



Real Estate Prelicensing or Post Licensing Course Approval Application

You can use this form to apply for approval to offer a prelicensing or post licensing real estate course. 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.

Applications must also include:

- a course outline with hourly breakdown and learning objectives
- a final examination with an answer key for review and approval (minimum three questions per clock hour)
- any texts, handouts, and other instructional materials

Send a copy of the first page of this form and a check or money order for the **\$300 non-refundable fee** payable to the Department of Licensing to:

**Real Estate
Department of Licensing
PO Box 9021
Olympia, WA 98507**

Select one:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Fundamentals | <input type="checkbox"/> Business management | <input type="checkbox"/> Law |
| <input type="checkbox"/> Practices | <input type="checkbox"/> Brokerage management | <input type="checkbox"/> Advanced law |
| <input type="checkbox"/> Advanced practices | | |

Select delivery medium:

- Live lecture
- Distance education – delivery method _____
attach Real Estate Distance Education Delivery Method Application (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 <i>(if applicable)</i>	
Address <i>(Street, PO Box, Suite number)</i>			
City		State	ZIP code
(Area code) Phone number	(Area code) Fax number	email	
Contact person		(Area code) Phone number <i>(if different)</i>	
Description of instructional materials			
<p>Answer the following</p> <p>Will you adhere strictly to the Real Estate Fundamentals, Real Estate Practices, Advanced Practices, Real Estate Law, Advanced Law, Business Management, or Brokerage Management curriculum dictated and provided by Washington State? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will you provide a copy of the curriculum and a course evaluation sheet to all students? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			

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

Date and place	<div style="text-align: center; font-weight: bold; font-size: 1.2em; margin-bottom: 5px;">X</div> School administrator signature
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