

# MONTANA BOARD OF REALTY REGULATION PROVIDER INFORMATION

## THE BASICS:

- As of September 7, 2012, a Board of Realty Regulation approved course must be associated with both an approved continuing education course instructor and an approved continuing education (CE) provider. Provider need only apply once for approval; there is no expiration date on provider approvals, but the board or its representative may revoke provider approval for cause.
- Please go to our website ([www.realestate.mt.gov](http://www.realestate.mt.gov): Educ: Forms) to get updated provider, course and instructor applications. Using old application forms may cause your application to be delayed. Both new applications and “renewals” will use the same form. Before you contract with any provider to teach a course, please make sure they are an approved continuing education provider for the Board of Realty Regulation.
- Before you send in a course for approval, make sure that it meets one of our approved topics ([www.realestate.mt.gov](http://www.realestate.mt.gov): Educ: Approved Topics and Education Requirements).
- Please send in only complete applications. The application, payment, and attached information should be sent in together either via email ([dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov)), fax (406-841-2323), or mailed to the address on the current application form. There is currently no fee for provider applications.
- Please allow a minimum of 30 days for course, instructor or provider approval. Once the course/instructor/provider has been approved, a letter of approval will be sent to you via email.
- After you have received your letter of approval, post your upcoming courses on BRR's (Board of Realty Regulation's) CE website. This allows licensees all over the state to see the time/place of the course and gives them contact info for the instructor or provider. You cannot enter a roster until you have entered the upcoming course event dates. Instructions for posting upcoming courses/events can be found on Page 3.
- Make sure that you are properly monitoring courses. Course monitoring procedures can be found on Page 6.
- You are required to provide course evaluations to each attendee. Make sure that you keep evaluations for a minimum of two years after the class date. If asked, you must be able to provide copies to a Board Representative.
- Upon completion of the class, attendees must be given a completion certificate (see Page 5 for what to include on the certificate).
- When the course is finished, you have 20 days to report course attendance to the Board. You will need the licensee name and license number. Instructions for reporting rosters can be found on Page 4. Failure to enter rosters in a timely manner may result in provider approval revocation.

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# BRR MEMBERS & STAFF

## BOARD OF REALTY REGULATION Members

The Governor with Senate confirmation appoints board members. Members serve 4 year terms with a 2-term limit.

### C.E. "ABE"

**ABRAMSON**

**BOARD CHAIR**

INDUSTRY MEMBER

MISSOULA, MT

Term Expires: 5/9/2015

### CINDY WILLIS

INDUSTRY MEMBER

POLSON, MT

Term Expires: 5/9/2013

### STEPHEN HESS

PUBLIC MEMBER

BUTTE, MT

Term Expires: 5/9/2013

### SHIRLEY

**MCDERMOTT**

PUBLIC MEMBER

LAUREL, MT

Term Expires: 5/9/2015

### LARRY MILLESS

INDUSTRY MEMBER

CORVALLIS, MT

Term Expires: 5/9/2015

### CONNIE WARDELL

INDUSTRY MEMBER

BILLINGS, MT

Term Expires: 5/9/2015

### PAT GOODOVER

INDUSTRY MEMBER

GREAT FALLS, MT

Term Expires: 5/9/2016

## Applications DOs:

- Do allow adequate time for approval.
- Do your best to fill out the application completely.
- Do make sure you have included all requested information.
- Do make sure that all information is up-to-date, especially resumes.
- Do make sure to use the Additional Course Hour Application if you need to (see page 6 for explanation).

## Application DON'Ts:

- Don't wait until the last minute to apply or renew.
- Don't send in different portions of your application in different mailings.
- Don't worry if you can't remember your previous approval number if you don't have it on hand.
- Don't think that because you have been previously approved, you can skip any of the steps.

## The Honorable Steve Bullock, Governor BOARD ADDRESS & CONTACT INFORMATION

BOARD OF REALTY REGULATION  
301 S. PARK, 4<sup>TH</sup> FLOOR/ PO BOX 200513

HELENA, MT 59620-0513

FAX: 406-841-2323

EMAIL: [dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov)

WEBSITE: [www.realestate.mt.gov](http://www.realestate.mt.gov)

### For real estate licensing questions and information, contact:

Licensing Unit B 406-841-2202

### For information regarding education, contact:

CE/Auditing Unit 406-841-2204

### For information regarding audits, contact:

Marilyn Willson, Auditor 406-841-2321

### For information regarding complaints, contact:

Teri Ray, Compliance Specialist 406-841-2336

Grace Berger, Executive Officer 406-841-2320

# WHAT IS EPASS?

EPass is a portal account used by all State of Montana services which allows you to store all of your usernames and passwords used to access State of Montana services.

**You will need to create an ePass account (if you don't already have one) in order to post upcoming classes and enter rosters to the Montana CE reporting system.**

## **TO BEGIN: GO TO:**

[www.continuinged.mt.gov](http://www.continuinged.mt.gov): Educators. You should then be at the page to log into ePass or create an ePass account if you don't already have one.

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## **If you already have an ePass account:**

Click on "Login to this Service using EPass." Enter your ePass username and password. You should be taken to a blue and white screen that says "Professional Continuing Education."

### **BEGIN CE POSTING/REPORTING:**

- (1) Under "Use the form below to add a CE user to your ePass account" enter the CE username and password you were given upon original instructor approval. Epass will store this username and password for future renewals.
- (2) Proceed with CE posting/reporting process (see pages 4-5).

## **If you do not have an ePass account:**

### **STEP ONE: CREATE AN EPASS ACCOUNT**

Click on the 'create an account' button in the Educators Box. **Please be aware that this is a completely different username and password than the CE username and password that were emailed to you with your original instructor approval.** Enter all required information including an ePass username and password

### **Important information:**

- (1) Your username must be at least 6 characters.
- (2) Your password must be at least 8 characters, and contain both letters and numbers.
- (3) Your username and password are case sensitive.

**YOUR HINT IS IMPORTANT!** Make sure that your hint will remind you of your password. **Mt.gov and the staff at the Board of Realty Regulation cannot retrieve your password for you.** The only way to retrieve your password is to have your hint emailed to you at one of the e-mail addresses you provide when setting up your account.

Once you have created an ePass account, you should be taken to a blue and white screen that says "Professional Continuing Education."

### **STEP TWO: BEGIN CE POSTING/REPORTING**

#### **BEGIN CE POSTING/REPORTING:**

- (1) Under "Use the form below to add a CE user to your ePass account" enter the CE username and password you were given upon original instructor approval. Epass will store this username and password for future renewals.
- (2) Proceed with CE posting/reporting process (see pages 4-5).

## POSTING UPCOMING CLASSES

After a course has been approved and you have entered the CE reporting system via ePass, all providers/instructors need to advertise their upcoming class(es) on BRR's list of available courses ([www.continuinged.mt.gov](http://www.continuinged.mt.gov): Approved Courses). Posting courses will also ensure that you have maximum attendance at your course.

**You must enter the course event dates and contact information for the course before you will be able to report the roster to BRR.**

### **Live Classroom Providers/Instructors:**

- (1) Sign into the CE reporting system via ePass.
- (2) Choose "Enter Upcoming Course/Event Information"
- (3) Enter contact and event information for your upcoming class(es), making sure that the contact information is accurate.
- (4) Go to [www.continuinged.mt.gov](http://www.continuinged.mt.gov): Approved Courses to see if your class has been posted correctly to the website.

### **Online Course Providers/Instructors:**

- (1) Sign into the CE reporting system via ePass.
- (2) Choose "Enter Upcoming Course/Event Information."
- (3) Enter contact and event information for each approved class, making sure that the contact information is accurate. You will post one "dummy" event online with a start date of the approval date and end date of the course expiration date.
- (4) Go to [www.continuinged.mt.gov](http://www.continuinged.mt.gov): Approved Courses to see if your class has been posted correctly to the website so licensees can view it.
- (5) Each time you report a roster for a posted class, you will "Enter Upcoming Course/Event Information" for the course with the start date and end date being the date you are reporting the class. The only exception to this is around renewal (October 31). Please post classes daily during this time frame.

## RULES FOR ADVERTISING COURSES

A class may be posted to BRR's website (as outlined in the article above) only after the provider or instructor has received a letter of course approval. Quite simply, the system will not let you add an upcoming course/event unless the staff has added that class to your provider/instructor profile.

However, an instructor or provider will often want to advertise the class via other methods as well. If you choose to advertise your course outside of the BRR website, you need to keep in mind the following rule:

### **24.210.674 CONTINUING REAL ESTATE EDUCATION – COURSE APPROVAL**

(3) A course may be advertised for credit only after a completed course application has been submitted to the board office accompanied by all required attachments and fees. Courses not submitted for approval may not be advertised

for credit. After a course submission, but prior to approval, the course may be advertised if all advertising includes the statement that the course is "pending approval". This advertising must appear in comparable font size and color as the rest of the advertising. A course is not "pending approval" unless a completed course application has been submitted to the board office accompanied by all required attachments and fees.

Instructors or providers who jump the gun by advertising courses which they have not yet submitted are subject to disciplinary action, up to and including course, instructor, or provider approval revocation.

# ENTERING ROSTERS

Once an approved CE course has been completed, **the instructor/provider has 20 days to report the class roster** using BRR's online CE reporting system through the following process:

- Log in to the CE reporting system using ePass ([www.continuinged.mt.gov](http://www.continuinged.mt.gov)).
- If you didn't already "Enter an Upcoming Course/Event" for the course, do so now. You cannot enter a roster without first entering an upcoming course/event.
- Choose "Enter Roster Information." You will need to have a list of licensees and their license number(s).
- Once you have entered the roster using the license numbers, verify the roster with the sign-in sheet to ensure that all licensees (and all license numbers if you have dual licensees) have been given credit.
- After verifying the roster is correct, click on the "Submit" button. You should get a message that your submission has been successful.
- Once you have submitted the roster, it cannot be edited.

## TIPS FOR ENTERING ROSTERS:

- Make sure your class sign-up sheet provides a space for licensees to put their full license number(s). Some licensees have dual real estate licenses, and you must report both numbers to BRR.
- If you do not have a valid license number for a licensee, you may visit [www.ebiz.mt.gov/pol](http://www.ebiz.mt.gov/pol) to access the licensee's number.
- You will not be able to enter license numbers for expired licensees. If a licensee has allowed their license to expire, it is the licensee's responsibility to retain records of their CE. However, you must still provide a certificate of completion to each attendee.
- The online CE reporting system will time out after 20 minutes of inactivity and your information will not be saved.
- If you missed a licensee when reporting the original roster, you can still report them. Simply go in and report them on a new class roster.
- If you mistakenly reported a licensee who had not taken your course, please call 406-841-2204 or email [dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov) to correct.

# CERTIFICATE OF COMPLETION

**Per ARM 24.210.667 (10), "The course provider must supply each licensee with a course completion certificate and student evaluation form approved by the board and must verify attendance of each licensee."**

**If the course was given in a classroom setting, it should be handed out at the end of class.**

**Internet providers should give a course completion certificate upon completion of course submission.**

## Certificate of Completion Information:

Licensee Name:

License Number(s):

MT Course Approval Number:

CE Approval Hours (i.e. 4 mandatory):

MT Course Approval Title:

Instructor and/or Provider Name:

Course Completion Date:

Signature of Instructor or Provider Representative

## Supervising Broker Courses

Per Administrative Rule 24.210.604 SUPERVISING BROKER ENDORSEMENT (4) "Only brokers with a current supervising broker endorsement or who are attempting to reinstate an expired endorsement may get credit for completing supervising broker continuing education."

Therefore, **if you are an instructor or provider who is offering an approved Supervising Broker course, you will only report credits for those attendees who currently have the endorsement or for those who are attempting to reinstate their expired endorsement.** Other licensees may take the course, but they will not receive CE hours for it. However, you will still give them a course completion certificate at the end of class.

You may call the Board office at 406-841-2202 or email [dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov) if you have any questions about whether or not a licensee has the Supervising Broker endorsement.

## Additional Course Hour Option

Many times, instructors or providers will want to get the same course approved for multiple hours. For example, an instructor would like to offer both 2 and 4 hour versions of an Ethics class. BRR can absolutely approve multiple versions of the same class without the instructor having to pay \$130.00 for each version.

However, the provider would pay \$130 for the first class approved and \$35 for each option thereafter. Please use the Additional Course Hour Option application when applying for one of these courses.

## CE CLASSROOM GUIDELINES

- Please remember that the Board of Realty Regulation's approval for the number of CE hours that can be awarded for your course was predicated on the amount of time a licensee spends in class. Provide instruction or activity for the entire amount of time for which your course was approved.
- The course provider and instructor should discuss their policies for breaks before the course. Tell licensees when breaks will be taken and for how long. Remember that no more than ten minutes per hour can be used for breaks; time can be combined to provide longer breaks after longer segments of class (i.e. a fifteen minute break every hour and a half or a twenty minute break every two hours).
- Explain your attendance monitoring process to students. They need to sign in at the beginning of class and possibly at other times you designate. Having multiple sign-ins during a longer class ensures that attendees are present for the entire course, not just the beginning and end. However, sign-in is not required after every break.

- Per Board rule, students need to be in class 90% of the first hour and 100% of each class hour thereafter in order to be issued a completion certificate. Basically, this allows them to be out of the classroom only for instructor-led breaks. Short exceptions may be made for medical reasons at the discretion of the course provider.
- Request that all phones, laptops, and other electronic devices be turn off during class time unless they are being used specifically for class purposes. If a student refuses to follow this guideline, you may withhold his/her certificate
- Ask that students not read newspapers, magazines or other non-class-related materials during class time. If a student refuses to follow this guideline, you may withhold his/her certificate.
- Do not issue continuing education certificates until the end of class.

**Instructors or providers that do not follow the above guidelines may have their provider, course or instructor approval revoked.**