



Fair Housing Board
FAIR HOUSING COURSE APPROVAL APPLICATION
No Fee Required

Once approved, a course 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 approval by the Board. Applicants must notify the Board of any changes in administrative information.

1. Education Provider Name _____
2. Education Provider Number

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3. Street Address (PO Box not accepted) _____
PHYSICAL ADDRESS REQUIRED _____

_____ City _____
_____ State _____
_____ Zip Code _____
4. Email Address _____
5. Contact Numbers _____

Primary Telephone
Alternate Telephone
Fax
6. Type of Education Provider
 Proprietary School
 Real Estate Professional Association
 Other _____
7. Individual responsible for course administration _____
8. Presentation
 Classroom
 Correspondence
 On-line
 Other _____
9. Describe method of monitoring attendance
10. Describe method of maintaining records

Office Use Only	DATE	FH HRS	TRANS CODE 1008	ENTITY #	0214	FILE #/LICENSE #	ISSUE DATE
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11. Fair Housing Course Name _____
12. Fair Housing Course Hours* _____
 * Must be a minimum of 2 hours and include an update on current cases and administrative decisions under Fair Housing Laws.
13. 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.

Sponsor Signature _____ Date _____

REQUIRED ATTACHMENTS

Please attach the following information and in the order listed below. Use a sheet of paper to label each attachment accordingly (i.e., Attachment #1 – Course Syllabus," "Attachment #2 – Instructor Certification," etc.):

- Attachment #1 – A course syllabus listing the main points of the course.
- Attachment #2 – Copy of current Fair Housing Board Instructor Certification for each instructor.
- Attachment #3 – A comprehensive, timed course outline indicating course subjects and the number of minutes of instruction for each subject.
- Attachment #4 – A summary of how the course will benefit the Fair Housing professional and increase the protection of the general public.
- Attachment #5 – A copy of the course materials used/distributed including books, handouts, pamphlets, overhead slides, and detailed lecture notes.
- Attachment #6 – A copy of the Course Completion Certificate, which includes; 1) Course Name; 2) Course Number; 3) Course Hours; 4) Course Date; 5) Student Name; 6) Proprietary School Name; and 7) A statement that the course is approved for Fair Housing Certification by the Virginia Fair Housing Board.
- Attachment #7 – A copy of the proposed course advertisement (if one is available).

DIRECTIONS FOR SUBMITTING FAIR HOUSING COURSE APPLICATIONS ELECTRONICALLY

The Virginia Fair Housing Board only accepts "Fair Housing Course Approval Applications" (course applications) electronically. Course applications are offered as Adobe Interactive PDFs. They can be accessed in the "Applications and Other Forms" section on the Fair Housing Board's website at: http://www.dpor.virginia.gov/dporweb/fhb_main.cfm. You will see instructions at the top of the website on how to use the Interactive PDFs.

The process for submitting a course application electronically to the Fair Housing Board is:

1. Fill out one *Course Approval Application* completely and correctly. Make sure to: a) answer every question; b) place the school's correct e-mail address on the application.
2. Compile one set of the "Required Attachments" as outlined above on this page and place these attachments behind the *Course Approval Application*. This complete document is the Course Application to be e-mailed to the Board.
3. Convert the Course Application to PDF-format, and give it the same name as the "Fair Housing Course Name" in Question Number 11 on the *Course Approval Application*.
4. E-mail this Course Application to fairhousingboard@dpor.virginia.gov. In the e-mail "Subject" line, type the school name (an abbreviation will be fine, e.g., "FHS" for "Fair Housing School"), a hyphen and the name of the Course Application. An example would be: "FHS – Fair Housing Course."

The course application will be reviewed to ensure the application is complete and correct. If the course application is incomplete or incorrect, it will not be accepted, and an e-mail will be sent explaining why the course was not accepted. If this course application is accepted; an "Acknowledgement Letter" will be e-mailed to the school and the application will be reviewed at the next Fair Housing Board Education Committee Meeting.

Please contact the Board if you have any questions at 804-367-0115.