

Kentucky Real Estate Commission

656 Chamberlin Ave., Suite B
Frankfort, KY 40601
Phone: 502-564-7760 Fax: 502-564-1538

Distance Education Checklist & Information Sheets

Refer to 201 KAR 11:240

Your application **MUST** include the following items:

- _____ **Distance Education Checklist with all applicable items checked (if not checked, it will be assumed these items are not attached and your application may be returned to you)**
- _____ **Kentucky Commission on Proprietary Education License**
- _____ **KREC Provider Application**
Which also includes:
 - _____ **KREC Education Course Application**
 - _____ **KREC Instructor Application**
- _____ *Please duplicate any or all parts of the application as needed.*
- _____ **KREC Distance Education Information Sheets (the 3 pages below)**
- _____ **All student materials**
- _____ **Course program: Link with log-in and password 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 that will be used**
- _____ **Student evaluation form**
- _____ **Fee(s) -- see the Distance Education Guidelines for the applicable fees *check payable to KREC***

For Pre-License:

- _____ **Explanation of proctored final exam procedures.**
- _____ **Attach a copy of the certification document that will be used when the final is conducted by an individual other than the instructor.**
- _____ **Narrative outlining the project that will be required, any necessary forms, and answer key that outlines what the student is required to do.**

KREC DISTANCE EDUCATION INFORMATION SHEET

Attach additional sheets, if necessary, to complete your responses.
If you submit multiple courses, using the same medium, only one of these forms is required.

1. **Medium:**

_____ Internet _____ Webinar _____ Teleconference _____ ITV

2. **Explain how the course is designed to ensure that students demonstrate mastery of the content.**

3. **Describe the activities, exercises, or use of quizzes to assess the students' mastery of the material.**

4. **Explain the remediation process used to accomplish mastery of the material when specific deficiencies are identified.**

5. Explain how interactivity is accomplished in the course design.

6. Describe the hardware and software required by the student and what happens in the event of a hardware or software failure.

7. What technical support is available throughout the program?

8. List days and times that instructors will be available to answer students' questions.

9. How will you ensure that the student enrolled in the course is the person doing the work?

10. Explain how final exams will be handled and include copies of the documents used in this process.

11. Explain how the course measures and records that the student has completed the required exercises, achieved mastery of the material, and spent the required amount of time completing the course.

12. List Internet address of reference links if this course is a web-based program.
