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WASHINGTON STATE DEPARTMENT OF LICENSING

Real Estate Continuing Education Course Approval Application

You can use this form to apply for approval of a real estate course. Only an approved real estate provider/course developer can offer courses for clock hour credit. Upload your completed and signed application with all requested documentation as one inclusive .pdf file to your school folder in Box.com. Allow 45 days for processing.

For validation only

Applications must also include:

- Course description
- Course curriculum and/or syllabus
- Course outline with learning objectives and hourly breakdown (make sure to highlight the core curriculum in your outline, if applicable)
- Any text, handouts, and other instructional materials
- Final examination and answer key (if 30 clock hours or more)
- Completed distance education delivery method approval application, if applicable
- ARELLO certificate, if applicable

Indicate date of presentation if this is a seminar, symposium, or conference.

Date _____

Send a copy of the first page of this form and a check or money order payable to the Department of Licensing to:
Real Estate, Department of Licensing, PO Box 9021, Olympia, WA 98507

Select one:

☐ Core course application – **$5 per clock hour, $50 non-refundable fee minimum**
☐ Non-core course application – **$10 per clock hour, $100 non-refundable fee minimum**

Select the medium by which this course is delivered:

☐ Live lecture
☐ Distance education – Delivery method _____
attach Real Estate Distance Education Delivery Method Application (form BPD-600-002B) unless the course has been certified by ARELLO for your school

Does this course include the current prescribed core curriculum?
☐ Yes ☐ No

Provider information

Name of provider			School ID number *(if applicable)*
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 as it will appear in the course catalog		Is this course ARELLO certified? ☐ Yes ☐ No *(If Yes, attach ARELLO certificate)*
Number of clock hours requested *(50 minutes equals one clock hour -- minimum of 3 clock hours)*	Exam and key attached? *(Required for 30 or more clock hour courses)* ☐ Yes ☐ No	Number of questions *(Minimum of 3 questions per clock hour)*
Description of instructional materials *(text, charts, examples of forms, handouts, pamphlets, booklets, etc.)*		
Specify the course learning objectives for each learning unit and describe how the learning objectives cover the subject matter *(see page 2)*		

Outline of course presentation

Please highlight where the core curriculum elements are met in the course, if applicable

Learning unit title	Learning objective	Teaching techniques utilized in each learning unit	Estimated time to complete each learning unit

Total clock hours _____

Check the appropriate topic areas of this course

- ☐ Principles/Essentials
- ☐ Taxation
- ☐ Evaluating real estate and business opportunities
- ☐ Construction and land development
- ☐ Real estate closing practices
- ☐ Finance
- ☐ Commercial
- ☐ Instructor development
- ☐ Consumer protection
- ☐ Cross cultural communication
- ☐ Advanced management practices
- ☐ Legal aspects
- ☐ Appraisal
- ☐ Property management and leasing
- ☐ Ethics and standards of practice
- ☐ Current trends and issues
- ☐ Hazardous waste and other environmental issues
- ☐ Real estate sales and marketing
- ☐ Use of computers and/or other technologies as applied to the practice of real estate

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 **When you have completed this form, please print it out and sign here.**

School administrator's signature

WAC 308-124H-820