



# KENTUCKY REAL ESTATE COMMISSION

656 Chamberlin Avenue, Suite B  
Frankfort, Kentucky 40601  
(502) 564-7760  
<http://krec.ky.gov>

(OFFICE USE ONLY)

## CONTINUING AND POST-LICENSE EDUCATION COURSE APPLICATION & RENEWAL FORM

**NOTE:** This form must be submitted no less than sixty (60) 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. _____	4. _____
	2. _____	5. _____
	3. _____	6. _____

Type of Course: (Check all that apply)  Broker Electives / NAR Designations  Continuing Education  Post-License Education

Course Format: (Check ONE)  Classroom  Distance (If the course includes ANY distance component, it is a distance course.)

Broker Electives / NAR Designations Hours Requested: \_\_\_\_\_

Continuing Education Hours Requested: Elective Hours \_\_\_\_\_ Law Hours \_\_\_\_\_

Post-License Education (PLE) Hours: Total Hours Requested \_\_\_\_\_

PLE Hours by topic:

Electives _____	Advertising _____	Agency _____
Contracts _____	Disclosure _____	Fair Housing _____
Finance _____	Licensee Compliance _____	Risk Management _____
Technology & Data Security _____		

### FEES

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

**CLASSROOM:** Initial: \$25.00  
Renewal: \$15.00

**DISTANCE:** Initial: \$75.00  
Renewal: \$15.00



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### 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.

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

#### 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 fifty (50) minutes 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.



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### ADDITIONAL REQUIRED DOCUMENTATION FOR DISTANCE EDUCATION PROVIDERS

Attach copies of all exams and their corresponding answer keys.

Attach a separate sheet with your responses to the following:

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

Signature of Administrator

X

Date