



Real Estate Education
 PO Box 9015
 Olympia, WA 98507-9015

Secondary Provider Course Content Approval Application

For courses already approved through the original provider/course developer

Do not use this application for Real Estate Fundamentals, Real Estate Brokerage Management, Real Estate Law, Business Management, Real Estate Practices, or courses that include the prescribed core curriculum.

Check the box below that applies, and enter ID number if you mark renewal

Original approval **Renewal** – Course ID number _____

Check the medium by which this course is delivered and enter type of delivery method if you mark Distance education

Live lecture **Distance education** – Delivery method _____

If you check this box, please complete and attach a Distance education-Delivery method approval application (form RE-620-126) with this application unless this course has been certified by ARELLO for your school.

Provider information

Name of provider		School ID number	
Address (Street, PO Box, Suite number)			
City		State	ZIP code
(Area code) Telephone number	(Area code) FAX number		email address
Contact person			(Area code) Telephone number (if different)

Course information

Course title			
Original provider/Course developer course ID number	Number of clock hours	Expiration date	
Original provider/Course developer			School ID number (if applicable)

Please include the following with your application:

- Written authorization by the original education provider/course developer permitting use of the course content;
- If this course will be delivered using a distance education delivery method, please complete and attach a Distance Education Delivery Method approval application (Form RE-620-126), unless this course has been certified by ARELLO for your school;
- ARELLO certificate, if applicable.

All information and requested materials must be provided or the application will be returned to you

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Date and Place

X

School administrator's signature

WAC 308-124H-026

Instructions for Completing the Secondary Provider Course Content Approval Application

1. Check the appropriate box for original approval or arenewal. You may only check the renewal box if there are no changes in course. If you do check the renewal box, please enter the ID number for the course.
2. Please check the medium by which this course is delivered and enter type of delivery method if you mark Distance Education. If you check this box, you will also need to complete and attach a Distance Education Delivery Method Approval Application with this application, unless this course has been certified by ARELLO for your school.

Provider information

1. Provider name and ID number: Use the approved name your school was approved under and use the appropriate approval number issued to you.
2. Address, (area code) telephone number, (area code) FAX number, and email address: Include PO Box and suite number, if applicable.
3. Contact person and (area code) telephone number: List the name of the contact person for this school. Include the telephone number where the contact person can be reached, if different than the school telephone number.

Course information

1. Course title: Use the exact course title used by the original provider/course developer.
2. Original provider/course developer course ID number, number of clock hours, and expiration date used by the original provider/course developer. Be sure to contact the original provider/course developer of the course for any updated information concerning the course. Occasionally courses must be moderately updated or revised. This can result in the issuance of a new course ID number. Also be aware of the expiration date affecting the course. The original provider has submitted this course for renewal and therefore has a new expiration date. This expiration date will be your expiration date, also.
3. Original provider/course developer and school ID: This is the name and ID number for the original provider/course developer from whom you received authorization to use this course.

What to include with this application

1. Please include a written authorization by the original education provider/course developer permitting use of the course content.
2. If this course will be delivered using a distance education delivery method, please attach a completed Distance Education Delivery Method Approval Application (form RE-620-126), unless this course has been certified by ARELLO for your school.
3. Attach the ARELLO certificate if this course has been certified through them for your school.

Incomplete or unsigned applications will not be processed.
Completed applications are processed within 45 days of our receipt.

**Upon filing, this application becomes a public record and is subject
to public disclosure provisions pursuant to RCW 42.17**