



REAL ESTATE CONTINUING EDUCATION COURSE SPONSOR APPLICATION

ND REAL ESTATE COMMISSION
SFN 12190 (11/04)

NORTH DAKOTA REAL ESTATE COMMISSION
P.O. BOX 727
BISMARCK, NORTH DAKOTA 58502-0727 TEL: 701-328-9749

For Official Use Only
Approved by _____
Date Approved _____
Certificate Mailed _____
Course Number _____

Real estate licensees in North Dakota must complete 16 hours of continuing education every 2 years as a condition of license renewal. No credit will be given unless educational programs are approved by the Commission.

Please read the regulations carefully to determine whether your program qualifies under the regulations and standards set forth by the Commission.

Submit this application before presentation of the program for Commission evaluation and approval. To be approved, programs must relate to course content as indicated under Chapter 70-02-04 of the Administrative Code of the North Dakota Real Estate Commission.

The program sponsor or coordinator is responsible for monitoring attendance and issuing certificates of attendance to attendees.

NOTE: Fee of \$50.00 in the form of a check, money order, or cashier's check payable to the North Dakota Real Estate Commission must accompany this application. A fee of \$50.00 is required for each course registered and is non-refundable.

DATE

1. SPONSOR NAME

NAME

2. SPONSOR ADDRESS

STREET ADDRESS	CITY	STATE	ZIP CODE + 4
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MAILING (IF DIFFERENT FROM ABOVE)

STREET ADDRESS	CITY	STATE	ZIP CODE +4
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3. TELEPHONE NUMBER

AREA CODE	TELEPHONE NUMBER
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4. NAME OF COURSE COORDINATOR

5. COURSE TITLE

6. THIS COURSE WILL BE PROVIDED AT THE FOLLOWING LOCATION: (attach additional sheet if necessary)

DATE	PLACE
DATE	PLACE
DATE	PLACE
DATE	PLACE
DATE	PLACE

7. TOTAL HOURS OF COURSE

REQUESTED CE HOURS

8. ATTENDANCE MONITORING POLICY: Provide a statement explaining how you intend to monitor attendance. Submit a copy of the attendance verification form.

9. FEE SCHEDULE/REFUND POLICY: Provide a statement outlining fees charged for the course and how refunds are to be made

10. METHOD OF RECORD MAINTENANCE: Provide a statement explaining your procedure for maintaining all continuing education records for a minimum of three years.

11 THE INSTRUCTOR(S) FOR THE COURSE WILL BE: (see attached instructor application for each instructor)

12. ENCLOSED WITH THIS APPLICATION IS:

- agenda containing outline of course broken into 30 minute segments
- student topical outline
- course objective
- detailed instructor outline
- evaluation form
- copy of all proposed advertising used for promotion purposes
- copy of all materials to be distributed to the participants
- the course fee

13. Do you understand that the course coordinator is responsible to certify to the Commission on a form prescribed by the Commission that each student attended the required hours? (check one) Yes No

14. Do you understand that even though the school or sponsor has been approved, any additional course offering not listed in the application must be submitted on another application and approved by the commission (check one) Yes No

NAME OF SCHOOL SPONSOR

By

NAME

TITLE

SIGNATURE

THE AMERICANS WITH DISABILITIES ACT (ADA). Any private entity that offers courses or examinations related to licensing for professional or trade purposed must offer such courses or examinations in a place and manner accessible to all persons, or offer alternative but equal arrangements. This may include the provision of auxiliary aids and services for persons with disabilities.