

# **MREC CONTINUING EDUCATION COURSE APPLICATION**

1. Name of Provider requesting approval: \_\_\_\_\_

2. Business Address: \_\_\_\_\_  
(Number & Street) (City) (Zip Code)

3. Business Telephone No.: \_\_\_\_\_ 4. Email: \_\_\_\_\_

5. If a corporation, give names, addresses and titles of officers (use additional sheet if necessary):

Name \_\_\_\_\_ Title \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Number & Street) (City) (State) (Zip Code)

6. List names of those persons authorized to act for your entity. Such acts shall be binding upon the applicant.

Names \_\_\_\_\_  
\_\_\_\_\_

7. The following information must be provided for each separate course approval request (incomplete information will result in course approval delay).

- A. Email address to send new course certificate
- B. Course title (s) and description.
- C. Address where training will take place-if unknown, indicate facility to be used.
- D. Admission policy, fees, charge and cancellation policies.
- E. Course syllabus shall clearly state content, learning objectives and skills which the student can be expected to learn or improve.
- F. A lesson plan, instructional outline or hourly agenda.
- G. Name, address and brief biographical information on each instructor. (Please include academic training).
- H. Number of classroom hours requesting for each course.
- I. Any additional information that may permit a complete and comprehensive evaluation of each offering.

It is the responsibility of the approved provider to provide to each student successfully completing a course, with a certificate of completion as outlined in the MREC's policy governing continuing education approval.

By signing this application, I agree and consent to the inspection or monitoring of any approved courses by authorized representative(s) of the Mississippi Real Estate Commission. I further agree to report any substantial material changes, including addition or substitution of instructors in the information submitted to the MREC prior to proposed use. I agree that no advertising can be initiated prior to final approval by MREC.

\_\_\_\_\_  
(NAME OF PROVIDER)

\_\_\_\_\_  
(SIGNATURE OF PROVIDER)

**PLEASE RETURN THIS APPLICATION FOR APPROVAL TO:  
MISSISSIPPI REAL ESTATE COMMISSION  
P.O. BOX 12685  
JACKSON, MS 39236-2685**

**Please direct any other inquiries you may have to: Robert Praytor or Vhonda Wesley at MREC  
Tel. #(601) 321-6970 or fax #(601) 321-6955**

# INSTRUCTIONS

All providers seeking approval of Real Estate Continuing Education Courses in Mississippi shall apply directly to the MREC. To be accepted as meeting the continuing education requirement of Section 73-35-18, applicants must receive final approval and a certificate from the MREC. Courses must be individually approved by the licensee to receive continuing education credit. If the CE provider must be approved by the State Department of Education, by any accreditation authority or by the state college board, that approval must be obtained prior to the provider applying to the MREC.

## APPROVED COURSES

1. Any course, which meets the educational requirements as, set forth in Section 73-35-7 of the Mississippi Real Estate Brokers License Act of 1954, as Amended.
2. Any course sponsored or provided by the MREC.
3. Any course which has been individually approved by the MREC pursuant to the provisions of this rule and which must be approved prior to presentation of the course.
4. Any course, which has been approved for real estate continuing education by any state or country which is a member of the Association of Real Estate License Law Officials (ARELLO) and which course satisfies the requirements, set forth in Rule VI.B.3 (a)(b)(c) and (e) with exception of instruction in license law which pertains solely to a state other than Mississippi. *Effective Date: Courses taken on or after 07-01-90.*

## PROCEDURES AND CRITERIA FOR APPROVAL OF COURSES

### 1. DEFINITIONS:

**PROVIDER** - *any person, partnership, association, corporation, educational organizational or other entity which sponsors, offers, organizes, provides or promotes continuing education courses.*

**INSTRUCTOR** – *a person who delivers educational material and information directly to students.*

2. A provider, desiring approval of a continuing education course, shall make application to the MREC on forms provided by the MREC. The provider, course and instructor must receive concurrent approval.

## STANDARDS FOR APPROVAL OF COURSES

1. A proposed continuing education course shall be a real estate oriented educational session or course intended to improve the skills of licensees and to keep licensees abreast of changing real estate practices and laws.
2. Courses shall be taught only by approved, qualified instructors.
3. Courses shall be offered in minimum two-hour segments.
4. Courses, instructors or providers shall be approved for one year from the date of previous approval and shall be required to refile if course is to be continued. However, a course, instructor and provider must be approved on a one-time basis where the course will be offered on such basis.
5. Licensees shall physically attend in order to receive a certificate.
6. **FEES: Application - \$100.00 per course; Renewal - \$50.00 per course**

## ELIGIBILITY

Subjects eligible for continuing education approval include but are not limited to the following:

1. Principles and Practices of Real Estate
2. Real Estate Finance
3. Real Estate Law
4. Real Estate Appraisal
5. Real Estate Investment
6. Real Estate Management

## THE FOLLOWING COURSE OFFERINGS SHALL NOT BE CONSIDERED FOR CONTINUING EDUCATION APPROVAL

1. "Cram" course of instruction designed to prepare a student for passing the real estate salesperson's or broker's examination.
2. Offerings in basic office and business skills, (i.e. typing, speed-reading, memory improvement, language or report writing).
3. Sales promotion or other meetings held in conjunction with the general business of licensee's broker.
4. Offerings concerning the physical well being of the individual (i.e. aerobics, rape prevention and stress management).

*Courses of instruction shall not be approved by the MREC if the total instruction time is less than two (2) hours. Time devoted to breakfasts, luncheons, dinners or other refreshments shall not be counted as instruction time. The course shall provide no more than eight (8) hours of credit during a 24-hour period.*

## OBJECTIVES AND SKILLS

Each course syllabus shall clearly state:

1. Content
2. Learning objectives of the course
3. Skills which student can be expected to learn or improve.

## ADMINISTRATIVE REQUIREMENT

Providers of education courses shall furnish the MREC with a class roster within 30 days after completion of each course listing each attendee in alphabetical order. Instructor must certify roster.

## APPROVAL CODE

Each provider approved by the MREC to offer education courses in Mississippi shall be assigned an approval code. This code must appear on all certificates of completion issued to attendees.

## CONTINUING EDUCATION INSTRUCTOR QUALIFICATIONS

Person(s) possessing at least one of the following qualifications must conduct all education courses:

1. Possession of a valid teaching credential or certificate from Mississippi or another state authorizing the holder to teach in a field relating to that in which instruction is proposed.
2. A broker's license in any state plus three (3) years full-time experience in the profession, trade or technical occupation in the applicable field of instruction plus recognized teaching experience in that field.
3. A professionally recognized real estate designation in the specialty taught.
4. Any combination of the three (3) years of experience relevant to the applicable field of instruction and/or college level education.

Use of unqualified instructors to teach in MREC approved education courses shall be grounds for revocation or suspension of education certification for the institution found to be in violation of this requirement.

#### PROHIBITION AGAINST RECRUITING

No person shall use, at any time, the same facilities where an approved education course is being taught to advertise or recruit for new affiliates for any real estate company or individual. Violation of this requirement may be grounds for immediate loss of continuing education certification for the provider found to be in violation of the recruiting prohibition.

#### STUDENT CONTRACT

The MREC assumes no liability for written or verbal contract between student and provider.

#### CERTIFICATION OF COMPLETION

The provider, for the purpose of certifying individual attendance must furnish a three-part certificate. One designated part shall be returned completed to the MREC, each attendee shall retain one designated part, and the provider shall retain the remaining part for a period of three (3) years.

#### INSPECTION OR MONITORING OF APPROVED COURSES

Any member(s) of the MREC or its duly authorized representative may audit any offering of an approved provider at any time during course presentation to determine adequacy of course presentation and content. The MREC reserves the right to withdraw education approval of a course, upon a finding that the course fails to meet specific criteria as established by the MREC.

#### COURSE REGISTRATION

Prior to beginning of new course offerings, all approved providers shall register with the MREC courses to be offered for education credit in Mississippi.

Information to be submitted to the MREC shall include the following:

1. Number of classroom hours for each course and number of education credit hours.
2. Title and description of course to be offered.
3. MREC education approval code number.
4. Dates and locations of course offerings.
5. Name of approved instructor(s).

Approved providers *must notify the MREC of any changes* in course content or instructors prior to beginning of course offering.

#### ATTENDANCE

Attendance and other records of each Provider must be kept on file for a period of three (3) years and are subject to inspection by the MREC at any time during normal business hours.

## NOTIFICATION OF APPROVAL/REJECTION

Each provider submitting applications for approval for education seminars will receive written notification of approval or rejection of approval within 90 days of submittal of application. Applications submitted incomplete will be returned to the applicant with reason for return noted.

## ADVERTISING

Providers may advertise that a course meets a portion of the education requirements (i.e. this course meets the minimum requirements for Real Estate Continuing Education licensing regulations for hours taught). However, *no advertisement shall be used which states or implies that the MREC has passed on the merits of a course.*

## SUSPENSION OR REVOCATION OF APPROVAL

Failure to comply with any provision of this rule shall constitute grounds for suspension or revocation of the approval of a course, a provider or an instructor, or other such action as deemed appropriate by the MREC.

## COURSE CANCELLATION

Provider must:

1. Refund money in case of cancellation within 10 days after cancellation.
2. Notify registered individuals prior to date of seminar (via Certified Mail) if seminar has been cancelled.
3. State in advertisements that those who choose not to register in advance should determine before attending if any changes have been made in schedule.