



# MAINE REAL ESTATE COMMISSION

## QUALIFYING EDUCATION PROGRAM APPROVAL APPLICATION & SUPPLEMENTARY MATERIALS

# QUALIFYING EDUCATION REQUIREMENTS

## COURSE DEVELOPMENT

Real estate license candidates must show proficiency in specific skills and knowledge to qualify for a license. This is accomplished in part by completing one or more qualifying education courses. The Commission's qualifying education courses (Sales Agent, Associate Broker, and Designated Broker) consist of subject matter specific to each license level. The Real Estate Commission has developed course outlines that define the required subject matter for each level. The Commission expects instructors to cover all the material defined in the course outline and to adhere to the number of hours suggested for each topic as closely as possible. Reference the specific Minimum Course Guidelines for Qualifying Education for the required course content, minimum course hours, attendance, grade weighting and other information at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). Additional information concerning the approval and administration of qualifying education programs is also available at this website in Commission Rules Chapter 360.

## FILING THE APPLICATION

The following information summarizes the requirements for application. Contact the Real Estate Commission at (207) 624-8518 if you have questions.

- The provider/school is required to file a course approval application that must include a complete syllabus as described below and the application fee at least 30 days before the first class session.
- A \$100 late filing fee must be paid in addition to the application fee if the application is filed less than 30 days before the first scheduled class (live delivery classes).
- A separate application must be filed for each different type of course for which approval is sought.
- The Commission will notify the course provider in writing of the results of the program evaluation within 30 days after receipt of the fully completed application and syllabus.

## SYLLABUS CHECKLIST *(THE SYLLABUS IS CONSIDERED COMPLETE ONLY IF IT CONTAINS ALL OF THE ELEMENTS IN THE CHECKLIST)*

The following must be included with the application:

A separate document(s) with:

- Name of school/course provider
- Instructor's name & brief biography
- Title of the course
- Location (street address and room number)
- Dates the course will begin and end
- Day, date, and time of each individual class (i.e. Class One, Monday Sept 1, 2002, 6-9 PM, etc.)
- List of textbooks to be used in class to include title, publisher, and edition. Also include the effective date of the Maine License Law and Rules that will be used. The current law and rules are available at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing).
- Description of the school's grading and attendance policies.

Detailed Timed Outline

- Content outline for each class session arranged by date and/or number (i.e. Oct 2 – Class 1). Each session must be outlined in sufficient detail to adequately describe the material to be covered and include answers to scenarios, exercises, etcetera. The outline must include a breakdown of the actual classroom time to be spent on each topic to help determine whether sufficient time has been allocated to any one topic area.
- Note quiz and test dates on the outline (minimum 3 quizzes required in addition to final exam).

Comprehensive Final Exam and Answer Key

- The Commission requires that the final exam cover all mandated topic areas according to the weight each topic carries in the course as a whole. For instance, on a 100 item final exam, it is expected that 15 items will test a topic that comprises 15% of the course (15% x 100 = 15 items). See course guidelines for a breakdown of the mandated topics specific to each level of the pre-license programs.

## PROVIDER'S ADMINISTRATIVE RESPONSIBILITIES

Upon approval of a qualifying education program, the Real Estate Commission will notify the provider in writing of the date and terms of approval. Programs are approved for one calendar year from the date of initial approval. The notification will include the date the program was approved, the date approval expires, and a brief summary of reporting requirements (see below). It is important to note that the Commission does not notify qualification education course providers when program approval is about to expire. The provider is expected to monitor the terms of its approved qualifying education programs and submit application for re-approval when appropriate. Applications are available directly from the Real Estate Commission or may be downloaded online at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing).

## **UPON ADMINISTRATION OF A PROGRAM, THE PROVIDER MUST ENSURE THAT:**

### **At the first class session:**

- Each student receives a copy of the course guidelines developed by the Real Estate Commission for the course being offered.
- Each student receives a copy of the instructor's syllabus.
- The instructor reads the appropriate statement from Attachment I regarding course approval as required by Chapter 360, Section 3(F).

### **Upon conclusion of the course:**

- The instructor distributes and collects the MREC Student Evaluation of Qualifying Education Program form from each student for critique of the course and instructor.
- The Program Enrollment Report and Instructor's Summary of Student Evaluations form are submitted to the Commission within 30 days of completion of the course. The individual student evaluations shall be retained by the provider/school; individual student evaluations must NOT be submitted to the Real Estate Commission.
- Each student receives a Maine Real Estate Qualifying Education Course Completion Certificate (*The Sales Agent Course only*) or official transcript on school letterhead that contains:
  - School name
  - Course title
  - Student's name
  - Instructor's name
  - Final numerical grade (if school issues only letter grades, the numerical equivalent must be included to ensure that the student has achieved the minimum passing grade as set by Commission rule)
  - Course beginning and completion dates (completion date is the date of the final class, NOT the date the student submitted make-up work to complete course requirements or completed a make-up final exam. All students in a course will have the same course completion date, regardless of whether a student has completed all the course requirements on that day)
- Signature of an authorized school official

## **THE COURSE PROVIDER IS ALSO REQUIRED TO:**

- Report to the Real Estate Commission any substantial changes to information as reported on the initial application, including the course content, instructor(s), or course schedule.
- Report plans to offer additional courses during the term of approval. This information is required for the Commission's record keeping. The Commission also uses the information to compile a list of current course offerings to assist potential students in obtaining qualifying education. The list is mailed to potential students on request and is also posted to the Commission's web site.
- Be aware of the program expiration date indicated in the letter of approval.

## **COURSE APPROVAL/RENEWAL:**

Qualifying education courses are approved for a one-year period. Each course sponsor is responsible for keeping track of expiration dates and applying for re-approval in a timely fashion if that sponsor wishes to continue offering the course. In order to avoid interruption in the course approval period, sponsors must apply for re-approval at least thirty days before course approval expires. Applications for re-approval received less than thirty days before expiration of the current approval period are subject to an additional \$100 late fee.

**Application Fee: \$80.00**  
**Late Filing Fee: \$100.00**

You must pay the late filing fee PLUS the application fee if this application is filed fewer than 30 days before the first class session.

**LIVE DELIVERY  
QUALIFYING EDUCATION  
APPROVAL APPLICATION**

MAINE REAL ESTATE COMMISSION  
MAILING ADDRESS:  
35 STATE HOUSE STATION, AUGUSTA ME 04333-0035  
COURIER ADDRESS:  
76 NORTHERN AVENUE, GARDINER ME 04345  
PHONE: (207) 624-8518 FAX: (207) 624-8637  
TTY users call Maine Relay 711

**FOR MREC OFFICE USE ONLY**

CHECK NO \_\_\_\_\_  
AMT \_\_\_\_\_  
CASH NO \_\_\_\_\_  
APPRVL DATE \_\_\_\_\_  
EXPIRE DATE \_\_\_\_\_

**COURSE:**

New Application       Renewal Application

\_\_\_\_ The Sales Agent Course  
\_\_\_\_ The Associate Broker Course  
\_\_\_\_ The Designated Broker Course

**REQUIRED ATTACHMENTS:**

\_\_\_\_ Instructor Resume(s)  
\_\_\_\_ Attendance & Grading policy  
\_\_\_\_ Quizzes & Final examination with answer keys  
\_\_\_\_ Syllabus (including instructor manual with answers to all scenarios, exercises, etc., timed outline, class dates, times and location)

PROGRAM SPONSOR: \_\_\_\_\_

TYPE OF ORGANIZATION:  Degree-Granting Institution       Proprietary School       Public School Adult Education Program

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

STREET/PO BOX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

INSTRUCTOR(S): \_\_\_\_\_  
(Attach a resume outlining qualifications to teach subject matter)

STREET/PO BOX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

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

START DATE	END DATE	LOCATION	TIME

**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 360 of the State of Maine Real Estate Commission Rules and Regulations pertaining to qualifying education programs. I hereby 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

**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: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Application Fee: \$80.00**  
**Late Filing Fee: \$100.00**

You must pay the late filing fee PLUS the application fee if this application is filed fewer than 30 days before the first class session.

**DISTANCE EDUCATION  
QUALIFYING EDUCATION  
APPROVAL APPLICATION**

MAINE REAL ESTATE COMMISSION  
MAILING ADDRESS:  
35 STATE HOUSE STATION, AUGUSTA ME 04333-0035  
COURIER ADDRESS:  
76 NORTHERN AVENUE, GARDINER ME 04345  
PHONE: (207) 624-8518 FAX: (207) 624-8637  
TTY users call Maine Relay 711

**FOR MREC OFFICE USE ONLY**

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

AMT \_\_\_\_\_

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

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

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

THE SALES AGENT COURSE     THE ASSOCIATE BROKER COURSE     THE DESIGNATED BROKER COURSE

PROGRAM SPONSOR: \_\_\_\_\_

Type of organization:  Degree-Granting Institution     Proprietary School     Public School Adult Education Program

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

STREET/PO BOX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

INSTRUCTOR(S): \_\_\_\_\_  
(Attach a resume outlining qualifications to teach subject matter)

STREET/PO BOX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**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 360 of the State of Maine Real Estate Commission Rules and Regulations pertaining to qualifying education programs. I hereby 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

**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: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**ATTACHMENTS:**

- \_\_\_\_\_ Syllabus including textbook requirements
- \_\_\_\_\_ Two case studies with answer keys (*The Sales Agent Course only*)
- \_\_\_\_\_ Instructor resume(s)
- \_\_\_\_\_ Course workbooks/student handouts with answers
- \_\_\_\_\_ Quiz questions with answer key
- \_\_\_\_\_ Final Examination questions with answer key
- \_\_\_\_\_ Internet access codes or CDs (*if applicable*)
- \_\_\_\_\_ Timed Outline
- \_\_\_\_\_ Course administration policy, to include information regarding instructor access, course completion deadlines, grading, cheating, and refunds.
- \_\_\_\_\_ Timing studies (*if applicable*)
- \_\_\_\_\_ Certification by the Association of Real Estate License Law Officials (ARELLO) (*if applicable*)

# STUDENT EVALUATION OF QUALIFICATION 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 all or part of the educational requirements for a 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 \_\_\_\_\_  
COURSE (check one):  SALES AGENT  ASSOCIATE BROKER  DESIGNATED BROKER  
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.

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 SALES AGENT PROGRAM:

The course website was easy to navigate.

Instructions for using course materials were clear.

Technical support was readily available.

**Strongly  
Disagree**                      **Strongly  
Agree**

1    2    3    4    5

1    2    3    4    5

1    2    3    4    5

1    2    3    4    5

1    2    3    4    5

1    2    3    4    5

1    2    3    4    5

1    2    3    4    5

1    2    3    4    5

1    2    3    4    5

1    2    3    4    5

1    2    3    4    5

What did you like most about this program? \_\_\_\_\_

What did you like least about this program? \_\_\_\_\_

Additional Comments \_\_\_\_\_

\_\_\_\_\_

# INSTRUCTOR'S SUMMARY OF STUDENT EVALUATIONS QUALIFICATION EDUCATION PROGRAM

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE PROFESSIONAL & OCCUPATIONAL REGULATION

## MAINE REAL ESTATE COMMISSION

35 State House Station, Augusta, ME 04333-0035  
PH 207-624-8518 TTY users call Maine Relay 711  
[www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

Summarize students' responses below. Record comments on a separate sheet of paper and attach to this form. This summary must be submitted with the course enrollment report within 30 days of conclusion of the program. Retain original evaluations and a copy of this summary for your records.

**RECORD THE NUMBER OF REPOSES IN EACH CATEGORY:**

**COURSE MATERIAL:**

Course objectives were clear.

Course objectives were met.

Course material was well organized.

Course material was presented in sufficient depth.

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 SALES AGENT PROGRAM:**

The course website was easy to navigate.

Instructions for using course materials were clear.

Technical support was readily available.

<b>Strongly Disagree</b>	<b>Strongly Agree</b>
------------------------------	---------------------------

1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

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1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

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.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

## QUALIFICATION EDUCATION PROGRAM ENROLLMENT REPORT MAINE REAL ESTATE COMMISSION

Complete this report and submit it with the Instructor's Summary of Student Evaluations within thirty days of the completion of the course. A separate report must be submitted each time a course is offered. This data is collected to assist the Real Estate Commission in assessing individual programs and to monitor the effectiveness of qualification education overall.

Program Sponsor/School: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course: (check one)

- The Sales Agent Course
- The Associate Broker Course
- The Designated Broker Course

Delivery Method:  Live  Distance Education

Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

Total number of students initially enrolled: \_\_\_\_\_

Total number of students who dropped the course: \_\_\_\_\_

Total number of students who have not completed the course: \_\_\_\_\_

(e.g. Missed class time, missed quizzes/exams, course requirements such as the Documented Field Experience Form)

Total number of students who earned a final grade of 75 or better: \_\_\_\_\_

(This number does NOT include students who have not yet completed the course)

List below the full legal name and address of each student enrolled in the course. Indicate in the third column the status of the student. **Status column options are: dropped, incomplete or a numeric grade if student has completed the course.**

Full Legal Name	Address	Status



# QUALIFICATION EDUCATION PROGRAM ENROLLMENT REPORT

Full Legal Name	Address	Status

***Please use the space below to comment on Commission-required content and parameters for this course. Be sure to note any changes or additions you would recommend.***

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*Instructor's Signature**Date*

**ATTACHMENT 1**  
**QUALIFICATION EDUCATION PROGRAM**

MAINE REAL ESTATE COMMISSION  
35 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0035  
PHONE: (207) 624-8518 TTY users call Maine Relay 711 FAX: (207) 624-8637

**NOTICE TO PROGRAM PARTICIPANTS REGARDING COURSE APPROVAL**

Instructors are required to read and distribute to students copies of one of the following statements before commencement of the first class session. Statement #1 shall be read and distributed if the provider/school has received written course approval from the Maine Real Estate Commission. Statement #2 must be read and distributed if approval is pending or has not been granted.

**STATEMENT #1**

The Maine Real Estate Commission is committed to quality real estate education. Toward that goal, the syllabus for this course has been reviewed and approved as meeting the guidelines for pre-license education established by the Commission. The guidelines and the syllabus are being distributed to you for your information. At the conclusion of this course you will be given an opportunity to critique program content and its delivery. The Commission welcomes your comments regarding your experience in this course.

**STATEMENT #2**

The Maine Real Estate Commission is committed to quality real estate education. In pursuit of that goal, the syllabus for each pre-license course must be reviewed and approved by the Real Estate Commission before the course may be promoted as meeting pre-license requirements. The syllabus for this course has not been approved. Unless and until it is approved, you may not assume that successful completion of the course will satisfy the education requirements for licensing.