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
PRELICENSE 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

PROVIDER PROCESS

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 4 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 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 application is **incorrect** or **incomplete** (this may include, but is not limited to, header sheets missing, attachments out of order, and bookmarking instructions not followed), 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 or at 804-367-2406 with any questions.

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PRELICENSE EDUCATION 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. Email Address _____
(Address must be the same as the address on record with the Board for the Education Provider.)

4. Name of Contact Person _____

5. Contact Number _____ _____
Primary Telephone Extension

6. Course Delivery Type

☐ In-Person or Virtual Classroom | *student and instructor real-time interaction in-person, through video conferences, Internet, or other multimedia courseware*

(Only courses offered at proctored locations can be used to satisfy Board-ordered education.)

☐ Online♦ | *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.

7. Is this course Board-approved for another education provider?

No ☐
Yes ☐ If yes, write the Board's course approval number below and attach a letter from the approved education provider authorizing your school to use the approved course.

Board's approval number: _____ (See *Required Attachments** on page 3)

8. Describe method of monitoring attendance

OFFICE USE ONLY	APPROVAL NO.	BROKERAGE	LAW	FINANCE	APPRAISAL	OTHER	PRINCIPLES & PRACTICES
					TRANS 1005/1030	FILE NO. 0214	

9. Describe method of maintaining records

10. Select **one** of the following Prelicense Education course types:

- ☐ Salesperson - 60 hours Course Title: _____
- ☐ Broker - 45 hours Course Title: _____
  - ☐ Real Estate Brokerage
  - ☐ Real Estate Law
  - ☐ Real Estate Finance
  - ☐ Real Estate Appraisal
  - ☐ Other (provide course title): _____

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

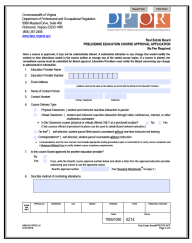
Contact Person's Signature _____ Date _____

(Required Attachment 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), do not include any security settings for the final document. Include section header sheet for all the attachments, even if there is no documentation to be submitted. Reduce the file size as much as possible.

Examples of section header sheets:



ATTACHMENT #1

TIMED COURSE OUTLINE

ATTACHMENT #2

COURSE MATERIALS

ATTACHMENT #3

RESEARCH ASSIGNMENTS AND MATERIALS

ATTACHMENT #4

EXAMS, QUIZZES, AND TESTS

ATTACHMENT #5

FINAL EXAM

* Attachment #1 - A comprehensive **Timed Course Outline** (TCO) indicating: a) the number of days the course will meet; b) the number of class hours for each meeting day; c) the course content covered during each hour; and d) for a Salesperson course, indicate where each of the 25 required subjects in 18 VAC 135-20-400 of the Board's regulations will be covered (see Exhibit #1). The TCO must include detailed, clear information for each course section. Course applications with inadequate TCOs will be rejected.

Attachment #2 - A copy of the **course materials** used/distributed such as, title of all the books (include a copy of the cover and the 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 description of any research assignments and copy of any **research materials**.

* Attachment #4 - A copy of the final **exam** (indicate percentage of correct questions required to pass the final exam), and a copy of all **tests and quizzes**.

* Attachment #5 - A description of how the written, monitored final exam will be **administered**.

* Attachment #6 - A copy of the **Course Completion Certificate (CCC)**. Please include the following information on the CCC: 1) Official School Name; 2) Student's Name; 3) Course Name; 4) Course Approval Number; 5) Course Hours; 6) Course Completion Date; 7) A statement that this course is approved by the Virginia Real Estate Board for Pre-License Education pursuant to Section 54.1-2105 of the Code of Virginia; and 8) The name and signature of the School Director/Administrator.

* Attachment #7 - Evidence of a **course timer** (required only for online or other distance learning courses).

* If your course is already Board-approved for another education provider, you are only required to submit Attachments one (#1), four (#4), five (#5), six (#6), and seven (#7).

(Exhibit 1 on the next page.)

EXHIBIT 1

18VAC135-20-400. Course content of real estate principles and practices.

The following must be included in the four-semester-hour or six-quarter-hour course which must not have less than 60 class hours:

1. Appraisal of residential and income producing property
2. Brokerage agreements and agency contract responsibilities
3. Contracts
4. Deeds
5. Economy and social impact of real estate
6. Fair housing statutes
7. Home ownership
8. Housing legislation
9. Investment
10. Leases
11. Liens
12. Mortgages and deeds of trust
13. Planning subdivision developments and condominiums
14. Property rights
15. Real Estate Board regulations
16. Real estate financing
17. Real estate marketing
18. Real estate market and analysis
19. Real property and title insurance
20. Real property management
21. Regulatory statutes
22. Search, examination, and registration of title
23. Taxes in real estate
24. Title closing
25. Types of mortgages

Statutory Authority
§ 54.1-2105 of the Code of Virginia.