



**TO:** All Montana Realty Associations  
**FROM:** Montana Board of Realty Regulation  
**SUBJECT:** How to Offer the Rookie or Supervising Broker Course

This is guidance for all associations who are interested in presenting the Rookie Course or the Supervising Broker Course.

### **If the Instructor is Using the Board's Course Curriculum**

- To request the course be added to your profile on the *Professional Continuing Education* website, send an email to [audit@mt.gov](mailto:audit@mt.gov). The email should contain:
  - Your association name,
  - The course number you wish to have added, and
  - The instructor's name and approval number.
- The course will be added to your online profile and you will be notified via email once it has been added.

### **If the Instructor is Not Using the Board's Course Curriculum**

- Complete and submit a [CE Course Application](#). Ensure the course title field states either *Rookie Course* or *Supervising Broker Course*.
  - To allow adequate time for review of the course application, submit applications a minimum of 90 days prior to the first course date.
- Courses must be taught by an instructor approved to teach the requested course.
  - If the instructor has not yet been approved, submit a [Rookie and Supervising Broker Instructor Application](#). Instructors are not automatically approved.
  - **NOTE:** This approval is separate from the approval to teach regular continuing education courses.

### **Important Information for all Associations**

- Per ARM 24.210.835 (9) and 24.210.667 (11), "all approved education must be available to all licensees."
- All upcoming courses must be posted to the Board of Realty Regulation's website. Please refer to the Provider Information Newsletter ([www.realestate.mt.gov](http://www.realestate.mt.gov) : Educ: Forms: Provider Information Newsletter) for directions on posting courses.
- The course must be administered according to current Montana Board of Realty Regulation Rules ([www.realestate.mt.gov](http://www.realestate.mt.gov): Regs: Administrative Rules) regarding continuing education courses.

Questions, comments, or concerns please email [audit@mt.gov](mailto:audit@mt.gov).