

**DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
MAINE REAL ESTATE COMMISSION
CONTINUING EDUCATION PROGRAM APPROVAL**

Course requirements and provider's responsibilities are outlined in Rule Chapter 370 of the Commission's License Law & Rules (a copy of Chapter 370 is included with this application). The rules define the Commission's requirements for approval of continuing education programs. Review the rules carefully before making application for approval, paying particular attention to Sections 1 & 3 that describe the criteria for acceptable continuing education subject matter.

ACCEPTABLE SUBJECT MATTER

Acceptable continuing education subject matter must relate to the practice of real estate brokerage in the State of Maine, be relevant as regards the licensee's duties to real estate customers and clients and the licensee's ability to serve and meet the needs of customers and clients, or to inform the licensee of state and federal laws relevant to real estate brokerage in Maine.

The Commission recognizes the value of programs dealing with subject matter not specifically related to real estate brokerage, such as computer technology, salesmanship, personal investment strategies or programs related to other professions, such as forest management, writing appraisal reports, estate management, etc. However, those types of subjects do not meet the Commission's standard for acceptable education for the purpose of renewing or activating a real estate license. This is not to say that programs covering "non-acceptable" topics are not valuable; it only means that some subject matter is not consistent with the Commission's educational philosophy, i.e. that continuing education be relevant specifically to the practice of real estate brokerage.

NOTE: Programs must be a minimum of 2 consecutive hours of classroom instruction, excluding breaks.

APPLICATION PROCEDURE

Submit the application and fee with all required attachments as far in advance of the course administration date as possible to allow adequate time for evaluation. You will be notified in writing as to the Commission's decision once the course has been reviewed. If the program is approved, your notification will include the program number assigned by the Commission and the date and term of approval.

Review the checklist below before submitting your application to be sure you have completed the application properly and have included all required attachments. Feel free to contact the Commission if you have questions.

LIVE/CLASSROOM SETTING

- Complete the application in full and attach the appropriate fee. Note that the \$100 late filing fee must be paid if application for approval is submitted to the Real Estate Commission after the program is actually offered.
- Include all required attachments:
 - Learning Objectives – Skills or knowledge you expect participants to gain through completion of this program.
 - Program Outline – Outline shall be based on the learning objectives and be as detailed as necessary to adequately describe course content. Outline shall also include either the approximate time to be spent on each topic or a timeline stating the time each topic of the outline will begin and end.
 - Instructor Biography – Brief biography describing instructor's qualifications to teach the subject.
 - Copy of current or proposed promotional material – including copy of text to be used if program will be promoted via email or the internet. See Chapter 370, Section 5 for text requirements for all types of advertising.

DISTANCE LEARNING - Distance learning programs are those delivered by any method other than live classroom setting. Application procedure is the same as for live delivery with two important exceptions:

- Application must include all course materials that would normally be furnished to the student
 - If computer course, must furnish copy of CD
 - If internet course, must furnish dummy ID and full access to the program
- Program must include a comprehensive final exam, a copy of which, plus answer key, must be included with application for approval. Students must pass the final exam with a minimum 85% to earn credit for the program.

COURSE PROVIDER'S ADMINISTRATIVE RESPONSIBILITIES

Once a program is approved, the program provider is responsible for the following:

- Report to the Commission in writing any of the following that differ from the information reported on the original application
 - program title (the program must always be referred to as registered on the original application unless a change to the title is reported to the MREC before usage)
 - dates
 - locations
 - format
 - instructor(s)
 - course content (any change in content must be reported to and approved by the Commission in advance of program offering)
- Report to the Commission in writing a schedule of planned course offerings for inclusion in the Commission's Continuing Education Course Schedule. The Commission receives many calls from licensees asking about program availability and maintains an ongoing schedule of courses for which notification has been received. The schedule is distributed to licensees upon request as well as posted to our website.
- Upon commencement of each program, the instructor will read the following statement:

"This program has been approved by the Director of the Real Estate Commission for ___ clock hours toward fulfillment of the educational requirements for activation or renewal of a real estate license.
The Commission is interested in the quality and delivery of educational programs which are offered to licensees and, therefore, welcomes and encourages comments regarding program subject matter and quality of delivery of the program."
- Ensure that participants have completed the program in its entirety, and with the minimum score, if applicable, in order to receive credit.
- Distribute and collect MREC Student Evaluation forms at the conclusion of each program.
 - Providers ***must*** distribute and collect the Commission's Student Evaluation form included in this packet in addition to any other type of evaluation that may be utilized by the provider, program instructor or school.
- Summarize students' responses on the Instructor's Summary of Student Evaluations and submit the summary only to the MREC. Summaries may be submitted upon request; however, summaries ***must*** be submitted upon application for renewal of program approval.
- Maintain a record of licensees who complete the program to be retained by the provider for a minimum of three (3) years. Provider is NOT required to submit a copy of such record to the Commission.
- Issue a certificate of completion to each program participant who successfully completes the program. The certificate must conform to the format prescribed by the Commission (sample enclosed).
- Be aware of the program expiration date indicated in the letter of approval. The Commission does NOT notify sponsors when program approval is about to expire. Sponsors are expected to monitor the terms of its approved programs and submit a renewal application if re-approval is desired. Renewal applications are available from the Commission or may be downloaded online from the following internet address:
<http://www.state.me.us/pfr/olr/categories/cat38.htm#publications>

FEE

NON-REFUNDABLE

Live Delivery: \$50
Distance Learning: \$25 Per Hour
Late Filing Fee \$100
(assessed if application filed after course is offered)

Make Check Payable to:
Maine State Treasurer

CONTINUING EDUCATION PROGRAM APPROVAL APPLICATION

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION
MAILING ADDRESS:

MAINE REAL ESTATE COMMISSION

35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035

PH 207 624-8518

TTY USERS CALL MAINE RELAY 711

FAX 207 624-8637

WWW.MAINE.GOV/PROFESSIONALLICENSING

FOR OFFICE USE ONLY -1470

CHECK NO _____

AMT _____

CASH NO _____

APPRVL DATE _____

EXPIRE DATE _____

CLOCK HOURS _____

PROGRAM # _____

PROGRAM SPONSOR _____

(School, organization or individual applying for program approval)

CONTACT PERSON _____

(Person to whom MREC should direct any communication regarding program approval)

Street/PO Box _____ City _____

State _____ Zip _____ Phone () _____ - _____ FAX () _____ - _____

Email _____

PROGRAM TITLE _____

INSTRUCTOR _____

FORMAT (Check One)

- LIVE/CLASSROOM SETTING
- DISTANCE LEARNING (indicate delivery method)
 - Text-based Correspondence
 - Audio Tape
 - Video (VHS)
 - TV (includes satellite & ITV)
 - Computer (CD or Diskette)
 - Internet

HOURS REQUESTED _____ (min. 2 hrs)

PROGRAM WILL BEGIN _____ AM/PM

PROGRAM WILL END _____ AM/PM

COURSE FEE _____

REGISTRATION OPEN TO:

- All Licensees
- In-House Only

PAYMENT OPTIONS:

Make checks payable to "Maine State Treasurer" – If you wish to pay by MasterCard or Visa, fill out the following:

NAME OF CARDHOLDER (please print): _____

I authorize the Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation to charge my VISA MASTERCARD the following amount: \$ _____

Card number: _____ Expiration Date: _____

I understand that fees are non-refundable.

SIGNATURE _____ DATE _____

PROGRAM SCHEDULE

DATE	FACILITY	CITY	STATE

NEEDS ASSESSMENT - Explain how the need for this program was established.

LEARNING OBJECTIVES & COURSE OUTLINE

Attach to this application the following:

- A sheet listing the learning objectives. The learning objectives are the specific skills and knowledge participants are expected to gain as a result of completing this program. (Example: Describe the listing process; Recognize required disclosures; Understand the duties owed to a buyer customer, etc.)
- A detailed program outline that defines the learning objectives. The outline should include the approximate amount of time to be spent on each topic.

METHOD OF INSTRUCTION – Indicate the method(s) to be used, i.e., lecture, video, team teaching, panel discussion, etc.

MATERIALS TO BE USED – List/describe the materials to be used, i.e., handouts, visual aids, etc. Include the name and author of any texts or other published material to be used.

PROMOTION – How will the program be promoted? Attach copy or sample of promotional material.

INSTRUCTOR – Attach a brief resume of instructor’s qualifications in relation to the course topic.

CERTIFIED STATEMENT AND SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL

By my signature, I hereby agree to abide by the requirements and conditions set forth by Rule Chapter 370 of the State of Maine Real Estate Commission Rules and Regulations pertaining to continuing education programs and certify that the information contained in this application is accurate and true to the best of my knowledge and belief.

SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL

DATE

THE FOLLOWING ATTACHMENTS MUST BE INCLUDED WITH THIS APPLICATION

- Learning Objectives
- Program Outline
- Copy of Promotional Material in compliance with Chapter 370(5)
- Instructor Resume

STUDENT EVALUATION OF CONTINUING EDUCATION PROGRAM

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION

MAINE REAL ESTATE COMMISSION

RETURN THIS EVALUATION TO YOUR PROGRAM INSTRUCTOR

You have just completed a program recognized by the Real Estate Commission as complying with the educational requirement for renewal or activation of your real estate license. The Commission is committed to excellence in real estate education and in that interest encourages your comments regarding the quality of this program. Your constructive comments on the instructor, course content and classroom environment will help us improve future programs. The Commission values your opinion and offers its sincere thanks for your cooperation in our effort to ensure quality real estate education. In addition to this evaluation feel free to contact the Commission directly with your comments.

PROGRAM SPONSOR/SCHOOL _____
PROGRAM TITLE _____
DATE M/___ D/___ Y/____ LOCATION _____ INSTRUCTOR _____

PLEASE CIRCLE YOUR RESPONSE TO THE FOLLOWING:

COURSE MATERIAL:

Course objectives were clear.

Course objectives were met.

Course material was well organized.

Course material was presented in sufficient depth.

Course is professionally beneficial.

I would recommend this program to my colleagues.

COMPLETE IF LIVE/CLASSROOM SETTING:

The instructor was knowledgeable in the subject.

The teaching methods used by the instructor were effective.

Instructor communicated subject matter well.

Instructor supervised course well.

COMPLETE ONLY IF DISTANCE LEARNING PROGRAM:

The course website was easy to navigate.

Instructions for using course materials were clear.

Technical support was readily available.

Strongly Disagree **Strongly Agree**

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

What did you like most about this program? _____

What did you like least about this program? _____

Additional Comments _____

CONTINUING EDUCATION PROGRAM INSTRUCTOR'S SUMMARY OF STUDENT EVALUATIONS

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION

MAINE REAL ESTATE COMMISSION

35 State House Station, Augusta, ME 04333-0035
PH 207-624-8518 TTY users call Maine Relay 711
www.maine.gov/professionallicensing

Summarize students' responses on this form. Record student comments on a separate sheet and attach to this form. This summary must be submitted upon application for renewal of program approval Retain the original evaluations and a copy of this summary for your records.

PROGRAM SPONSOR/SCHOOL _____
 PROGRAM TITLE _____
 PROGRAM NUMBER _____ CLOCK HOURS _____ NUMBER OF PARTICIPANTS _____
 PROGRAM DATE M/___ D/___ Y/___ LOCATION _____ INSTRUCTOR _____

RECORD THE NUMBER OF RESPONSES RECEIVED IN EACH RATING CATEGORY:

COURSE MATERIAL:
 Course objectives were clear.
 Course objectives were met.
 Course material was well organized.
 Course material was presented in sufficient depth.
 Course is professionally beneficial.
 I would recommend this program to my colleagues.

COMPLETE IF LIVE/CLASSROOM SETTING:
 The instructor was knowledgeable in the subject.
 The teaching methods used by the instructor were effective.
 Instructor communicated subject matter well.
 Instructor supervised course well.

COMPLETE ONLY IF DISTANCE LEARNING PROGRAM:
 The course website was easy to navigate.
 Instructions for using course materials were clear.
 Technical support was readily available.

Strongly Disagree	Strongly Agree
1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
1 ___ 2 ___ 3 ___ 4 ___ 5 ___	
1 ___ 2 ___ 3 ___ 4 ___ 5 ___	

Please describe any changes you plan to make to this program after review of evaluations. _____

Any substantial change in the course syllabus must be reported to the Director.

**MAINE REAL ESTATE COMMISSION
CONTINUING EDUCATION PROGRAM
SAMPLE CERTIFICATE OF COMPLETION**

Program provider may use the sample certificate below or one of its own design providing the certificate contains at a minimum the following information:

- the student's full name and license number
- number of clock hours for which the program has been approved
- full title of the program as it is registered with the Real Estate Commission
- program number assigned by the Real Estate Commission
- name of the sponsoring school or individual under which the program is approved
- date on which program was administered, or,
if program more than one day, date on which program was completed
- signature of program instructor or authorized school official

REAL ESTATE CONTINUING EDUCATION CERTIFICATE OF COMPLETION

This is to certify that

Name _____ License No. _____
Print Full Name (Example: BR90109999)

has completed _____ hours of Maine Real Estate Commission approved continuing education for

Title of Program _____

Program Number _____

Sponsored by _____

Administered on (date of course administration/completion) M/ _____ D/ _____ Y/ _____

Certified by: _____
Signature of Instructor or authorized School Official

KEEP THIS CERTIFICATE AS VERIFICATION THAT YOU COMPLETED THE PROGRAM NAMED. IF YOU ARE AUDITED UPON YOUR NEXT LICENSE RENEWAL, YOU WILL BE REQUIRED TO SUBMIT TO THE REAL ESTATE COMMISSION CERTIFICATES SHOWING YOU COMPLETED A MINIMUM OF 21 HOURS OF APPROVED CONTINUING EDUCATION THAT INCLUDES THE REQUIRED CORE COURSE DURING YOUR CURRENT LICENSE TERM.

SUMMARY: This rule sets forth the policy and guidelines for review and approval of programs which will be accepted for credit toward continuing education requirements for license renewal.

Section 1. Policy Statement

The Commission shall encourage the development and delivery of high quality real estate educational programs, and, in an effort to stimulate opportunity for professional growth of licensees, shall encourage development and delivery of programs at graduated levels of study.

In reviewing and approving a program application, the Director shall consider:

- A. Program content as it contributes to the ability of the licensee to serve and meet the needs of his clients and customers;
- B. Program content as it assists a licensee to keep informed concerning real estate laws, regulations, and practices;
- C. Geographic availability to licensees.

Section 2. Definition of Terms

- A. **Real Estate Educational Program.** Real estate educational program shall be defined as a planned learning experience of at least two (2) hours, designed to promote development of knowledge, skills, and attitudes pertaining to real estate brokerage.
- B. **Program Sponsor.** A Program Sponsor shall be defined as that individual, group of individuals, or organization responsible for the development, coordination, administration and delivery of a program.
- C. **Program Instructor.** A Program Instructor shall be defined as an individual appointed to impart knowledge or information to licensees participating in a program.
- D. **Distance Education.** A continuing education distance education course is a program whereby instruction does not take place in a traditional classroom setting but rather where teacher and student are apart and instruction takes place through other media. Distance education programs include but are not limited to those which are presented through interactive classrooms, computer conferencing, interactive computer, the internet and by written correspondence course.
- E. **Core Educational Requirement.** A core educational requirement shall be defined as a three hour course which includes all of the Commission approved components for a core course. The commission prescribed curriculum for this course may be obtained from the Director.

Section 3. Program Criteria

- A. **Subject Matter.** Consistent with 32 M.R.S.A. §13197, the following real estate related topics shall be acceptable subject matter for educational programs:
 - 1. Property valuation;
 - 2. Construction;
 - 3. Contract and agency law;
 - 4. Financing and investments;

5. Land use, planning, zoning and other public limitations on ownership;
6. Landlord-tenant relationships;
7. License laws, rules and standards of professional practice;
8. Taxation;
9. Timeshares, condominiums and cooperatives;
10. Staff supervision and training;
11. Office management;
12. Any additional topic which is approved by the Director.

- B. Examination. Each distance education course must include a comprehensive examination to be completed by the licensee before a grade or credit may be awarded. A copy of the examination must accompany the application for program approval.

Section 4. Administrative Procedure

- A. Applications. An application adopted by the Commission for program approval shall be furnished by the Director. This application shall require information on the following:

1. Sponsor;
2. Instructor qualifications;
3. Content and methodology;
4. Length of program;
5. Learning objectives;
6. Assessment of learning objectives;
7. Requirement for completion.

The completed application and the fee shall be submitted to the Director. Applications submitted after the first course session will be assessed a late filing fee.

- B. Program Evaluation. A program evaluation shall be required and the results shall be made available to the Director upon request. An evaluation form may be obtained from the Director. A summary of student evaluations shall be submitted when an application for renewed approval is submitted.
- C. Reporting Program Changes. A change in a submitted or approved program application shall be reported to the Director. A change in program content or instructor shall be reviewed and approved in advance of the scheduled program.
- D. Program Approval. The Director, within thirty (30) days of receipt of a completed application, shall notify the sponsor, in writing, of the terms and duration of the approval, or the reasons for denial.
- E. Appeal of the Decision of the Director to "Deny Program Approval." A sponsor who is aggrieved by denial of program approval may request a hearing to appeal the decision. Such request shall be made in writing, and shall be submitted within thirty (30) days of receipt of denial of application.
- F. Program Completion. The sponsor, following program delivery, shall issue a certificate of course completion to each licensee successfully completing the course and prepare a roster of licensees successfully completing the course. The sponsor shall retain the roster of licensees completing the course for a period of not less than three (3).
- G. Program Renewal. An application adopted by the commission for program renewal shall be furnished by the Director. This application shall require information on the following:
1. Sponsor;
 2. Instructor;
 3. Length of program;
 4. Title;
 5. Program approval number;
 6. List of dates, times, and locations course was held;

7. List of future dates, times, and locations;
8. Statement by sponsor on the extent to which the identified learning objectives were met;
9. Description of any changes implemented to ensure that the learning objectives will be met in the future; and
10. Summary of student evaluations.

The completed application and the fee shall be submitted to the Director.

- H. Approval Expiration. Sponsors who promote and conduct continuing education courses as approved once the course approval has expired, may be subject to suspension or revocation of approval of additional continuing education courses.

Section 5. Program Advertisement

An advertisement for an educational program shall include the following:

- A. A course description sufficient to identify the subject matter to be covered;
- B. Identification of the level of instruction;
- C. Identification of the method or format of instruction;
- D. A statement of program objectives; and
- E. Notice indicating the program has been approved by the Director for continuing education and the number of clock hours to be received upon satisfactory completion of the program.

Section 6. Advance Notice to Program Participants

Upon commencement of each program, participants shall be informed of the following:

"This program has been approved by the Director of the Real Estate Commission for _____ clock hours toward fulfillment of the educational requirements for renewal of a real estate license.

"The Commission is interested in the quality and delivery of educational programs which are offered to licensees and, therefore, welcomes and encourages comments regarding program subject matter and quality of the delivery of the program."

Section 7. Limitations on Obtaining Clock Hours

- A. A licensee shall complete an educational program in its entirety in order to be eligible for continuing education approval.
- B. A licensee, for purposes of renewal or reactivation, shall use only those clock hours which were accumulated during the two (2) years immediately preceding such renewal or activation.
- C. An instructor who teaches an approved program shall receive clock hour approval for that program only once.
- D. Licensees who wish to use a continuing education distance education course to activate or renew a real estate license must complete the distance education course with a minimum grade of 85%.

Section 8. Approval of Individual Requests

- A. An Educational Program in Which a Sponsor Has Not Submitted An Application for Director Approval. The Director shall consider, on an individual basis, a request by a licensee for approval of a program for which the sponsor did not seek approval, but in which the licensee participated. Approval of such a request shall be subject to the program meeting the standards and criteria required by the Director

for other educational programs. The licensee shall be responsible for submitting to the Director a completed program application and fee.

- B. Research and Real Estate Related Projects. A licensee may obtain continuing education clock hours, for real estate related research from which a report, article, or thesis results, or for participation in real estate related projects, provided that the director finds that the effort has enhanced the ability of the licensee to meet the needs of his clients and customers. The licensee shall be responsible for submitting documentation and the fee for individual review to the Director.

Section 9. Disciplinary Action

Approval of continuing educational programs may be revoked or suspended for violation of this chapter.

Section 10. Core Educational Requirement

- A. As of January 1, 1994, no real estate license may be renewed or activated unless the licensee has completed a three hour continuing education program approved as meeting the core educational requirement.
- B. The Commission, on an annual basis, shall review the prescribed curriculum for the core educational requirement.

AUTHORITY: 32 M.R.S.A. § 13065

EFFECTIVE Date: February 1, 1988