



CONNECTICUT REAL ESTATE COURSE APPLICATION

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
Real Estate Division

450 Columbus Blvd, Hartford CT 06103

E-Mail: dcp.realestateschool@ct.gov

Fax No. (860) 706-1219

For Official Use Only

1. Complete this form. Type or print CLEARLY.
2. Return form to Agency at via email or fax only.

This application is for a new course and renewal of an existing course. For a new course, complete Sections 1,2,3 and 6. For renewal of an existing course complete sections 1,4,5 and 6. Complete application must be emailed or faxed to this office.

Section 1: School Information

School Code	School Name:		
Name of Contact Person		Phone Number	Fax Number
Email Address			

Section 2: NEW Course Information

Minimum course hours: CE: 3-hrs.,Pre-License: 30-hrs.,P&P: 60-hrs. Distance Education (on-line) are *only* permitted for CE courses.

Exact Name of Course <i>(if applicable, name must match Arello certificate)</i>			
Total Course Hours: _____ hrs.	Type of Instruction: <input type="checkbox"/> Classroom <input type="checkbox"/> Distance Education (on-line) <input type="checkbox"/> Both		
Type of Course: <input type="checkbox"/> Pre-Licensing <input type="checkbox"/> Mandatory Subject <input type="checkbox"/> Elective			
If an elective course, check one or more of the following content areas covered in this course:			
<input type="checkbox"/> Agency	<input type="checkbox"/> Real Estate Contracts	<input type="checkbox"/> Real Estate Market Analysis	
<input type="checkbox"/> Brokerage	<input type="checkbox"/> Real Estate Finance	<input type="checkbox"/> Real Estate Math	
<input type="checkbox"/> Fair Housing Law	<input type="checkbox"/> Real Estate Investments	<input type="checkbox"/> Real Estate Taxation	
<input type="checkbox"/> Land Use Controls	<input type="checkbox"/> Real Estate Licensing Law	<input type="checkbox"/> Real Estate Transactions	
<input type="checkbox"/> Property Management	<input type="checkbox"/> Real Estate Appraisal	<input type="checkbox"/> Risk Reductions & Management	
<input type="checkbox"/> Client Representation/Advocacy/ Negotiating Counseling	<input type="checkbox"/> Use of Technology Specifically for Real Estate	<input type="checkbox"/> Environmental Concern	

Section 3: Required Documentation For NEW Course Applications

- ☐ Course Outline/Syllabus- Syllabus/Outline must reflect the number of minutes devoted to each element
- ☐ Copy of the inside cover page of all text to be used- Must include copyright or revision date of each text
- ☐ Copies of all handouts
- ☐ Primary Providers: Distance Education (On-line) copy of primary Arello certification
- ☐ Primary Providers: Attach a list of all secondary providers granted permission teach your course. You must provide the school name and school code.

Section 4: Existing Course RENEWAL Section

Exact Name of Course			
Total Course Hours: _____ hrs.	Type of Instruction: <input type="checkbox"/> Classroom <input type="checkbox"/> Distance Education (on-line) <input type="checkbox"/> Both		
Type of Course: <input type="checkbox"/> Pre-Licensing: RENEWAL <input type="checkbox"/> Mandatory Subject: RENEWAL <input type="checkbox"/> Elective: RENEWAL			

REAL ESTATE EDUCATION COURSE APPLICATION CONT.

Section 5: RENEWAL Changes to Previously Approved Course

- | | |
|---|---|
| <input type="checkbox"/> Text* | <input type="checkbox"/> Advertising* |
| <input type="checkbox"/> Classroom Hours (not including exam) _____hrs. | <input type="checkbox"/> Exam* |
| <input type="checkbox"/> Syllabus* | <input type="checkbox"/> Location of Classes* |
| <input type="checkbox"/> Advertising* | <input type="checkbox"/> Schedule of Classes* |

**Provide the appropriate document showing the proposed changes to the course.*

Section 6: Certification of School Official

- COURSES MAY NOT BE OFFERED AT A BROKERAGE OR APPRAISAL OFFICE.
- SCHOOLS AND INSTRUCTORS ARE PROHIBITED FROM SOLICITING STUDENTS TO WORK FOR A SPECIFIC BROKERAGE OR APPRAISAL FIRM.
- STUDENT RIGHTS FORM SHALL BE GIVEN TO EACH STUDENT UPON FIRST APPEARANCE IN CLASSROOM.
- IF COURSE IS NOT HELD IN A PUBLIC BUILDING OR PLACE OF PUBLIC ASSEMBLY, COURSE FACILITY MUST BE ADEQUATE TO HOLD SUCH AN OFFERING AND HAVE BEEN APPROVED BY THE LOCAL FIRE MARSHALL FOR SUCH PURPOSE.
- ALL COURSE ADVERTISEMENTS MUST COMPLY WITH REAL ESTATE COMMISSION REGULATIONS REGARDING ADVERTISEMENTS.
- REAL ESTATE COMMISSION MAY REQUEST ADDITIONAL INFORMATION REGARDING AN APPLICATION AND RESERVES THE RIGHT TO AUDIT CLASSES ON RANDOM BASIS.
- SCHOOL WILL SUBMIT A ROSTER OF LICENSEES THAT HAVE COMPLETED THE COURSE TO THE STATE CONTRACTED PROVIDER.

My school is aware of and will abide by the instructions provided within and the CT regulations regarding real estate school and course offerings.

Signature of School Representative

Date

Please send this completed application and required documentation electronically to:

Email: dcp.realestateschool@ct.gov

Fax: (860)706-1312

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<input type="checkbox"/> APPROVED Approval subject to: _____ _____	<input type="checkbox"/> DENIED Reason for denial: _____ _____	_____ Date Approved _____ Signature of R E Commissioner
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