



## KENTUCKY REAL ESTATE COMMISSION

500 Mero Street 2NE09  
Frankfort, Kentucky 40601  
(502) 564-7760  
<http://krec.ky.gov>

(OFFICE USE ONLY)

### PRE-LICENSE COURSE APPLICATION & RENEWAL FORM

**NOTE: This form must be submitted no less than ninety (90) days in advance of the first date you will offer the course.**

#### APPLICANT INFORMATION

Name of Provider

Administrator Name

Administrator Email

#### COURSE INFORMATION

Name of Course:

If this is a **Renewal Application**, state the following:

(1) KREC Course Number

(2) Date of Initial Approval

Instructors:  
(Attach additional  
sheets if necessary)

1.

2.

3.

4.

Type of Course:  
(Check ONE)

Sales Associate Pre-license (96 Hours)

Brokerage Management (48 Hours)

Broker Curriculum (48 Hours)

Broker Curriculum (96 Hours)

Course Format:  
(Check ONE)

Classroom

Distance

(If the course includes ANY distance component, it is a distance course.)

#### FEES

**This application must be submitted with the correct fee paid by Check or Money Order made out to the Kentucky State Treasurer.**

**INITIAL Application Fee: \$75.00**

**RENEWAL Application Fee: \$25.00**

#### REQUIRED DOCUMENTATION

Is this Application for a **Renewal** of a previously approved course?  Yes  No

If "No", continue to "Course Materials", below.

If "Yes", have you made changes of ANY KIND to the Course Materials or the content of the course?  Yes  No

If "No", complete a copy of KREC Form 104 for each instructor of this Course, and the Certification at the bottom of this Application, and submit them with the appropriate fee. You may skip the other sections of this Form.

If "Yes", you must attach complete copies of any and all required documentation that has changed *substantively* from when it was last approved by the Commission. **DO NOT** submit copies of required documentation that are identical in content to those previously submitted and approved or which have not changed substantively from when they were previously approved. Substantive changes are changes to content or organization. Aesthetic changes and corrected typos are not substantive changes.

**COURSE MATERIALS:** All Course Materials must be approved by the Commission. Course Materials may include all textbooks, published materials, pamphlets, handouts, and electronic slide presentations used by the instructor to convey information to the student by any means other than verbal instruction.

Consult the list of textbooks that have already been approved by the Commission, at [krec.ky.gov/Education/Providers](http://krec.ky.gov/Education/Providers). If the **exact edition** of the textbook included in your Course Materials has already been approved, do not send a copy of the textbook. If the exact edition of the textbook included in your Course Materials HAS NOT been approved, you must submit a copy of the proposed textbook with a written explanation of how the text covers the required course content. Write the name and edition number in this space: \_\_\_\_\_.

Attach copies of all other Course Materials that have not already been approved by the Commission to this Application.



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### DETAILED ABSTRACT OF CHANGES (Renewal Applications only):

On a separate sheet of paper, attach a "Detailed Abstract of Changes." The Abstract must include the following two sections:

1. Changes to Course Content and Organization
  - a. In this section explain any and all changes to the Course Outline since it was last approved.
2. Changes to the Course Materials
  - a. In this section, identify and explain any and all changes to the Course Materials as defined above.

**COURSE OUTLINE:** On a separate sheet of paper, attach a "Course Outline." The outline must include the following sections:

1. Time Allotment
  - a. This section must include an explanation of the percentage of time devoted to: (1) live lecture; (2) electronic media; (3) group activities; (4) questions and answers; and (5) other methods of instruction.
2. Learning Objectives
  - a. In this section, you must identify at least three (3) learning objectives for your students and explain what they will be able to do after completing this course.
3. Syllabus
  - a. Provide a detailed syllabus of the course broken into segments of no more than four (4) hours each.
  - b. Indicate when breaks will be taken and the lengths of the breaks.
  - c. Identify: (1) the major topics to be covered during each segment; (2) the amount of time in which they will be covered; and (3) the manner(s) of instruction of each topic.

**FINAL PROJECT (Broker Management and Sales Associate ONLY):** On a separate sheet of paper, attach a detailed explanation of the Final Project required by students that take this course, as well as copies of all explanatory materials provided to the student.

**FINAL EXAMS AND ANSWER KEYS:** Attach copies of all final exams and their corresponding answer keys.

### ADDITIONAL REQUIRED DOCUMENTATION FOR DISTANCE EDUCATION PROVIDERS

Attach the following: (1) a copy of your student course evaluation form; and (2) a copy of the certification document that will be used when the final exam is proctored by someone other than the instructor.

Attach a separate piece of paper with your responses to the following:

1. What medium will your course be delivered in? Internet, Webinar, Teleconference or ITV?
2. Explain how, and by whom, the final exam will be proctored.
3. Explain the remediation process used to accomplish mastery of the material by a student that has demonstrated specific deficiencies in comprehension.
4. Describe the hardware and software required to participate in this course, and what happens in the event of a hardware or software failure.
5. What technical support is available throughout the program?
6. How will you ensure that the approved instructor is available to answer students' questions?
7. How will you ensure that the student enrolled in the course is the person doing the work?

Explain the process for measuring and recording the following: (1) that the student has completed the required exercises; (2) that the student has achieved mastery of the material; AND (3) that the student has spent the required amount of time completing the course.

### CERTIFICATION

I, \_\_\_\_\_, (print full name) certify that I am authorized to execute this document on behalf of the provider and that the information provided in this application and all its attachments are true. I understand that I am the individual who is personally responsible for overseeing the applicant provider's compliance with all laws and regulations that govern professional real estate education in Kentucky. I understand that any violation of the real estate license law, regulations or provider approval procedure may result in the loss of approval by the Commission.

Signature of Administrator

X

Date