



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

Course Title			Requested Hours
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Initial Date	End Date	Start Time	<input type="checkbox"/> AM	<input type="checkbox"/> PM	End Time	<input type="checkbox"/> AM	<input type="checkbox"/> PM
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Course Location Name (if applicable)							
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Course Location Address							
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City			State	ZIP Code
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Type of Training (check all that apply)							
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Seminar  Conference  Classroom  Live Webinar\*\* over Internet  Other (describe):

Credit to be Received (check one)							
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Elective  Ohio Real Estate Core Law  Civil Rights  Ohio Broker Responsibilities  
 Ohio Real Estate Canons of Ethics

Attendee Fees*			
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Fee changed 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.

614-466-4100

Fax 614-644-0584

TTY/TDD 800-750-0750

com.ohio.gov/real

Updated 2/2023

**Student Course Materials Required**

Textbook (if any) Title	Author
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Materials (if any)

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

First Name	Middle Initial	Last Name
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**Attendance And Record Keeping Policies**

Attendance Verification Method
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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	
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Mailing Address

City	State	ZIP Code
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Email Address	Phone Number
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### Course Information (additional courses may be added on an additional sheet)

Course Title	Course Certification Number
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### Instructor Information

First Name	Middle Initial	Last Name	
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Mailing Address

City	State	ZIP Code	Email Address
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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

614-466-4100

Fax 614-644-0584

TTY/TDD 800-750-0750

com.ohio.gov/real

Daphne Hawk, Superintendent  
An Equal Opportunity Employer and Service Provider

Updated 2/2023