

**DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
MAINE REAL ESTATE COMMISSION
CONTINUING EDUCATION PROGRAM APPROVAL**

Course requirements and provider's responsibilities are outlined in Rule Chapter 370 of the Commission's License Law & Rules (a copy of Chapter 370 is included with this application). The rules define the Commission's requirements for approval of continuing education programs. Review the rules carefully before making application for approval, paying particular attention to Sections 1 & 3 that describe the criteria for acceptable continuing education subject matter.

ACCEPTABLE SUBJECT MATTER

Acceptable continuing education subject matter must relate to the practice of real estate brokerage in the State of Maine, be relevant as regards the licensee's duties to real estate customers and clients and the licensee's ability to serve and meet the needs of customers and clients, or to inform the licensee of state and federal laws relevant to real estate brokerage in Maine.

The Commission recognizes the value of programs dealing with subject matter not specifically related to real estate brokerage, such as computer technology, salesmanship, personal investment strategies or programs related to other professions, such as forest management, writing appraisal reports, estate management, etc. However, those types of subjects do not meet the Commission's standard for acceptable education for the purpose of renewing or activating a real estate license. This is not to say that programs covering "non-acceptable" topics are not valuable; it only means that some subject matter is not consistent with the Commission's educational philosophy, i.e. that continuing education be relevant specifically to the practice of real estate brokerage.

NOTE: Programs must be a minimum of 1 hour of classroom instruction, excluding breaks, quizzes and exams.

APPLICATION PROCEDURE

Submit the application and fee with all required attachments as far in advance of the course administration date as possible to allow adequate time for evaluation. You will be notified in writing as to the Commission's decision once the course has been reviewed. If the program is approved, your notification will include the program number assigned by the Commission and the term of approval.

Review the checklist below before submitting your application to be sure you have completed the application properly and have included all required attachments. Feel free to contact the Commission if you have questions.

LIVE/CLASSROOM SETTING

- Complete the application in full and attach the appropriate fee.
- Include all required attachments:
 - Learning Objectives – Skills or knowledge you expect participants to gain through completion of this program.
 - Program Outline/Instructor Manual – Outline shall be based on the learning objectives and be as detailed as necessary to adequately describe course content. Outline shall also include either the approximate time to be spent on each topic or a timeline stating the time each topic of the outline will begin and end.
 - Instructor Biography – Brief biography describing instructor's qualifications to teach the subject.
 - Copy of current or proposed promotional material – including copy of text to be used if program will be promoted via email or the internet. See Chapter 370, Section 6 for text requirements for all types of advertising.

DISTANCE LEARNING - Distance learning programs are where the instructor and students engage with course content at different times and from different locations. Application procedure is the same as for live delivery with two important exceptions:

- Application must include all course materials that would normally be furnished to the student
 - If text-based correspondence, must furnish text material.
 - If internet course, must furnish dummy ID and full access to the program.
- Program must include a comprehensive final exam, a copy of which, plus answer key, must be included with application for approval. Students must pass the final exam with a minimum 85% to earn credit for the program.

COURSE PROVIDER'S ADMINISTRATIVE RESPONSIBILITIES

Once a program is approved, the program provider is responsible for the following:

- Report to the Commission in writing any of the following that differ from the information reported on the original application
 - Program title (the program must always be referred to as registered on the original application unless a change to the title is reported to the MREC before usage)
 - Dates
 - Locations
 - Format
 - Instructor(s)
 - Course content (any change in content must be reported to and approved by the Commission in advance of program offering)
- Report to the Commission in writing a schedule of planned course offerings for inclusion in the Commission's Continuing Education Course Schedule. The Commission receives many calls from licensees asking about program availability and maintains an ongoing schedule of courses for which notification has been received. The schedule is posted to our website.
- Upon commencement of each program, the instructor will read the following statement:
"This program has been approved by the Director of the Real Estate Commission for ___ clock hours toward fulfillment of the educational requirements for activation or 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 delivery of the program."
- Ensure that participants have completed the program in its entirety, and with the minimum score, if applicable, to receive credit.
- Distribute and collect MREC Student Evaluation forms at the conclusion of each program.
 - Providers *must* distribute and collect the Commission's Student Evaluation form included in this packet in addition to any other type of evaluation that may be utilized by the provider, program instructor or school.
- Summarize students' responses on the Instructor's Summary of Student Evaluations with comments compiled on a separate sheet; summaries with comments must be submitted upon application for renewal of program approval. **Do not send individual student evaluations.**
- Maintain a record of licensees who complete the program to be retained by the provider for a minimum of three (3) years. Provider is NOT required to submit a copy of such record to the Commission.
- Issue a certificate of completion to each program participant who successfully completes the program. The certificate must conform to the format prescribed by the Commission (sample enclosed).
- Be aware of the program expiration date indicated in the letter of approval. The Commission does NOT notify sponsors when program approval is about to expire. Sponsors are expected to monitor the terms of its approved programs and submit a renewal application if re-approval is desired.

FEE
NON-REFUNDABLE

Live Delivery: \$50
 Distance Learning: \$25/hour
 Make Check Payable to:
 Maine State Treasurer

**CONTINUING EDUCATION
 PROGRAM APPROVAL APPLICATION**
 OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION
MAINE REAL ESTATE COMMISSION
 MAILING ADDRESS:
 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035
 EMAIL JAZMYNE.MARKS@MAINE.GOV
 PHONE 207 624-8524
 TTY USERS CALL MAINE RELAY 711

FOR OFFICE USE ONLY -1470

CHECK NO _____
 AMT _____
 CASH NO _____
 APPRVL DATE _____
 EXPIRE DATE _____
 CLOCK HOURS _____
 PROGRAM # _____

COURSE PROVIDER _____
 (School, organization or individual applying for program approval)

CONTACT PERSON _____
 (Person to whom MREC should direct any communication regarding program approval)

Street/PO Box _____

City _____ State _____ Zip code _____ Phone () _____ - _____

Email _____

PROGRAM TITLE _____

INSTRUCTOR(S) _____

APPLICATION TYPE (Check One)
 ORIGINAL APPLICATION
 RENEWAL APPLICATION (Complete Box On Right)

FORMAT (Check One)
 LIVE DELIVERY (Check all that apply)
 Classroom Setting
 Livestream
 DISTANCE (Check One)
 Text-based Correspondence
 Internet

HOURS REQUESTED _____ (min. 1 hr.)

RENEWAL APPLICATIONS ONLY

PROGRAM NUMBER _____
 PROGRAM EXPIRATION _____
 DESCRIBE ANY CHANGES TO ORIGINAL APPLICATION: _____

PAYMENT OPTIONS:

Make checks payable to "Maine State Treasurer" – If you wish to pay by MasterCard or Visa, fill out the following:

NAME OF CARDHOLDER (please print): _____
MAILING ADDRESS OF CARDHOLDER (please print): _____

I authorize the Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation to charge my: VISA MASTERCARD the following amount: \$ _____

Card Number: _____ Expiration Date: _____

I understand that fees are non-refundable.

SIGNATURE _____ **DATE** _____

PROGRAM SCHEDULE: List the dates and locations program will be offered. Notify the Commission of any changes.

DATE	LOCATION	REGISTRATION OPEN TO:
		<input type="checkbox"/> All Licensees <input type="checkbox"/> In-House Only
		<input type="checkbox"/> All Licensees <input type="checkbox"/> In-House Only
		<input type="checkbox"/> All Licensees <input type="checkbox"/> In-House Only
		<input type="checkbox"/> All Licensees <input type="checkbox"/> In-House Only

NEEDS ASSESSMENT - Explain how the need for this program was established.

LEARNING OBJECTIVES & COURSE OUTLINE

Attach to this application the following:

- A sheet listing the learning objectives. The learning objectives are the specific skills and knowledge participants are expected to gain as a result of completing this program. (Example: Describe the listing process; Recognize required disclosures; Understand the duties owed to a buyer customer, etc.)
- A detailed program outline that defines the learning objectives. The outline should include the approximate amount of time to be spent on each topic.
- Instructor Manual (not applicable for distance education)

METHOD OF INSTRUCTION – Indicate the method(s) to be used, i.e., lecture, video, team teaching, panel discussion, etc.

MATERIALS TO BE USED – List/describe the materials to be used, i.e., handouts, visual aids, etc. Include the name and author of any texts or other published material to be used.

PROMOTION – How will the program be promoted? Attach copy or sample of promotional material.

INSTRUCTOR – Attach a brief resume of instructor’s qualifications in relation to the course topic.

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.

SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL

DATE

THE FOLLOWING ATTACHMENTS MUST BE INCLUDED WITH THIS APPLICATION

- Learning Objectives
- Timed Program Outline
- Instructor Resume
- Instructor Manual (*not applicable for distance education*)
- Copy of Promotional Material **in compliance with Chapter 370(6)**
- Copy of Examination with answer key, and minimum grade of 85% (*Asynchronous only*)
- Summary of Student Evaluations for each class held with student comments attached (*Renewals only*)

STUDENT EVALUATION OF CONTINUING EDUCATION PROGRAM

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION

MAINE REAL ESTATE COMMISSION

RETURN THIS EVALUATION TO YOUR PROGRAM INSTRUCTOR

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. In addition to this evaluation feel free to contact the Commission directly with your comments.

PROGRAM SPONSOR/SCHOOL _____
 PROGRAM TITLE _____
 DATE M/___ D/___ Y/____ LOCATION _____ INSTRUCTOR _____

PLEASE CIRCLE YOUR RESPONSE TO THE FOLLOWING:

COURSE MATERIAL:

Course objectives were clear.

Course objectives were met.

Course material was well organized.

Course material was presented in sufficient depth.

Course is professionally beneficial.

I would recommend this program to my colleagues.

COMPLETE IF LIVE/CLASSROOM SETTING:

The instructor was knowledgeable in the subject.

The teaching methods used by the instructor were effective.

Instructor communicated subject matter well.

Instructor supervised course well.

COMPLETE IF DISTANCE LEARNING PROGRAM:

The course website was easy to navigate.

Instructions for using course materials were clear.

Technical support was readily available.

	Strongly Disagree			Strongly Agree	
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What did you like most about this program? _____

What did you like least about this program? _____

Additional Comments _____

INSTRUCTOR'S SUMMARY OF STUDENT EVALUATIONS CONTINUING EDUCATION PROGRAM

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION

MAINE REAL ESTATE COMMISSION

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 renewal of program approval. Retain the original evaluations and a copy of this summary for your records.

PROGRAM PROVIDER _____
 COURSE TITLE _____
 PROGRAM NUMBER _____ CLOCK HOURS _____ NUMBER OF PARTICIPANTS _____
 DATE M/___ D/___ Y/____ LOCATION _____ INSTRUCTOR _____

RECORD THE NUMBER OF RESPONSES RECEIVED IN EACH RATING CATEGORY:

COURSE MATERIAL:

Course objectives were clear.

Course objectives were met.

Course material was well organized.

Course is professionally beneficial.

I would recommend this program to my colleagues.

COMPLETE IF LIVE/CLASSROOM SETTING:

The instructor was knowledgeable in the subject.

The teaching methods used by the instructor were effective.

Instructor communicated subject matter well.

Instructor supervised course well.

COMPLETE IF DISTANCE LEARNING PROGRAM:

The course website was easy to navigate.

Instructions for using course materials were clear.

Technical support was readily available.

	Strongly Disagree		Strongly Agree	
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Please describe any changes you plan to make to this program after review of evaluations: _____

Any substantial change in the course syllabus must be reported to the Director.

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

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

- Student's full name and license number
- Number of clock hours for which the course has been approved
- Full title of the course as it is registered with the Real Estate Commission
- Course number assigned by the Real Estate Commission
- Name of the course provider or individual under which the program is approved
- Date on which program was administered, or, if more than one day, date on which program was completed
- Signature of course 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

Course Title _____

Course Number _____

Provider _____

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 21 HOURS OF APPROVED CONTINUING EDUCATION THAT INCLUDES THE REQUIRED CORE COURSE DURING YOUR CURRENT LICENSE TERM.

SUMMARY: This rule sets forth guidelines for review and approval of continuing education courses and sets forth limitations on clock hours which will be accepted for credit toward continuing education requirements for license renewal.

SECTION 1. **Generally**

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

1. Course content as it contributes to the ability of the licensee to serve and meet the needs of their clients and customers;
2. Course content as it assists a licensee to keep informed concerning real estate laws, regulations, and practices; and
3. Geographic availability to licensees.

SECTION 2. **Definitions**

1. **Asynchronous Distance Education.** A continuing education course where the instructor and students engage with course content at different times and from different locations.
2. **Continuing Education Course.** Continuing education course shall be defined as a planned learning experience of at least one (1) hour of instruction time not including quizzes or exams, designed to promote development of knowledge, skills, and attitudes pertaining to real estate brokerage as that term is defined in Title 32, Chapter 114 of the Maine Revised Statutes.
3. **Continuing Education Course Instructor.** A continuing education course instructor shall be defined as an individual appointed to impart knowledge or information to licensees participating in a continuing education course.
4. **Continuing Education Course Provider.** A real estate continuing education course provider shall be defined as an individual, group of individuals, or organization responsible for the development, coordination, administration and delivery of a continuing education course.

5. **Core Course.** The core course shall be defined as a mandatory three (3) clock hour course which follows a Commission-prescribed curriculum.
6. **Synchronous Distance Education.** A continuing education course offered via electronics means with real time visual and audio interaction between instructor and student.

SECTION 3. **Continuing Education Course Criteria**

1. **Subject Matter.** Consistent with 32 M.R.S. § 13197(2), the following real estate related topics shall be acceptable subject matter for continuing education courses:
 - A. Property valuation;
 - B. Construction;
 - C. Contract and agency law;
 - D. Financing and investments;
 - E. Land use, planning, zoning and other public limitations on ownership;
 - F. Landlord-tenant relationships;
 - G. License laws, rules and standards of professional practice;
 - H. Taxation;
 - I. Timeshares, condominiums and cooperatives;
 - J. Staff supervision and training;
 - K. Office management;
 - L. Brokerage-related technologies;
 - M. Diversity, Equity, Inclusion and Fair Housing; and
 - N. Any additional topic which is approved by the Director.
2. **Accepted Modes of Continuing Education Course Delivery**
 - A. **Live In-Person Classroom Education**

A continuing education course may be presented in a live, in-person format.

B. Distance Education

A continuing education course may be presented through distance education, so long as it meets the following criteria:

- (1) Synchronous Distance Education. Synchronous distance education may be approved if the instructor or proctor can continuously view all participating students on their monitor or other viewing device or screen, or otherwise demonstrate to the Commission's satisfaction the capability to track and record the presence and participation of students.
- (2) Asynchronous Distance Education. Asynchronous distance education may be approved if it includes 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 course approval.

SECTION 4. Continuing Education Course Applications

1. Applications. An application for course approval adopted by the Commission shall be furnished by the Director. An application for live in-person classroom education may also seek approval to deliver the same course via synchronous distance education without submitting a separate application. The application shall be accompanied by the application fee, and at a minimum require the following information:
 - A. Name and contact information for the real estate continuing education provider;
 - B. The mode of delivery of the course;
 - C. The qualifications of the real estate continuing education instructor to teach the curriculum, including a resumé;
 - D. A description of the content and methodology of the course;
 - E. A timed outline and, as applicable, a copy of the instructor manual;
 - F. A statement of learning objectives;
 - G. Assessment of learning objectives; and
 - H. A description of what participants need for successful completion of the course.

2. Continuing Education Course Approval. The Director, within thirty (30) days of receipt of a complete application, shall notify the real estate continuing education provider, in writing, of the terms and duration of the approval or the reasons for denial.
3. Reporting Course Changes. A change in the submitted or approved real estate continuing education course application shall be reported to the Director. A change in content or instruction shall be reviewed and evaluated in advance of the scheduled course, and the Director's decision to approve or deny the change will be communicated in writing.

SECTION 5. Course Completion, Evaluation and Renewal

1. Course Completion. The real estate continuing education provider, following course 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. The course provider shall retain the roster of licensees completing the course for a period of not less than four (4) years.
2. Evaluation. A course 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 renewal approval is submitted by a provider.
- 3.. Course Renewal Application. A renewal application adopted by the Commission for course approval shall be furnished by the Director. This renewal application shall be accompanied by the renewal application fee and at a minimum require the following information:
 - A. Name and contact information for the real estate continuing education provider;
 - B. The mode of delivery of the course;
 - C. Name and contact information for real estate continuing education instructor;
 - D. Timed outline and instructor manual (if applicable);
 - E. Title of the continuing education course;
 - F. Course approval number;
 - G. List of dates, times, and locations course was held;
 - H. List of future dates, times, and locations;

- I. Statement by real estate continuing education provider on the extent to which the identified learning objectives were met;
 - J. Description of any changes implemented to ensure that the learning objectives will be met in the future; and
 - K. Summary of student evaluations.
4. Approval Expiration. Course providers who promote and conduct continuing education courses as approved after the course approval has expired may be subject to suspension or revocation of approval of additional continuing education courses.

SECTION 6. Course Advertisement

Course providers shall not conduct classes for which students expect to receive continuing education credit prior to receiving written approval from the Director. An advertisement for a course shall include the following:

- 1. A course description sufficient to identify the subject matter to be covered;
- 2. Identification of course provider; and
- 3. Notice indicating whether the course has been approved by the Director for continuing education or is pending approval and the number of clock hours to be received upon satisfactory completion of the course.

SECTION 7. Advance Notice to Course Participants

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

"This course has been approved by the Director of the Real Estate Commission for [fill in the number of hours] 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 continuing education courses which are offered to licensees and, therefore, welcomes and encourages comments regarding course subject matter and quality of the delivery of the course."

SECTION 8. Clock Hours Qualifying for License Renewal or Reactivation

- 1. As a prerequisite of renewal of a license, applicants must complete twenty-one (21) clock hours of continuing education courses prior to the date of application. Three (3) of those clock hours must consist of the core course approved by the Commission, and the remaining eighteen (18) hours may consist of any combination of other approved continuing education courses that otherwise meet the criteria set forth in this chapter.

2. A licensee shall complete a real estate continuing education course in its entirety in order to be eligible for continuing education credit.
3. A licensee, for purposes of renewal or reactivation, shall use only those clock hours which were accumulated during the preceding two (2) years. Course completion certificates may only be submitted once for the purpose of a license renewal.
4. An instructor who teaches an approved course may receive clock hour approval for that course once per license renewal period.
5. Licensees who wish to use an asynchronous continuing education distance education course to activate or renew a real estate license must complete the course with a minimum grade of 85%.

SECTION 9. Approval of Individual Requests for Real Estate Continuing Education Courses Without Pre-Approval

The Director shall consider, on an individual basis, a request by a licensee for approval of a course for which the provider did not seek approval, but in which the licensee participated. Approval of such a request shall be subject to the course meeting the standards and criteria required by the Director for other real estate continuing educational programs. The licensee shall be responsible for submitting to the Director a completed course application and fee.

SECTION 10. Revocation or Suspension of the Approval of a Real Estate Continuing Education Course

The Director may revoke or suspend their approval of a real estate continuing education course based upon a violation of this chapter. The course provider may appeal the Director's decision to revoke or suspend approval by requesting a hearing in accordance with Chapter 350, Section 7 of Commission rules.

STATUTORY AUTHORITY: 32 M.R.S. §§ 13065, 13069, 13194, 13197

EFFECTIVE DATE:

AMENDED:

October 1, 1992 - Sections 2, 3, 4, 7 & 10

April 1, 1994 - Section 4

April 1, 1994 - Section 8

EFFECTIVE DATE (ELECTRONIC CONVERSION):

October 22, 1996

AMENDED:

August 5, 2002 - Sections 2(D), 3(B), 4(B, G), 7(B, E), and consequent renumbering.