



Real Estate Synchronous Continuing Education Application

Application Fee:

If submitting **45 days or more** prior to initial course offering date -

\$50 application fee

- If submitted 44 days or less prior to the course offering date, a penalty of \$2 per attendee, per credit hour will be incurred. A notice will be sent, via regular mail, after the course offering date.
- Fees submitted with this application are **NON-REFUNDABLE**. Please make check or money order payable to: **OHIO DIVISION OF REAL ESTATE**
- To register offering dates in addition to the initial offering list on this application, please complete the Synchronous CE Additional Offering Application. This can be obtained from the Division's website.

Information To Be Attached To This Application

- ☐ Timed & Detailed Outline/Syllabus of Course (*Note: The time is based on a 60 minute hour of instruction and does not include time of non-instruction*)
- ☐ Sample of Attendance Certificate
- ☐ Sample of Proposed Advertisement (if any)
- ☐ Course Materials or Presentation (if available, this may be submitted on a CD or USB flash drive)
- ☐ Real Estate Instructor Certification Form completed by each instructor

Course Provider Information

Provider File Number	Course Provider Business Name		
Mailing Address			
City		State	ZIP Code
Name of Administrator to Act for Course Provider			
Email Address	Phone Number	Fax Number	

Course Information

Course Title			Requested Hours
Initial Date	End Date	Start Time <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time <input type="checkbox"/> AM <input type="checkbox"/> PM
Course Location Name (if applicable)			
Course Location Address			
City		State	ZIP Code
Type of Training (check all that apply) <input type="checkbox"/> Seminar <input type="checkbox"/> Conference <input type="checkbox"/> Classroom <input type="checkbox"/> Live Webinar** over Internet <input type="checkbox"/> Other (describe):			
Credit to be Received (check one) <input type="checkbox"/> Elective <input type="checkbox"/> Ohio Real Estate Core Law <input type="checkbox"/> Civil Rights <input type="checkbox"/> Ohio Broker Responsibilities <input type="checkbox"/> Ohio Real Estate Canons of Ethics			
Attendee Fees* Fee charged to members of your organization: \$ Fee charged to all others: \$			

*O.A.C. 1301:5-7-03(K): A provider may offer its members a reasonable reduction in the fees it charges for a course provided that the reduction does not exceed the following:

- (1) For a course costing non-members twenty dollars or less, a reduction of up to one hundred per cent; and
- (2) For a course costing non-members over twenty dollars, a reduction of not more than fifty per cent.

****NOTE:** A live webinar is defined as a seminar conducted over the Internet where participation is confirmed throughout the course.

Student Course Materials RequiredTextbook (if any)
Title

Author

Materials (if any)

Instructor Information (all instructors must complete the Real Estate Instructor Certification Form)

First Name

Middle Initial

Last Name

Attendance And Record Keeping Policies

Attendance Verification Method

☐ Sign-in/out sheet ☐ Monitor ☐ Registration ☐ Other:

Name of Individual Verifying Attendance

Are records located at the course provider address listed on page 1?

☐ YES ☐ NO (if no, indicate location address):

Name of Record Keeper

Affirmation**The applicant hereby acknowledges that the following requirements will be complied with:**

- The course title, instructor(s), date(s) and location(s) stated on this application and its attachments will be the only ones approved.
- The Division of Real Estate will be notified, on the prescribed form, at least three days in advance of all course changes including location(s), time(s), instructor(s) and course content with the appropriate application fee.
- Dates for additional offerings of this course will be submitted to the Ohio Division of Real Estate on the prescribed form, with the appropriate application fee.
- Each participant who meets the 90 percent attendance requirement will be issued a proof of completion attendance certificate after successful course completion, which includes the correct certification number for that course.
- Each provider is required to maintain complete and accurate records of the course and attendees for SIX years, including the following:
 - Name of course, instructor(s), description of the course, approved clock hours and the date and location(s) the course was offered.
 - Certification number assigned by the Superintendent of the Division of Real Estate.
 - Name, address and signature of person who will verify the attendance of each person enrolled.
 - Name, address and clock hours when each licensee was in attendance.
 - Verification that each licensee receiving credit for the course was physically present 90 percent of the class time.
- A list of attendees who successfully completed the class will be submitted to the Division using the Online Roster Entry within 10 days of completion of each course offering.

In signing this application, applicant hereby consents to the inspection or monitoring of this course(s) by authorized representatives of the Ohio Division of Real Estate and agrees to adhere to all rules and regulations that are described in the Ohio Administrative Code. For a full set of rules and regulations regarding continuing education approval, please visit <http://codes.ohio.gov/oac/1301%3A5-7>.

I certify under penalty of law that all statements contained herein are true and that nothing has been withheld which would influence a complete evaluation of this offering. I understand that any false statement on this form or in any attached materials may subject me to criminal prosecution and the loss of course approval, if granted.

Administrator Signature_____
Date



Department of Commerce

Division of Real Estate & Professional Licensing

Real Estate

Instructor Certification

- This certification must be completed by the new instructor of a real estate education course and must be submitted with an Education Course Application, Amendment Application or Additional Offering Application.

Course Provider Information

Provider File Number

Course Provider Business Name

Mailing Address

City

State

ZIP Code

Email Address

Phone Number

Course Information (additional courses may be added on an additional sheet)

Course Title

Course Certification Number

Instructor Information

First Name

Middle Initial

Last Name

Mailing Address

Phone Number

City

State

ZIP Code

Email Address

Are you an employee of the above mentioned course provider? ☐ YES ☐ NO

Ethical Conduct And Legal History

Please indicate which of the following criteria the instructor meets and attach résumé or biography:

- ☐ Possession of a bachelor's degree in a related field to that in which the person is to teach, from a school listed as an institution of higher learning by the United States Department of Education, or from a comparable school of a foreign country
- ☐ Possession of a valid teaching credential or certificate from Ohio or another state authorizing the holder to teach in the field of instruction in which the person is to teach
- ☐ Five years full-time experience in a profession, trade, or technical occupation in the applicable field
- ☐ Any combination of at least five years of full-time experience relevant to the applicable field and college-level education

The instructor must complete the following certification:

- Please attach a complete explanation for any questions answered "yes" to this certification.
- Questions concerning professional licenses apply to ALL PROFESSIONAL LICENSES regardless of profession.

☐ YES ☐ NO Have you ever been disciplined in any manner by any public entity for any violation of any professional licensing law, regulation or ethical rule?

☐ YES ☐ NO Excluding minor traffic violations (e.g. speeding tickets), have you ever been convicted of, plead guilty to or been granted intervention in lieu of, a conviction in any jurisdiction?

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form or the attached materials may subject me to criminal prosecution and the loss of my Ohio real estate instructor approval.

Signature of Instructor

Date

6606 Tussing Rd
PO Box 4008
Reynoldsburg, OH 43068
REPL-19-0031

Daphne Hawk, Superintendent
An Equal Opportunity Employer and Service Provider

614-466-4100
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