

**FEE: \$20**  
**NON-REFUNDABLE**  
Payable to:  
Maine State Treasurer

# INDIVIDUAL REQUEST FOR CONTINUING EDUCATION CREDIT

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.MAINE.GOV/PROFESSIONALICENSING](http://WWW.MAINE.GOV/PROFESSIONALICENSING)

FOR MREC OFFICE USE ONLY

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

AMT \_\_\_\_\_

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

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

### INSTRUCTIONS:

- Complete all sections.
- Type or print clearly in ink.
- Attach course outline or other material published by the course sponsor that describes the course content in detail.
- Attach your transcript or certificate of completion that includes the sponsor name, course name, your name, length of course in hours and the month, day and year the course was completed. You must have completed the course in its entirety to be eligible to receive credit. Use the certificate on the back of this form if no other verification of completion is available.
- If distance learning course (see categories below), a final exam is required and your certificate must include the numeric grade you earned on the exam (minimum 85% required).
- Enclose check for \$20 payable to Maine Real Estate Commission and mail to address above.

1- YOUR NAME \_\_\_\_\_

2- YOUR LICENSE NUMBER \_\_\_\_\_ Expire Date \_\_\_\_\_

3- MAILING ADDRESS Street/PO Box \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ CONTACT PH ( ) \_\_\_\_\_ - \_\_\_\_\_ FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

4- COURSE TITLE \_\_\_\_\_

5- COURSE SPONSOR \_\_\_\_\_

6- INSTRUCTOR \_\_\_\_\_

7- COURSE FORMAT (check one)

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

8- TOTAL NUMBER OF CREDIT HOURS REQUESTED (excluding lunch & breaks) \_\_\_\_\_

9- APPLICANT'S SIGNATURE

By my signature, I hereby certify that the information contained in this application and all supporting documentation is true and accurate to the best of my knowledge and belief and that this application is made for the purpose of obtaining approved credit hours toward the education requirement for renewal or activation of my real estate license. I understand that misrepresentation or falsification of the information contained herein may result in suspension or revocation of my license.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

USE THIS CERTIFICATE IF NO OTHER FORM OF VERIFICATION OF COMPLETION IS AVAILABLE

This certificate must be completed in full, signed and dated by the course instructor or other authorized official of the sponsoring school.

PLEASE PRINT CLEARLY IN INK

**CONTINUING EDUCATION CERTIFICATE OF COMPLETION**

Name of Course Participant \_\_\_\_\_

Name of Sponsoring School/Organization \_\_\_\_\_

Title of Course \_\_\_\_\_

Location of Course \_\_\_\_\_

Course Format (check one)

LIVE/CLASSROOM SETTING

DISTANCE LEARNING (check off delivery method)

Text-based Correspondence

TV (includes satellite & ITV)

Audio Tape

Computer (CD or Diskette)

Video (VHS)

Internet

Total Number of Classroom Hours\* \_\_\_\_\_

\* If Distance Learning, indicate the average number of hours required to complete rounding down to the nearest whole number.

Final Exam Grade if Distance Learning Course \_\_\_\_\_

Date Course was Completed \_\_\_\_/\_\_\_\_/\_\_\_\_

I hereby certify on behalf of the sponsoring school/organization that the above named individual completed this course in its entirety.

\_\_\_\_\_  
Signature of Instructor or Authorized School Official

\_\_\_\_\_  
Date