

Kentucky Real Estate Commission
10200 Linn Station Road, Suite 201
Louisville, KY 40223
Phone: 502-429-7250
Fax: 502-429-7246



PROVIDER APPLICATION

Form E101

1. Provider: _____

2. Mailing Address: _____

3. Contact Person/Administrator: _____

4. E-mail: _____ Web Address: _____

5. Phone No.: _____ Fax No.: _____

The information above will be listed on the KREC website.

6. Type of Provider: _____ Accredited College or University _____ Non-profit Real Estate Organization
_____ Proprietary School _____ Real Estate Board or Association
_____ Broker-Affiliated Training Program (PLE only)
_____ Governmental Regulatory Body

7. Type of Ownership if Proprietary School: _____ Individual _____ Corporation _____ Partnership

8. Is the School Certified by the Kentucky Commission on Proprietary Education: _____ Yes _____ No

The Provider agrees to comply with the provisions of the Americans with Disabilities Act and all statutes, regulations and policies of the Kentucky Real Estate Commission. I understand that I am the individual who is personally responsible for overseeing the compliance with all laws, regulations and guidelines by the instructors and employees of the applicant/provider.

I certify that I am authorized to execute this document on behalf of the provider and that the information given in this application is true. I understand that any violation of the real estate laws, regulations, or school approval guidelines may result in the loss of approval by the Commission.

Signature of Administrator

Date

THIS SECTION TO BE COMPLETED BY SCHOOL ADMINISTRATOR

9. Have you ever held a real estate license? _____ Yes* _____ No

*If yes, indicate type, state of licensure, length of time licensed and activity status.

Principal Broker _____ Broker _____ Sales Associate _____
State _____ Length of time licensed _____ Status: Active _____ Inactive _____

10. Have you ever had a real estate license or a license to practice in another profession denied, restricted, suspended or revoked?

Yes* _____ No _____

11. Have you ever had a civil judgment rendered against you based on fraud or misrepresentation?

Yes* _____ No _____

12. Have you ever been the subject of disciplinary action by a real estate or other licensing agency or is there such a proceeding currently pending?

Yes* _____ No _____

*If the answer to any of the last three questions is yes, please explain in detail on a separate sheet. Attach any necessary documents.

I certify that the information given in this application is true. I acknowledge that it is my responsibility to know and to comply with the statutes, rules and guidelines that govern the real estate education approval process. I understand that any violation of the real estate license law, regulations or school approval guidelines may result in the loss of approval by the Commission.

Signature of Administrator

Date

To the school administrator for the Education Provider, you are further required to abide by the following requirements for conducting KREC-approved education courses:

- The course will be taught according to the KREC Guidelines for Classroom Management, using the course outline materials and the instructor that have been approved by the Commission. Attached. 201 KAR 11:460, Section 1 (2)
- A monitor is to be in the classroom for all classes with 15 or more students. The monitor is to assist the instructor, enforce the KREC Guidelines for Classroom Management, maintain the attendance records and advise the Commission of any problems during the class.
- There will be no promotion of an individual, goods, or services, or recruitment of licensees by the provider or instructor. 201 KAR 11:175, Section 2; 201 KAR 11:230, Section 4
- All continuing and post-license education courses will be open and available to all licensees. 201 KAR 11:230, Section 1 (7) (e); 201 KAR 11:235, Section 2
- Class schedules will be submitted to the Commission in writing 30 days in advance of the course. Attached. 201 KAR 11:230, Section 4; 201 KAR 11:235, Section 2
- An Attendance Roster will be provided to the KREC 10 days after course completion. Attached. 201 KAR 11:230, Section 4; 201 KAR 11:235, Section 2
- All licensees are required to complete a Course Evaluation form. All evaluations will be returned to the Commission 10 days after course completion. Attached. 201 KAR 11:230, Section 4; 201 KAR 11:235, Section 2
- A tally of the Course Evaluations and Comments will be submitted on the Course Evaluation Transmittal Form 10 days after course completion. Attached. 201 KAR 11:230, Section 4; 201 KAR 11:235, Section 2
- All licensees completing the course will receive a Completion Certificate at the conclusion of the class. The certificate will be completed and signed by the administrator and contain no blanks in the areas of licensee name, licensee number, course number and date. Attached. 201 KAR 11:230, Section 4
- Failure to abide by these guidelines may result in suspension of the provider's approval to offer KREC-approved education courses.

Signature of Administrator

Date