

Montana Board of Realty Regulation
301 S. Park Ave., 4th Floor
PO Box 200513
Helena, MT 59620-0513
PHONE: 406-841-2204 FAX: 406-841-2323
E-MAIL: dlibsdrre@mt.gov WEBSITE: www.realestate.mt.gov

TO: Real Estate Continuing Education Course Applicants
FROM: Board of Realty Regulation Education Committee
RE: Continuing Education Application Requirements

The following is a checklist of items that you must provide to the Board of Realty Regulation for each continuing education course application. Incomplete applications will not be reviewed. **Refunds will not be issued for incomplete or denied applications.**

1. Each **complete course application and fee** must be submitted at least 30 days prior to the intended course date. Please note, courses requiring additional review or needing additional information may take in excess of 90 days for review. The fee for each course application is \$130.00.
2. Submit a **narrative** describing the goal(s) and objectives of the course and how the course will benefit and protect Montana real estate consumers.
3. Submit a **detailed, timed course outline** broken down in a minimum of 15-minute intervals. Sources (i.e. court cases, laws, rules, policies etc.) for material being presented should be cited in the outline or accompanying material(s). As the applicant, it is your responsibility to provide adequate information for approval.
4. The course must be taught by an **approved instructor**. If the instructor has not yet been approved, you must include an instructor application and fee. Instructors are not automatically approved.
5. Courses must **consist of at least 1 hour** of instruction in order to be considered and must meet one of the currently approved Board of Realty Regulation topics (topics can be found on our website at www.realestate.mt.gov : Educ: Approved Topics and Education Requirements).
6. **Copies of all handouts and course materials** (including textbooks) that will be distributed during class must be included with the course application.
7. In order for distance education courses to be approved in Montana, they must first be certified by the Association of Real Estate License Law Officials (ARELLO) and then submitted to the Board of Realty Regulation for content review.

Send a complete application packet and all fees to Education Director, Board of Realty Regulation, P.O. Box 200513, Helena, MT 59620-0513. DO NOT SEND CASH. Make check or money orders payable to the Board of Realty Regulation. You may also pay with a credit card or e-check by completing the attached authorization form.



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| OFFICE USE | |
|------------|-------|
| CE # | _____ |
| APPROVED: | _____ |
| YES | NO |
| DATE | _____ |
| TOPIC | _____ |
| M | E |

CONTINUING EDUCATION COURSE APPLICATION

Fill out form below, sign and submit it, along with a non-refundable \$130.00 application fee per course and all applicable materials to the address above. **Applications submitted without all required materials will not be considered.**

COURSE INFORMATION:

Course title: _____

Course description: Seminar Conference Distance Education Other

Number of hours you are applying for: _____

Are you applying for mandatory or elective hours? _____
(Please refer to CE Topics List at www.realestate.mt.gov: Educ)

What approved topic applies to the course content? _____
(Please refer to CE Topics List at www.realestate.mt.gov: Educ)

Has this course previously been approved for credit? (If yes, indicate approval #) _____

PROVIDER INFORMATION:

Name of provider institution: _____

Provider Institution EIN: _____

Contact Person: _____

Telephone: _____ Fax: _____ Email: _____

Address _____
(Street, P.O. Box) (City) (State) (Zip)

Approved Provider # _____

INSTRUCTOR INFORMATION: Each course must be associated with an approved instructor.

Course instructor(s): _____

Course instructor(s) approval #(s): _____

Date(s) & Location(s) where course offering(s) will be held: _____

Fees (Cost to each licensee): _____

The course applicant verifies that s/he has read and understands the following requirements:

- The applicant's information and supporting materials are true and correct and course information is compliant with both current Montana laws and rules and current Federal laws.
- Failure to keep current with Montana and Federal laws regarding the course subject matter may result in course revocation.
- Per ARM 24.210.604 (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." Other licensees may take the course, but credits should not be reported for them. However, they should be given a certificate of completion.
- Courses may only be advertised as "pending approval" after the Board has received a complete course application.
- Course approval applications should be submitted at least 30 days before the first course offering.
- All upcoming courses must be posted to the Board of Realty Regulation's website. Please refer to the Provider Information Newsletter at 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: Regs: Administrative Rules) regarding continuing education courses.

Applicant's signature:

_____ Date _____