

Kentucky Real Estate Commission
10200 Linn Station Road, Ste. 201, Louisville, KY 40223
Phone: 502-429-7350
Fax: 502-429-7246



EDUCATION COURSE APPLICATION

Provider: _____ **Email:** _____

1. COURSE TYPE:

- Pre-License Continuing Education Post-License Education
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2. COURSE APPROVAL:

- Initial Course Pre-Approved Course
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3. Format of Delivery:

- Classroom On-Line Course Live Web Cam Course
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4. Course Title: _____

5. Instructor(s): _____

6. CE Course Hours: _____ Elective _____ Law

(If you do not apply for Law, the course will be given elective credit)

7. PLE Course Hours & Type: Number of Hours: _____ Mandatory Elective

If Mandatory, select applicable topic area:

- Licensee Compliance Agency Contracts Disclosure Risk Management
 Finance Fair Housing Advertising Technology & Data Security
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9. Statement Concerning How Course Will Provide Consumer Protection: _____

10. Attendance Policy: _____

11. Tuition Range: _____

12. Include with the completed application all of the following (check each item that is included):

CLASSROOM CONTINUING & POST-LICENSE COURSE APPROVAL:

- ___ Comprehensive timed outline for entire course (must be in 15 minute increments or less)
___ Course materials
___ Completed instructor application for each instructor
___ \$15 per course

PRE-APPROVED COURSE APPROVAL:

___ \$15 per course

PRE-LICENSE COURSE APPROVAL:

- ___ Textbooks or other published materials that will be used in this course
 - ___ Videos used during the course
 - ___ Five learning objectives for course
 - ___ Comprehensive timed outline for entire course (periods of no more than four-hour segments)
 - ___ Course materials
 - ___ Completed instructor application for each instructor
 - ___ \$15 per course
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DISTANCE EDUCATION LEARNING COURSE APPROVAL:

- ___ Kentucky Commission on Proprietary Education license
 - ___ Course materials
 - ___ Completed instructor application for each instructor
 - ___ KREC distance education checklist and information sheet (4 pages)
 - ___ All student materials
 - ___ Course program: link to the distance education website for KREC review
 - ___ Student instructions for completion of the program
 - ___ Final exams and answer keys for each course submitted
 - ___ Student affidavit
 - ___ Student evaluation form
 - ___ (Pre-License) Explanation of proctored final exam procedures
 - ___ (Pre-License) Attach a copy of the certification document that will be used when the final is conducted by an individual other than the instructor
 - ___ (Pre-License) Narrative outlining the project that will be required, any necessary forms and answer keys that outline what the student is required to do
 - ___ Course fee – see Distance Education Guideline
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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 license laws, regulations, or school approval guidelines may result in the loss of approval by the Commission.

Signature of Administrator

Date