Guidelines for Education Requirements*.
3. When a student successfully completes the course, supply the student with a certificate containing the minimum information stipulated in the *Guidelines for Education Requirements*. This certificate must show, but is not limited to, the following:
 - Student name
 - Sponsor's name
 - Topic area name
 - Course title
 - Date course completed
 - Number of credit hours
 - Course approval number
 - Instructor name(s)
 - Instructor certificate number(s)
4. *Within 15 days of completing the activity*, the course provider must send the following information to the Commission Office: a list of participants including their real estate license numbers (if applicable), the original course/instructor evaluation forms, a list of comments from the course/instructor evaluation forms, and an evaluation summary report form. **Failure of the organization to provide this information will automatically suspend the approval of that course or educational activity.**



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The information contained in (and provided with) this application may form the sole basis on which the request is approved or disapproved.

PROVIDER CONTACT INFORMATION

- 1. Provider Name: _____
- 2. Mailing Address _____
City: _____ State: _____ Zip: _____
- 3. Phone: _____ 4. Email: _____
- 5. Classroom Location(s): _____
City: _____ State: _____ Zip: _____
- 6. Official Representative Name _____ Title: _____
- 7. Phone: _____ 8. E-Mail: _____

COURSE INFORMATION

- 9. Indicate type of course (check one):
 - Pre-Licensing Course - **Attach a copy of the current school certification issued by the Delaware Department of Education.**
 - Broker's Licensing Course
 - Continuing Education
- 10. Is this application for distance education? Yes No **If yes, attach a copy of the current ARELLO certification.**
- 11. If applying for a Continuing Education Course, check the eligible topic area below:
 - Legislative Update
 - Salesperson Core Course
 - Broker's Core Course
 - Professional Enhancement for Practicing Licensees (Elective Courses)
 - Delaware Real Estate Commission Property Management Course

12. Course Title: _____

13. Credit Hours Requested: _____

Note: An accreditable hour is defined as attendance for a minimum of 50 minutes. Credit hours cannot exceed clock hours. Partial credit hours are not given.

Applications that are incomplete or that do not include the required fee will be rejected and not considered as filed.