

**Real Estate Board**  
**CONTINUING EDUCATION/POST LICENSE COURSE APPROVAL APPLICATION**  
**Submitting an Education Course Application Electronically**

The Virginia Real Estate Board only accepts course applications electronically. The process is outlined below:

1. Complete the entire application, leave nothing blank. Enter "NA" if the question is not applicable.
2. Compile one set of the "Required Attachments" as outlined on the last sheet of this application package. Include each attachment header sheet even if there is no documentation to be submitted.
3. Providers shall arrange their application with the CE/PLE course application first, followed by each required attachment in the order as it is shown on the instruction sheet. Do not include any of the instruction sheets in your final submission (such as page 1, 5 or 6).
4. Combine the CE/PLE course application and all attachments into one single PDF by scanning the entire document together or create a single PDF using digital software. If using digital software to create the PDF, the final package must be compatible with Adobe Acrobat DC. Reduce the file size as much as possible.
5. The electronic application should be given a file name that matches the course title provided in Question 9 or 10 from the CE/PLE course application.
6. Email the final PDF document to [reschool@dpor.virginia.gov](mailto:reschool@dpor.virginia.gov). In the email "Subject" line, type the Education Provider's name (an abbreviation will be fine), a hyphen and the title of the document. An example would be: "DPOR - ABC Course Title.pdf".

Applications must be submitted electronically to the Board's email address by the deadline date. These dates are located on the Board's website under the "Education and Exams" section-tab located here: <http://www.dpor.virginia.gov/Boards/Real-Estate/>.

The course application will be reviewed by the board's specialist. If the information provided is **correct** and **complete**, the course will be added to the next Real Estate Board Education Committee Meeting Agenda, and an "Acknowledgment Letter" will be emailed to the provider.

If the course is **incorrect** or **incomplete**, the provider will be notified by email and the course will **not** be added to the committee agenda. Once corrections have been made, the course will then need to be resubmitted to the Board for review. Once the application is correct and complete, it will then be added to the **next** committee meeting agenda\*.

\* If the original deadline date has past, the application package will **not** be added to the RE Education Committee meeting agenda until the **next** scheduled meeting.

Feel free to contact the Real Estate Board Education Section at [reschool@dpor.virginia.gov](mailto:reschool@dpor.virginia.gov) or at 804-367-2406 with any questions.

**Real Estate Board**

**CONTINUING EDUCATION/POST LICENSE COURSE APPROVAL APPLICATION**

**No Fee Required**

Once a course is approved, it may not be substantially altered. A substantial alteration is any change that would modify the content or time allocations stated in the course outline or change any of the stated course topics. If a course is altered, the revised/new course must be submitted for Board approval. Education Providers must notify the Board concerning any change in administrative information.

1. Education Provider Name \_\_\_\_\_
2. Education Provider Number 

0	2	1	1						
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 \_\_\_\_\_
3. Name of Contact Person \_\_\_\_\_
4. Contact Number \_\_\_\_\_  

Primary Telephone
Extension

5. Course Delivery Type
  - Physical Classroom | *student and instructor real-time interaction in-person*
  - Virtual Classroom | *student and instructor real-time interaction through video conferences, Internet, or other multimedia courseware*
  - Is the Classroom course (physical or virtual) offered ONLY at a proctored location?     No     Yes  
*(Only courses offered at proctored locations can be used to satisfy Board-ordered education.)*
  - On-line♦ | *self-directed, student-paced Web-based coursework without real-time instructor-led training*
  - Correspondence♦ | *self-directed, student-paced coursework without instruction*

♦ Correspondence and On-Line courses must include appropriate testing procedures (quiz or examination) to verify course completion and a Notarized Affidavit Form to certify student course compliance requirements.

6. Has this course been Board-approved for the Provider (listed above) or another education provider?
  - No
  - Yes     If yes, write the Board's approval number below and attach a letter from the approved education provider (if applicable) authorizing your school to use the approved course.

Approved Education Provider Name \_\_\_\_\_  
 Board's approval number: PLE Course \_\_\_\_\_ (See Required Attachments\* on page 5)  
 Board's approval number: CE Course \_\_\_\_\_

7. Describe method of monitoring attendance for classroom course or affirming completion of online/correspondence course:

8. Describe method of maintaining records:

9. Post License Education Course Information:

A. PLE Course Title:

(Limited to 40 Characters)

B. Select **one** of the following PLE Courses:

- 1. Fair Housing\*, Americans with Disabilities Act and the Civil Rights Act of 1866 (2 hours only)  
\*Must include an update on current cases and administrative decisions under Fair Housing laws and information on Hoarding.
- 2. Real Estate Law and Board Regulations - shall include Lead Based Paint, Virginia Residential Landlord and Tenant Act, Property Owners Association Act, Condominium Act, Common Interest Community Law, Megan's Law, Service Members Civil Relief Act, all required disclosures, Virginia Real Estate Board disciplinary actions, Building Codes and Smoke Detectors, and Flood Hazard Areas and the National Flood Insurance Program (6 hours only).
- 3. Ethics and Standards of Conduct\*\* (3 hours only)  
\*\*Any Ethics course using the "NAR Code of Ethics" must include the following statement in Attachment 1 (Course Syllabus):  
"The NAR Code of Ethics is being used only as a teaching tool. The NAR Code of Ethics provisions that are outside of the Virginia Real Estate Board's laws and regulations are not applicable to Real Estate Board licensees."
- 4. Current Industry Issues and Trends - may include Short Sales, Social Media and Internet Advertising (2 hours only)
- 5. Virginia Agency Law (3 hours only)\*\*\*  
\*\*\* Must include a copy of the Board's "Guidance Document on Necessity for Brokerage Agreements."
- 6. Contract Writing - may include Listing Parties, Residential Leasing, Net Leases, Triple Net Leases, Ground Leases, Contingencies, Ownership Principles, Multiple Offers, Ratification, Delivery, Back-up Offers and Home Inspections (6 hours only)
- 7. Risk Management - shall include Real Estate Settlement Procedures Act, Anti-Trust Act, Chesapeake Bay Preservation Act, Environmental Laws, Mold (3 hours only)
- 8. Escrow Requirements - shall include Deposits and Trust Monies (3 hours only)
- 9. Real Estate-Related Finance - shall include the process for obtaining a loan and the options for financing land, residential, and commercial purchases. (2 hours only)

10. Continuing Education (CE course) Information:

A. CE Course Title:

(Limited to 40 Characters)

TOTAL hours requested: \_\_\_\_\_ (Only use whole hour increments - **do not** use 15, 30, or 45 minute increments)

B. List the course hours for each **Mandatory** and **Real Estate Related** course subject(s) below:

1. **Mandatory** - Indicate the number of hours for the applicable course subject(s) below: (Only use whole hour increments)

- |   |  |
|---|--|
| _____ a. Fair Housing* (2 hr.)                  | _____ e. Real Estate Contracts (1 hr.)               |
| _____ b. Ethics & Standards of Conduct* (3 hr.) | _____ f. Broker Management/Agent Supervision (6 hr.) |
| _____ c. Legal Updates* (1 hr.)                 | _____ g. Broker Supervision Requirements* (2 hr.)    |
| _____ d. Real Estate Agency* (1 hr.)            |  |

\* Must be at least 2 hours and include an update on current cases and administrative decisions under Fair Housing Laws and information on Hoarding.

❖ Must include a copy of the Board's "Guidance Document on Necessity for Brokerage Agreement."

♦ Any Ethics course using the "NAR Code of Ethics" must include the following statement in Attachment 1 (Course Syllabus):  
"The NAR Code of Ethics is being used only as a teaching tool. The NAR Code of Ethics provisions that are outside of the Virginia Real Estate Board's laws and regulations are not applicable to Real Estate Board licensees."

✦ Must include instruction on Flood Hazard areas and the National Flood Insurance Program.

✳ An overview of the broker supervision requirements under the Code of Virginia and the Board regulations.

2. **Real Estate Related:** - Indicate the number of **hours** per course subject(s) below: (Only use whole hour increments)

- |   |   |
|---|---|
| _____ a. Property rights;                                       | _____ s. Housing legislation;   |
| _____ b. Contracts;   | _____ t. Fair housing;  |
| _____ c. Deeds;   | _____ u. Real Estate Board regulations;   |
| _____ d. Mortgages and deeds of trust;                          | _____ v. Land use;  |
| _____ e. Types of mortgages;                                    | _____ w. Business law;  |
| _____ f. Leases;  | _____ x. Real estate economics;   |
| _____ g. Liens;   | _____ y. Real estate investments;   |
| _____ h. Real property and title insurance;                     | _____ z. Federal real estate law;   |
| _____ i. Investment;  | _____ aa. Commercial real estate;   |
| _____ j. Taxes in real estate;                                  | _____ bb. Americans With Disabilities Act;  |
| _____ k. Real estate financing;                                 | _____ cc. Environmental issues impacting<br>real estate;  |
| _____ l. Brokerage and agency contract responsibilities;        | _____ dd. Building codes and design;  |
| _____ m. Real property management;                              | _____ ee. Local laws and zoning;  |
| _____ n. Search, examination and registration of title;         | _____ ff. Escrow requirements;  |
| _____ o. Title closing;   | _____ gg. Ethics and standards of<br>conduct; and   |
| _____ p. Appraisal of real property;                            | _____ hh. Common interest ownership; or   |
| _____ q. Planning subdivision developments<br>and condominiums; | _____ ii. Other (Must explain how the<br>course protects the public's health,<br>safety and welfare): |
| _____ r. Regulatory statutes;                                   |   |

Other:

11. Has an "Instructor's Resume Worksheet" been completed for each instructor who is seeking approval to teach this course?
- No  If no, see "Attachment #2", under 'Required Attachments' at the end of this application for details. A completed worksheet must be submitted along with this application for each instructor.
- Yes
12. *I, the undersigned, certify that the foregoing statements and answers are true, and that each instructor listed above has agreed to teach this course. I also have not suppressed any information that might affect the Board's decision to approve this application.*

Contact Person's Signature \_\_\_\_\_ Date \_\_\_\_\_

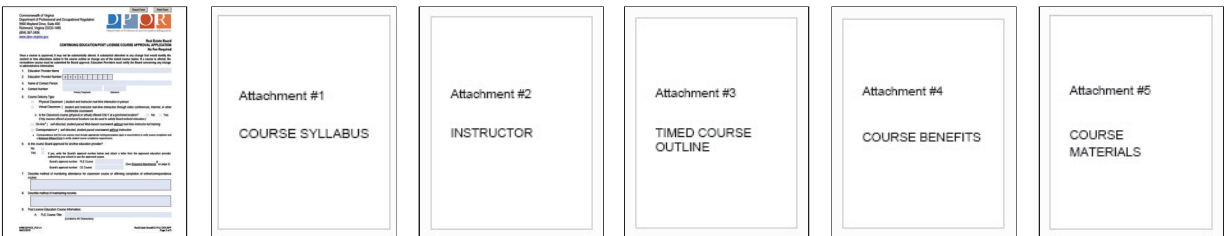
(Required Attachments on the next page.)

## Required Attachments

Arrange the attachments behind the completed course application, in number order. Label each attachment with the appropriate section header sheet according to the descriptions given below. Once the course application package is complete and combined into one electronic document format (.pdf), add electronic bookmark to each of the different sections and label each with the appropriate attachment number (i.e. Attachment #1). Include section header sheet for all the attachments, even if there is no documentation to be submitted.

**\*IF renewing this course**, the Provider must submit 'Attached #3' and any other attachments where the content has been changed or updated. **Do not include previously approved material.**

Examples of section header sheets:



Attachment #1 - A **course syllabus** listing the main points of the course.

- \* Attachment #2 - **Instructor Resume Worksheet** completed and up-to-date for each person. ***Instructor Resume Worksheet*** is located under Education Providers - Instructor Certification - [www.dpor.virginia.gov/Boards/Real-Estate/Forms/Schools/](http://www.dpor.virginia.gov/Boards/Real-Estate/Forms/Schools/).
- \* Attachment #3 - A comprehensive, **timed course outline** (TCO) indicating course subjects and how many minutes of instruction are scheduled for each subject. The TCO must include detailed, clear information for each course section and be in 5-minute increments. Course applications with inadequate TCOs will be rejected. Fifty minutes of instruction equals one hour of PLE credit. On-line and other Distance Learning Courses must include the amount of time allocated for quizzes and the final exam on the TCO.
- Attachment #4 - A summary of how the **course** will **benefit** the real estate salesperson professionally and increase the protection of the general public.
- Attachment #5 - A copy of the **course materials** used/distributed including title of all the books, handouts, pamphlets, overhead slides and detailed lecture notes. If course is approved for another Provider, attach a copy of the course's approval letter.
- \* Attachment #6 - A copy of the **Course Completion Certificate** (CCC). Please include the following information on the CCC: 1) Official School Name; 2) Licensee's Name (and License Number if possible); 3) Course Name; 4) Course Approval Number; 5) Course Hours; 6) Course Date; 7) A statement that this course is approved by the Virginia Real Estate Board for Continuing Education pursuant to Section 54.1-2105.03 of the Code of Virginia; or by the Virginia Real Estate Board for Post License Education pursuant to Section 54.1-2105.01 and 8) The name and signature of the School Director/Administrator. This CCC shall **not** be modified without the Board's approval.
- Attachment #7 - A copy of the proposed **advertisement** for the course (if one is available).
- \* Attachment #8 - A copy of the **Notarized Affidavit Form** (required only for correspondence, online or other distance learning courses).
- Attachment #9 - A copy of the Instructor **Evaluation Form** provided to students to measure the effectiveness of the course instructor.
- \* If this course has already received Board-approval for **another education provider**, only submit attachments two (#2), three (#3), six (#6), and eight (#8 - if required). Attach a letter from the approved education provider authorizing your school to use the approved course (Refer to question #6.)
- Any provider who would like to include video content in their electronic application package must follow the guidelines provided on the next page.

(Submitting Video Content on the next page)

## **Submitting Video Content**

The Education Committee (Committee) of the Virginia Real Estate Board (Board) is responsible for reviewing any material submitted to the Board for approval as Pre-Licensing, Post-Licensing and Continuing Education. Over the past few years, the Committee has found that approved education providers are offering more courses with video content. "Video Content" is educational information only presented to students in a video format; it is not presented through any other form of media. Whenever a course contains video content, the education provider must provide Committee members a way to watch the video(s) and a way for them to review the material without watching the video(s).

Options for providing Committee members access\* to the actual video(s):

1. Make the video accessible on a public domain via a link in the course content.
2. Provide a link, user name, and password to a secure location. Each Committee member/DPOR staff person does not need individual access. If a course/video does not allow for multiple, simultaneous access using a single user name, 7 accounts need to be set up. The log in information must be included as part of the application's PDF documentation.

\*Due to technological and logistical difficulties, video files may not be sent as part of a course's electronic file. Video content will not be stored or hosted by the Board.

Options for providing video content (i.e., information that is not provided to students through a medium other than video) for the Committee to review:

1. Provide a transcript of the video.
2. Provide detailed information (i.e., not just bullets) of the information presented in the video.
3. Provide screen shots of the information in the video (this may require supporting notes if the screen shots do not thoroughly reflect all the information being presented in the video).