Reset Form Print Form

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-2406
www.dpor.virginia.gov

Department of Professional and Occupational Regulation

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. 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. The tab is located here: https://www.dpor.virginia.gov/Boards/Real-Estate

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 page 5 of this application. Include each attachment header sheet even if there is no documentation to be submitted.
3. Providers shall arrange their application with the CL/PLE course application first (pages 2-4) followed by each required attachment in the order shown on page 5. Do not include any of the instruction pages 1, 5, and 6 in your final submission.
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. 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. 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".

Board Office Process

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** - such as missing header sheets, attachments submitted out of order, or bookmarking instructions not followed - the provider will be notified by email, and the course will **not** be placed on the Committee Agenda. After the required corrections have been made, the provider must resubmit the complete application to the Board for review. Once the application is determined to be accurate and complete, it will be added to the agenda* for the next Committee meeting.

*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 or at 804-367-2406 with any questions.

Real Estate Board Education Committee Process

The course application will be reviewed by the Education Committee members. If the information provided is complete and correct they will make a recommendation to the Real Estate Board for approval. The Committee may determine that a course is deficient when the content, structure, or presentation fails to meet established standards for public protection and professional competency. A course may be found deficient for reasons including, but not limited to:

Outdated or Obsolete Material
Content that does not reflect current laws, regulations, professional standards, or best practices, thereby failing to ensure adequate protection of the public.

Inaccurate or Misleading Information
Presentation of incorrect, incomplete, or misleading information that may negatively impact public safety or professional practice.

Insufficient Content
Course materials that lack necessary detail, clarity, or scope as submitted, preventing participants from achieving the intended learning outcomes.

Failure to Support Public Protection
Any course content that, in the judgment of the Committee, does not adequately contribute to the safeguarding of the public's health, safety, or welfare.

Reset Form Print Form

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-2406
www.dpor.virginia.gov

Department of Professional and Occupational Regulation

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 ☐☐☐☐☐☐☐☐☐☐
3. Name of Contact Person _____
4. Contact Number _____ (Primary Telephone) _____ (Extension)
5. Course Delivery Type (check all that apply)
   - ☐ In-Person or Virtual Classroom | *student and instructor real-time interaction in-person, through video conferences, Internet, or other multimedia courseware*
   - ☐ Online♦ | *self-directed, student-paced Web-based coursework without real-time instructor-led training*
   - ☐ Correspondence♦ | *self-directed, student-paced coursework without instruction*

   ♦ Correspondence and online 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. Must also include all Fair Housing Federal and VA State protected classes in the course material. (attachment 4).

☐ 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 may not apply to Real Estate Board licensees."

☐ 4. Current Industry Issues and Trends - may include Short Sales (2 hours only)

☐ 5. Virginia Agency Law (3 hours only)

☐ 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 (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.)
_____ b. Ethics & Standards of Conduct◆ (3 hr.)
_____ c. Legal Updates✦ (2 hr.)
_____ d. Real Estate Agency❖ (2 hr.)
_____ e. Real Estate Contracts (2 hr.)
_____ f. Broker Management/Agent Supervision (6 hr.)
_____ g. Broker Supervision Requirements✹ (2 hr.)

➢ **PLEASE BOOKMARK ALL MANDATORY CRITERIA REQUIRED BELOW IN THE COURSE MATERIAL.**

* 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 also include all Fair Housing Federal and VA State protected classes.

◆ Any Ethics course using the "NAR Code of Ethics" must include the following statement in Attachment 1 (Course Materials):
"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 may not apply 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)

◆ 5 hours of general elective courses are required for CE in addition to the mandatory hours listed under question B.1.

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

Other:

11. *I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application.*

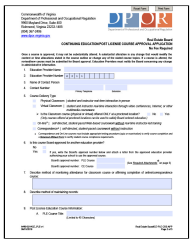
Contact Person's Signature _____ Date _____

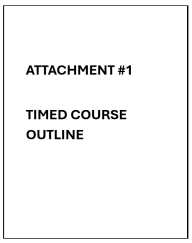
(*Required Attachments and Video Content to follow*)

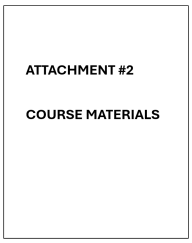
Required Attachments

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. Application, Attachment #1, etc.). PLEASE BOOKMARK THE DOCUMENTS AND TOPICS THAT ARE REQUIRED FOR EACH CATEGORY REQUESTED (i.e. Hoarding, Guidance Document, Flood, etc.).

Examples of section header sheets:







✻ Attachment #1 - 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/CE 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 #2 - A copy of the **course materials** used/distributed, such as title of all the books (include a copy of the cover and table of contents), handouts, pamphlets, presentation slides, and detailed lecture notes. If course is approved for another Provider, attach a copy of the course's approval letter.

✻ Attachment #3 - 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 #4 - A copy of the **Notarized Affidavit Form** (required only for correspondence, online or other distance learning courses).

✻ If this course has already received Board-approval for **another education provider**, only submit attachments one (#1), three (#3), and four (#4 - 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. If a substantial portion of the course is video, then a transcript must be provided.
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).