

**CONTINUING EDUCATION
PROGRAM APPROVAL APPLICATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION
MAINE REAL ESTATE COMMISSION**

USPS MAILING ADDRESS: 35 STATE HOUSE STATION, AUGUSTA, ME 04333-0035
COURIER SERVICE : 76 NORTHERN AVENUE, GARDINER, ME 04345
TTY USERS CALL MAINE RELAY 711

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

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

ADDRESS: _____
(including city, state, and zip code)

PHONE: _____ **EMAIL:** _____
(including area code) _____

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

☐ Synchronous Distance

☐ **DISTANCE** (Check one)

☐ Text-based Correspondence

☐ Asynchronous Distance

HOURS REQUESTED _____ (1 hour minimum)

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: _____
(please print)

I authorize the Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation to charge credit card the following amount: \$ _____.

CARD NUMBER: _____ **EXPIRATION** _____

☐ **I understand that fees are non-refundable.**

SIGNATURE: _____ **DATE** _____

INTERNAL USE ONLY – 1470

CHECK NO _____

AMT _____

CASH # _____

Effective Date: _____

Expiration Date: _____

Program Number: _____

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

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

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.

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)

CERTIFIED STATEMENT OF PROGRAM PROVIDER OR AUTHORIZED SCHOOL OFFICIAL

By submitting this application, 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 Section 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 compiled together attached (*Renewals only*)