



## Real Estate Distance Education Delivery Method Application

Course providers can use this form to apply for approval of a distance education delivery method.  
**Upload your completed and signed application** with a course evaluation to your school folder in Box.com.

For questions or language help call (360) 664-6505

### Applying for

- Original approval  
 Addition of delivery method (course ID number \_\_\_\_\_)

### Course description

TYPE OR PRINT Course title	
Number of clock hours	Delivery method

### Provider information

Name of provider		School ID number <i>(if applicable)</i>	
Address <i>(number, street, and suite or room number)</i>			
City		State	ZIP code
(Area code) Phone number	Email		
Contact name		Contact (Area code) Phone number	

### Delivery method

*Please answer all of the following. Attach additional sheets if needed.*

1. How will you provide an orientation session with a school instructor or an affiliated representative?

2. What hardware, software, or other technology will the provider use or will the student need in order to effectively engage in the delivery and completion of the course material? Provide an assessment of the availability and adequacy of the equipment, software, or other technologies. If the instruction is computer-based, how will the course software address automatic shutdown after a period of inactivity?

**Delivery method** *(continued)*

- 3. How will security ensure that the student who receives course credit is the student who enrolled and completed the course? Both the approved school and the student must certify in writing that the student has completed the course and the required number of clock hours.
  
- 4. How can students contact approved instructors with any questions about the course?
  
- 5. Describe consistent and regular interactive events appropriate to the delivery method. The interactive elements must be designed to promote student involvement in the learning process and must directly support their achievement of the course learning objectives.
  
- 6. Describe how the course includes the same, or similar, informational content as a classroom-based course with the requisite number of clock hours of instruction.
  
- 7. Describe how you determined the number of clock hours requested.
  
- 8. Explain how mastery of the material is provided:
  - a. describe how the material is divided into major learning units and how the units are divided into instruction modules.
  
  - b. describe how the student’s progress will be measured toward completion of the mastery requirement.
  
  - c. describe how the course will remedy an individual’s learning deficiencies in each instruction module.

**Course satisfaction of requirements**

Real estate courses must satisfy the requirements of WAC 308-124H-840

Does this course satisfy the requirements of this WAC? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Applicant certification**

*I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
Date and place

\_\_\_\_\_  
TYPE or PRINT Name  
**X**  
School administrator signature