



COMMONWEALTH of VIRGINIA
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

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Virginia Real Estate Board

Pre-license Education Course Application Directions

There is no fee to apply for Board approval of a 60-hour Real Estate Salesperson or 45-hour Real Estate Broker Pre-license Education Course. The Pre-license Education Course Requirements are listed in 18 VAC 135-20-360, 400, and 410 of the Board's Regulations. These regulations can be viewed on the Board's website at: http://www.dpor.virginia.gov/dporweb/reb_reg.pdf

To apply for approval of a Real Estate Pre-license Course, write a Cover Letter to the Board's Education Section requesting approval of your school's 60-hour Salesperson Principles and Practices of Real Estate Course and/or your school's 45-hour Broker course(s). In this Cover Letter describe how your course will meet the following requirements and include copies of the following Attachments if necessary:

1. A Comprehensive, Timed Course Outline indicating: a) the number of days the course will meet; b) the number of classroom hours for each meeting day; and c) the course content. A Salesperson Principles Course must contain the content requirements of 18 VAC 135-20-400 and meet for at least 60 classroom hours (this includes the final exam). A Broker Course must meet for at least 45 classroom hours (this includes the final exam).
2. Name of the course's textbook(s) and copies of any research materials used for study assignments.
3. Description of any research assignments.
4. Copies of the final exam and all tests and quizzes.
5. A description of how the written, monitored final exam will be administered.
6. A description of your school's record-keeping procedures for the course.

Next, submit your entire pre-license course application to the Board electronically as follows:

1. Arrange the Attachments in number order behind the Cover Letter. This entire document is the real estate pre-license course application you will e-mail to the Board.
2. Scan this document and convert it into a PDF-format document.
3. Name this document as: "Your School Name" – "Salesperson" or "Broker" Pre-license Course.
4. E-mail this PDF document to reschool@dpor.virginia.gov. In the e-mail "Subject" line, type your school name (an abbreviation will be fine, e.g., "VAR" for Virginia Association of Realtors), a hyphen and the name of the document. An example would be: "VAR – Salesperson Pre-license Course."

Your pre-license course application will be reviewed. If it is complete and correct, the course will be added to the next Real Estate Board Education Committee Agenda, and an "Acknowledgement Letter" will be e-mailed to you. If your course application is incomplete or incorrect, it will be rejected, and the rejection reasons will be explained through a return e-mail to you. Feel free to contact the Real Estate Board Education Section at reschool@dpor.virginia.gov or at 804-367-2406 with any questions.