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



# Real Estate Board PRELICENSE COURSE APPROVAL APPLICATION Submitting an Education Course Application Electronically

The Virginia Real Estate Board only accepts course applications electronically. The process is outlined below:

- 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 the last sheet of this application package. Include each attachment header sheet even if there is no documentation to be submitted.
- 3. Providers shall arrange their application with the Prelicense course application first, followed by each required attachment in the order as it is shown on the instruction sheet. Do not include any of the instruction sheets in your final submission.
- 4. Combine the Prelicense 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 DC. 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 10 from the Prelicense course application.
- 6. Email the final PDF document to <a href="mailto:reschool@dpor.virginia.gov">reschool@dpor.virginia.gov</a>. 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".

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-tab located here: <a href="http://www.dpor.virginia.gov/Boards/Real-Estate/">http://www.dpor.virginia.gov/Boards/Real-Estate/</a>.

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**, the provider will be notified by email and the course will <u>not</u> 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 <u>next</u> 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 <a href="mailto:reschool@dpor.virginia.gov">reschool@dpor.virginia.gov</a> or at 804-367-2406 with any questions.

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# Real Estate Board 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	( Addr	ess must be the same	as the address on record v	vith the Board for the E	Education Provider.)			
4.	Name of Contact Person								
5.	Contact Number	Primar	y Telephone	Extension	_				
6.	Course Delivery Type								
	Physical Classroom	student and	instructor real-tin	me interaction in-pe	erson				
	☐ Virtual Classroom	student and multimedia c		ne interaction throu	gh video confer	ences, Internet, or other			
	Is the Classroom co (Only courses offere					☐ No ☐ Yes			
	☐ On-line    self-direct	ed, student-pad	ced Web-based o	coursework <u>without</u>	real-time instruc	tor-led training			
	☐ Correspondence	elf-directed, stu	ıdent-paced cour	rsework <u>without</u> inst	ruction				
	<ul> <li>Correspondence and On- a <u>Notarized Affidavit Form</u></li> </ul>				z or examination) to	verify course completion and			
7.	Is this course Board-approve	ed for another e	ducation provide	er?					
	No								
		the Board's course approval number below and attach a letter from the approved education provider your school to use the approved course.							
	Board's approval number: (See <u>Required Attachments</u> *on page 2)								
8.	Describe method of monitori	ng attendance							
OFFICE USE ONLY	APPROVAL NO. BROKERAGE	LAW	FINANCE	APPRAISAL	OTHER	PRINCIPLES & PRACTICES			
	1			TRANS		FILE NO.			
				1005/1030	0214				

	Course Title:			
r - 15 houre				
☐ Broker - 45 hours Course Title				_
Real Estate Brokera	age		Real Estate Law	
☐ Real Estate Finance			Real Estate Appraisal	
Other (provide cour	se title):			
	Real Estate Finance Other (provide cours gned, certify that th	Other (provide course title):  gned, certify that the foregoing st	Real Estate Finance  Other (provide course title):  gned, certify that the foregoing statement	Real Estate Finance Real Estate Appraisal

(Required Attachment on the next page)

#### **Required Attachments**

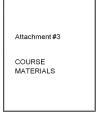
Arrange the attachments behind the completed course application in number order. Label each attachment with the appropriate section header sheet according to the descriptions given below. Once the course application package is complete and combined into one electronic document format (.pdf), do <u>not</u> 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:

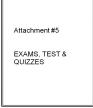












- \* Attachment #1 A comprehensive **Timed Course Outline** (TCO) indicating: a) the number of days the course will meet; b) the number of class hours for each meeting day; c) the course content covered during each hour; and d) for a Salesperson course, indicate where each of the 25 required subjects 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 Virginia Real Estate Board Instructor Prelicense Education Certificate for each course instructor, which shows the instructor's qualifications to teach this course. If the Instructor certificate has not been approved at the time of this application, provide the name of the proposed instructor.
  - Attachment #3 A copy of the course's textbook cover and table of contents or a copy of the **course materials**. If course is approved for another Provider, attach a copy of the course's approval letter.
  - Attachment #4 A description of any research assignments and copy of any **research materials**.
- \* Attachment #5 A copy of the final **exam** (indicate percentage of correct questions required to pass the final exam), and a copy of all **tests and guizzes**.
- \* Attachment #6 A description of how the written, monitored final exam will be administered.
- \* Attachment #7 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 #8 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), two (#2), five (#5), six (#6), seven (#7) and eight (#8 if required).

(Exhibit 1 on the next page.)

### EXHIBIT 1

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

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

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

#### Statutory Authority

§ 54.1-2105 of the Code of Virginia.