

# FEE

NON-REFUNDABLE

Live Delivery: \$50  
Distance Learning: \$25 Per Hour  
Late Filing Fee \$100  
(assessed if application filed after course is offered)

Make Check Payable to:  
Maine State Treasurer

# CONTINUING EDUCATION PROGRAM RENEWAL APPLICATION

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF LICENSING & REGISTRATION

MAILING ADDRESS:

**MAINE REAL ESTATE COMMISSION**

35 STATE HOUSE STATION, AUGUSTA ME 04333-0035

PH 207 624-8515

FAX 207 624-8637

HEARING IMPAIRED 207 624-8563

INTERNET [WWW.MAINEPROFESSIONALREG.ORG](http://WWW.MAINEPROFESSIONALREG.ORG)

FOR MREC OFFICE USE ONLY

CHECK NO \_\_\_\_\_

AMT \_\_\_\_\_

CASH NO \_\_\_\_\_

APPRVL DATE \_\_\_\_\_

EXPIRE DATE \_\_\_\_\_

CLOCK HOURS \_\_\_\_\_

1- PROGRAM SPONSOR \_\_\_\_\_  
(School, organization or individual applying for program approval)

2- CONTACT PERSON \_\_\_\_\_  
(Person to whom MREC should direct any communication regarding program approval)

Street/PO Box \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

3- PROGRAM REGISTRAR \_\_\_\_\_  
(Person potential participants will contact for information and/or to register for program)

Street/PO Box \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

1- PROGRAM TITLE \_\_\_\_\_

2- INSTRUCTOR \_\_\_\_\_

- 3- FORMAT
- LIVE/CLASSROOM SETTING
  - DISTANCE LEARNING (indicate delivery method)
    - Text-based Correspondence
    - Audio Tape
    - Video (VHS)
    - TV (includes satellite & ITV)
    - Computer (CD or Diskette)
    - Internet

4- PROGRAM NO. \_\_\_\_\_

5- CLOCK HOURS \_\_\_\_\_

6- COURSE FEE \_\_\_\_\_

7- REGISTRATION OPEN TO:

All Licensees

In-House Only

## 8- PROGRAM SCHEDULE

DATE	FACILITY	CITY	STATE

**9- COURSE OFFERINGS SINCE LAST APPROVAL**

**DATE**

**LOCATION**

**NUMBER OF PARTICIPANTS**

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**10- SPONSOR EVALUATION**

In your estimation, where the course objectives listed on the original application met?

YES       NO

If no, describe the changes you have made or will make to ensure the objectives are met for this approval.

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**11- REQUIRED ENCLOSURES**

1. Summary of Student Evaluations from prior course offerings.
2. Advertising copy of prior offering and/or current advertising in final form.

**12- CERTIFIED STATEMENT AND SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL**

By my signature, I hereby agree to abide by the requirements and conditions set forth by Rule Chapter 370 of the State of Maine Real Estate Commission Rules and Regulations pertaining to continuing education programs and certify that the information contained in this application is accurate and true to the best of my knowledge and belief. If renewed approval is granted, I agree to the following conditions:

- A. To avoid inference through advertising or oral representation that Commission approval is an endorsement or recommendation by the Commission, and to use only the advertisement: "This course has been approved by the Real Estate Commission for \_\_\_ clock hours of credit for activating or renewing a real estate license."
- B. To make reasonable effort to encourage students to offer comments to the Commission regarding the course and abide by the pertinent statutes and Real Estate Commission rules.
- C. To inform the Commission at the earliest possible date of any changes in the circumstances which would render inaccurate the information contained in this application.

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# CONTINUING EDUCATION PROGRAM INSTRUCTOR'S SUMMARY OF STUDENT EVALUATIONS

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF LICENSING & REGISTRATION

MAILING ADDRESS:

## MAINE REAL ESTATE COMMISSION

35 STATE HOUSE STATION, AUGUSTA ME 04333-0035

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Summarize students' responses on this form. Record student comments on a separate sheet and attach to this form. This summary must be submitted upon application for renewed program approval. Retain the original evaluations and a copy of this summary for your records.

PROGRAM SPONSOR/SCHOOL \_\_\_\_\_

PROGRAM TITLE \_\_\_\_\_

PROGRAM NUMBER \_\_\_\_\_ CLASSROOM HOURS \_\_\_\_\_ NUMBER OF PARTICIPANTS \_\_\_\_\_

DATE OF PROGRAM M/\_\_\_ D/\_\_\_ Y/\_\_\_ LOCATION \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

FORMAT (Check One)  LIVE/CLASSROOM SETTING  DISTANCE LEARNING (Check Delivery Method)

<input type="checkbox"/> Text Correspondence	<input type="checkbox"/> TV (including ITV)
<input type="checkbox"/> Computer	<input type="checkbox"/> Audio Tape
<input type="checkbox"/> Video (VHS)	<input type="checkbox"/> Internet

### RECORD THE NUMBER OF RESPONSES RECEIVED IN EACH RATING CATEGORY

**Section 1-** INSTRUCTOR Students asked to rate instructor's organization, knowledge of subject area, ability to answer questions, etc.

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
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**Section 2-** COURSE CONTENT Students asked to rate content and learning objectives

Subject Matter	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Level of Instruction	<input type="checkbox"/> Appropriate	<input type="checkbox"/> Too Basic	<input type="checkbox"/> Too Difficult	
Learning Objectives	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input type="checkbox"/> Not Identified	
Program beneficial in regards to profession	<input type="checkbox"/> Yes	<input type="checkbox"/> Somewhat	<input type="checkbox"/> No	
Can program be improved	<input type="checkbox"/> Yes	<input type="checkbox"/> Somewhat	<input type="checkbox"/> No	

**Section 3-** CLASS SUPERVISION Students asked whether class was well supervised and coordinated

<input type="checkbox"/> Yes	<input type="checkbox"/> Somewhat	<input type="checkbox"/> No
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**Section 4-** STUDENT EXPERIENCE Average number of years in the real estate industry \_\_\_\_\_

**Section 5-** COMMENTS Attach comments on a separate sheet.

**Section 6-** After reviewing the evaluations, do you plan to make any changes to this program? If so, please describe.

\_\_\_\_\_  
\_\_\_\_\_

# STUDENT EVALUATION OF CONTINUING EDUCATION PROGRAM

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF LICENSING & REGISTRATION

## MAINE REAL ESTATE COMMISSION

**RETURN THIS EVALUATION TO YOUR PROGRAM INSTRUCTOR  
DO NOT MAIL TO THE REAL ESTATE COMMISSION**

DEAR LICENSEE: You have just completed a program recognized by the Real Estate Commission as complying with the educational requirement for renewal or activation of your real estate license. The Commission is committed to excellence in real estate education and in that interest encourages your comments regarding the quality of this program. Your constructive comments on the instructor, course content and classroom environment will help us improve future programs. The Commission values your opinion and offers its sincere thanks for your cooperation in our effort to ensure quality real estate education.

PROGRAM SPONSOR/SCHOOL \_\_\_\_\_

PROGRAM TITLE \_\_\_\_\_

DATE OF PROGRAM M/\_\_\_D/\_\_\_Y/\_\_\_ LOCATION \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

FORMAT (Check One)  LIVE/CLASSROOM SETTING  DISTANCE LEARNING (Check Delivery Method)

<input type="checkbox"/> Text Correspondence	<input type="checkbox"/> TV (including ITV)
<input type="checkbox"/> Computer	<input type="checkbox"/> Audio Tape
<input type="checkbox"/> Video (VHS)	<input type="checkbox"/> Internet

**Section 1- INSTRUCTOR** Organization, knowledge of subject area, ability to answer questions, etc.

Excellent  Good  Fair  Poor

**Section 2- COURSE CONTENT**

Subject Matter  Excellent  Good  Fair  Poor

Level of Instruction  Appropriate  Too Basic  Too Difficult

Learning Objectives  Met  Not Met  Not Identified

Do you believe this program is professionally beneficial?  Yes  Somewhat  No

Could this program be improved?  Yes  Somewhat  No

**Section 3- CLASS SUPERVISION** Do you feel the class was well supervised and coordinated?

Yes  Somewhat  No

**Section 4- STUDENT EXPERIENCE** How long have been in the real estate industry? \_\_\_\_\_

**Section 5- COMMENTS** We welcome your comments on this program.

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**MAINE REAL ESTATE COMMISSION  
CONTINUING EDUCATION PROGRAM  
SAMPLE CERTIFICATE OF COMPLETION**

Program sponsor may use the sample certificate below or one of its own design providing the certificate contains at a minimum the following information:

- the student's full name and license number
- number of clock hours for which the program has been approved
- full title of the program as it is registered with the Real Estate Commission
- program number assigned by the Real Estate Commission
- name of the sponsoring school or individual under which the program is approved
- date on which program was administered, or,  
if program more than one day, date on which program was completed
- signature of program instructor or authorized school official

**REAL ESTATE CONTINUING EDUCATION CERTIFICATE OF COMPLETION**

This is to certify that

Name \_\_\_\_\_ License No. \_\_\_\_\_  
Print Full Name (Example: BR90109999)

has completed \_\_\_\_\_ hours of Maine Real Estate Commission approved continuing education for

Title of Program \_\_\_\_\_

Program Number \_\_\_\_\_

Sponsored by \_\_\_\_\_

Administered on (date of course administration/completion) M/\_\_\_\_ D/\_\_\_\_ Y/\_\_\_\_

Certified by: \_\_\_\_\_  
Signature of Instructor or authorized School Official

**KEEP THIS CERTIFICATE AS VERIFICATION THAT YOU COMPLETED THE PROGRAM NAMED. IF YOU ARE AUDITED UPON YOUR NEXT LICENSE RENEWAL, YOU WILL BE REQUIRED TO SUBMIT TO THE REAL ESTATE COMMISSION CERTIFICATES SHOWING YOU COMPLETED A MINIMUM OF 15 HOURS OF APPROVED CONTINUING EDUCATION.**

039 REAL ESTATE COMMISSION

CHAPTER 370 CONTINUING EDUCATION

**SUMMARY:** This rule sets forth the policy and guidelines for review and approval of programs which will be accepted for credit toward continuing education requirements for license renewal.

**Section 1. Policy Statement**

The Commission shall encourage the development and delivery of high quality real estate educational programs, and, in an effort to stimulate opportunity for professional growth of licensees, shall encourage development and delivery of programs at graduated levels of study.

In reviewing and approving a program application, the Director shall consider:

- A. Program content as it contributes to the ability of the licensee to serve and meet the needs of his clients and customers;
- B. Program content as it assists a licensee to keep informed concerning real estate laws, regulations, and practices;
- C. Geographic availability to licensees.

**Section 2. Definition of Terms**

- A. **Real Estate Educational Program.** Real estate educational program shall be defined as a planned learning experience of at least two (2) hours, designed to promote development of knowledge, skills, and attitudes pertaining to real estate brokerage.
- B. **Program Sponsor.** A Program Sponsor shall be defined as that individual, group of individuals, or organization responsible for the development, coordination, administration and delivery of a program.
- C. **Program Instructor.** A Program Instructor shall be defined as an individual appointed to impart knowledge or information to licensees participating in a program.
- D. **Distance Education.** A continuing education distance education course is a program whereby instruction does not take place in a traditional classroom setting but rather where teacher and student are apart and instruction takes place through other media. Distance education programs include but are not limited to those which are presented through interactive classrooms, computer conferencing, interactive computer, the internet and by written correspondence course.
- E. **Core Educational Requirement.** A core educational requirement shall be defined as a three hour course which includes all of the Commission approved components for a core course. The commission prescribed curriculum for this course may be obtained from the Director.

### **Section 3. Program Criteria**

- A. Subject Matter.** Consistent with 32 M.R.S.A. §13197, the following real estate related topics shall be acceptable subject matter for educational programs:
1. Property valuation;
  2. Construction;
  3. Contract and agency law;
  4. Financing and investments;
  5. Land use, planning, zoning and other public limitations on ownership;
  6. Landlord-tenant relationships;
  7. License laws, rules and standards of professional practice;
  8. Taxation;
  9. Timeshares, condominiums and cooperatives;
  10. Staff supervision and training;
  11. Office management;
  12. Any additional topic which is approved by the Director.
- B. Examination.** Each distance education course must include a comprehensive examination to be completed by the licensee before a grade or credit may be awarded. A copy of the examination must accompany the application for program approval.

### **Section 4. Administrative Procedure**

- A. Applications.** An application adopted by the Commission for program approval shall be furnished by the Director. This application shall require information on the following:
1. Sponsor;
  2. Instructor qualifications;
  3. Content and methodology;
  4. Length of program;
  5. Learning objectives;
  6. Assessment of learning objectives;
  7. Requirement for completion.

The completed application and the fee shall be submitted to the Director. Applications submitted after the first course session will be assessed a late filing fee.

- B. Program Evaluation.** A program evaluation shall be required and the results shall be made available to the Director upon request. An evaluation form may be obtained from the Director. A summary of student evaluations shall be submitted when an application for renewed approval is submitted.
- C. Reporting Program Changes.** A change in a submitted or approved program application shall be reported to the Director. A change in program content or instructor shall be reviewed and approved in advance of the scheduled program.
- D. Program Approval.** The Director, within thirty (30) days of receipt of a completed application, shall notify the sponsor, in writing, of the terms and duration of the approval, or the reasons for denial.

- E. Appeal of the Decision of the Director to "Deny Program Approval." A sponsor who is aggrieved by denial of program approval may request a hearing to appeal the decision. Such request shall be made in writing, and shall be submitted within thirty (30) days of receipt of denial of application.**
  
- F. Program Completion. The sponsor, following program delivery, shall issue a certificate of course completion to each licensee successfully completing the course and prepare a roster of licensees successfully completing the course. The sponsor shall retain the roster of licensees completing the course for a period of not less than three (3).**
  
- G. Program Renewal. An application adopted by the commission for program renewal shall be furnished by the Director. This application shall require information on the following:**
  - 1. Sponsor;**
  - 2. Instructor;**
  - 3. Length of program;**
  - 4. Title;**
  - 5. Program approval number;**
  - 6. List of dates, times, and locations course was held;**
  - 7. List of future dates, times, and locations;**
  - 8. Statement by sponsor on the extent to which the identified learning objectives were met;**
  - 9. Description of any changes implemented to ensure that the learning objectives will be met in the future; and**
  - 10. Summary of student evaluations.**

**The completed application and the fee shall be submitted to the Director.**

- H. Approval Expiration. Sponsors who promote and conduct continuing education courses as approved once the course approval has expired, may be subject to suspension or revocation of approval of additional continuing education courses.**

## **Section 5. Program Advertisement**

**An advertisement for an educational program shall include the following:**

- A. A course description sufficient to identify the subject matter to be covered;**
- B. Identification of the level of instruction;**
- C. Identification of the method or format of instruction;**
- D. A statement of program objectives; and**
- E. Notice indicating the program has been approved by the Director for continuing education and the number of clock hours to be received upon satisfactory completion of the program.**

## **Section 6. Advance Notice to Program Participants**

Upon commencement of each program, participants shall be informed of the following:

"This program has been approved by the Director of the Real Estate Commission for clock hours toward fulfillment of the educational requirements for renewal of a real estate license.

"The Commission is interested in the quality and delivery of educational programs which are offered to licensees and, therefore, welcomes and encourages comments regarding program subject matter and quality of the delivery of the program."

## **Section 7. Limitations on Obtaining Clock Hours**

- A. A licensee shall complete an educational program in its entirety in order to be eligible for continuing education approval.**
- B. A licensee, for purposes of renewal or reactivation, shall use only those clock hours which were accumulated during the two (2) years immediately preceding such renewal or activation.**
- C. An instructor who teaches an approved program shall receive clock hour approval for that program only once.**
- D. Licensees who wish to use a continuing education distance education course to activate or renew a real estate license must complete the distance education course with a minimum grade of 85%.**

## **Section 8. Approval of Individual Requests**

- A. An Educational Program in Which a Sponsor Has Not Submitted An Application for Director Approval. The Director shall consider, on an individual basis, a request by a licensee for approval of a program for which the sponsor did not seek approval, but in which the licensee participated. Approval of such a request shall be subject to the program meeting the standards and criteria required by the Director for other educational programs. The licensee shall be responsible for submitting to the Director a completed program application and fee.**
- B. Research and Real Estate Related Projects. A licensee may obtain continuing education clock hours, for real estate related research from which a report, article, or thesis results, or for participation in real estate related projects, provided that the director finds that the effort has enhanced the ability of the licensee to meet the needs of his clients and customers. The licensee shall be responsible for submitting documentation and the fee for individual review to the Director.**

## **Section 9. Disciplinary Action**

Approval of continuing educational programs may be revoked or suspended for violation of this chapter.

**Section 10. Core Educational Requirement**

- A. As of January 1, 1994, no real estate license may be renewed or activated unless the licensee has completed a three hour continuing education program approved as meeting the core educational requirement.**
- B. The Commission, on an annual basis, shall review the prescribed curriculum for the core educational requirement.**

**AUTHORITY: 32 M.R.S.A. § 13065**

**EFFECTIVE Date: February 1, 1988**