



**APPLICATION FOR APPROVAL
OF PRE-LICENSURE SCHOOL,
INSTRUCTORS AND CURRICULUM**
NORTH DAKOTA REAL ESTATE COMMISSION
SFN 12144 (06/08/2023)

1120 College Dr Ste 204
Bismarck ND 58501
Phone: (701) 328-9749
Email: ndrec@nd.gov
Website: realestatend.org

Application Fee- \$200 non-refundable

Pay online at: <https://www.realestatend.org/pay-bill> (*Reference: Pre-licensure Course*). Only online payments are accepted.

Schools must email the rosters of all students who successfully complete the course to jeprom@nd.gov

THESE ITEMS MUST BE ENCLOSED WITH THIS APPLICATION:

- Course outline by topic with time spent on each topic indicated in segments of no more than 30 minutes, including exams
- Application for each instructor
- Sample course certificate to be given to students upon completion of course
- Online on-demand classes only: Copy of ARELLO Certification

For Official Use Only

Receipt Number	Course/Instructor Approval Expires	Course Number
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Class Format – Choose all that may apply

Online on demand (Asynchronous – can be taken any time)

Attach ARELLO certification for this online-only class.

Date ARELLO Certificate Expires: ____ / ____ / ____

Virtual live only (Synchronous – can be taken only at an appointed time)

Provide time and date for each time class is offered:

In-classroom classes only

Provide time, date and place for each time class is offered:

Other, such as a hybrid

Explain:

Class Title		Class Text(s) used	
Name of School Sponsoring the pre-licensure education		Organization Website	
Website to Register for the Class		Email address or phone number to register for the class, if applicable	
Print Class Coordinator Name (First, Last)			Date
Class Coordinator Email Address			Telephone Number
Street Address	City	State	ZIP Code
Mailing Address (if different from above)	City	State	ZIP Code
Class Instructor(s) Name(s) – <i>Attach applications for each instructor, even if the application has been submitted for a different class.</i>			
Provide a brief explanation of how you will monitor attendance			
Provide a brief explanation of how you will retain records for 3 years			
Provide a brief explanation of how you will evaluate the class and instructors			
Explain your fee schedule and refund policy			