

# **MREC POST-LICENSING COURSE APPLICATION**

1. Name of Provider requesting approval: \_\_\_\_\_
2. Business Address: \_\_\_\_\_  
(Number & Street) (City) (Zip Code)
3. Business Telephone No.: \_\_\_\_\_
4. 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)
5. List names of those persons authorized to act for your entity. Such acts shall be binding upon the applicant.  
Names \_\_\_\_\_  
\_\_\_\_\_
6. The following information must be provided for each separate course approval request (incomplete information will result in course approval delay).
  - A. Course title (s) and description.
  - B. Address where training will take place-if unknown, indicate facility to be used.
  - C. Admission policy, fees, charge and cancellation policies.
  - D. Course syllabus shall clearly state content, learning objectives and skills which the student can be expected to learn or improve.
  - E. A lesson plan, instructional outline or hourly agenda.
  - F. Name, address and brief biographical information on each instructor. (Please include academic training).
  - G. Number of classroom hours requesting for each course.
  - H. 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 Commission'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 commission 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**

## **STANDARDS FOR APPROVAL OF COURSES:**

1. Providers certified and approved by the Mississippi Real Commission shall offer the thirty-hour post-license course, and an annual certification fee of One Thousand Dollars (\$1,000.00) shall be charged to providers.
2. The thirty-hour post-license course work shall be offered in no less than fifteen-hour increments of classroom instruction.
3. No more than eight (8) hours may be earned in a single day. The commission shall determine standards for approval of post-license course and course providers, and shall require certification of such course work of the applicant.
4. A minimum of twenty-four (24) hours of the thirty-hour course work shall be in the following subjects: agency relationships, contracts, earnest money, antitrust, fair housing, ethics, and property condition disclosure.
5. The remaining six (6) hours shall be in subjects intended to enhance the competency of licensees in representing consumers, and may include the following subjects: pricing, property, environmental issues, home inspection, leases and property management, and mortgage process.

No approved pre-licensing course or continuing education course may be applied to post-licensing credit.

No post-licensing course or portion thereof may be applied to continuing education credit.

### **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 commission 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 Commission to offer post-licensing education courses in Mississippi shall be assigned an approval code. This code must appear on all certificates of completion issued to attendees.

### **POST-LICENSING EDUCATION INSTRUCTOR QUALIFICATIONS:**

Person(s) possessing at least one of the following qualifications must conduct all post-license 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 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 3 years of experience relevant to the applicable field of instruction and/or college level education.

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

PROHIBITION AGAINST RECRUITING:

No person shall use facilities where post-licensing education course is being taught to advertise or recruit for new affiliates for any real estate company or individual.

STUDENT CONTRACT:

The Mississippi Real Estate Commission 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 Commission, each attendee shall retain one designated part, and the provider shall retain the remaining part for a period of 3 years.

INSPECTION OR MONITORING OF APPROVED COURSES:

Any members of the Commission, 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 Commission reserves the right to withdraw post-licensing education of a course, upon a finding that the course fails to meet criteria for post-licensing education approval as established by the Commission.

COURSE REGISTRATION:

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

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

1. Number of classroom hours for each course and number of post-licensing education credit hours.
2. Title and description of course to be offered.
3. Miss. Real Estate Commission's post-licensing approval code number.
4. Dates and locations of course offerings.
5. Name of approved instructor(s).

Approved providers *must notify the Commission 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 3 years and are subject to inspection by the Commission at any time during normal business hours.

### NOTIFICATION OF APPROVAL/REJECTION:

Each provider submitting applications for approval for post-licensing 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 Post-Licensing Education Licensing regulations for hours taught. However, *no advertisement shall be used which states or implies that the Mississippi Real Estate Commission 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 Commission.

### 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.