

Wisconsin Department of Safety and Professional Services

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OFFICE OF EDUCATION AND EXAMINATIONS

REQUEST FOR APPROVAL OF REAL ESTATE PRE-LICENSE PROGRAM

Applications must be submitted at least 30 days prior to the first date the course is offered.

PLEASE TYPE OR PRINT IN INK.

1. NAME OF SCHOOL	2. NAME OF EDUCATIONAL ADMINISTRATOR
3. ADDRESS (number, street, city, state, zip code)	
4. EMAIL ADDRESS	5. DAYTIME TELEPHONE NUMBER ()
6. PROGRAM LOCATION (City, State)	7. WEB ADDRESS

8. Check the courses for which you are seeking approval:

	<u>Classroom Education</u>	<u>Distance Learning</u>
<input type="checkbox"/> 72-Hour Real Estate Salesperson Pre-License Course	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 72-Hour Real Estate Broker Pre-License Course	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 13-Hour Real Estate Salesperson Equivalency Pre-License Course	<input type="checkbox"/>	<input type="checkbox"/>

9. Please check the appropriate box.

- This is our school's first application for approval to offer pre-license education for real estate
On separate pages, provide the following information about your school:

- Organizational structure of the school or organization
- Registration policies
- Promotional materials with specific allocations of hours to each topic.
- Detailed outline of the program with specific allocations of hours to each topic. All topics outlined in REEB 25 of the Wisconsin Administrative Code need to be clearly evident in the course outline in order for the course to be approved.
- Method of instruction
- Method of ensuring the students who complete the course are the enrolled students
- Method for evaluating instructors and program
- Names of all instructors
- Evidence that each instructor meets one of the following requirements in REEB 25
 - A person who is or has been engaged in the practice of teaching real estate courses at an accredited institution of higher learning
 - A person who is properly licensed or certified by the board or other governmental agency who, for at least 5 years continuously, has been engaged in the real estate aspects of any of the following: appraising, financing, marketing, brokerage management, real estate property management, real estate counseling, or real property law
 - A member of the Wisconsin state bar who is engaged in the field of real estate related law
 - A person who, in the judgment of the board, is qualified by experience or education to teach a course of study.

- Our school has already submitted an application for real estate pre-license education. No substantive changes have been made to the items listed above. If changes were made, they are included with this application.

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10. Please check the appropriate box for distance education courses.

This is our school's first distance education course application.

On separate pages, describe how your school will carry out the following procedures for all distance education courses checked above:

- a. Ensure that instructors are available at reasonable times and by reasonable means.
- b. Distribute, collect and score examinations and supplemental materials as well as provide a reasonable level of examination security.
- c. Sufficiently cover the subjects specified for continuing education courses.
- d. Provide reasonable oversight to ensure that the students who take the examination are the enrolled students.
- e. Provide a reasonable opportunity for student self-evaluation of mastery.
- f. Report pass/fail information to students and issue certificates of completion.

Our school has previously submitted an application for a distance education course. No changes have been to the items listed above. If changes were made, they are included with this application.

11. Program Content – Attach a detailed course outline. Itemize the number of educational hours for each portion or topic of the program or course. Attach supporting information, if necessary. For subject material that needs to be included, review the course curriculum on the salesperson and broker pre-license education sections in REEB 25 of the Wisconsin Administrative Code

12. INSTRUCTORS – Attach a list of instructors and clearly designate which course or courses each instructor will present. Also, complete an “Application for Approval of Real Estate Instructor” (Form #831) for each new instructor.

	YES	NO
13. Do you agree to notify the Department in writing of any changes in the information which you provided in this application within 10 days following the date of the change?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is enrollment open to all licensees regardless of gender, race, sexual orientation, disability, religion, or age?	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you agree to monitor attendance, require students to complete the entire course and pass a multiple-choice exam (5 questions per hour of instruction, minimum) before issuing a certificate of attendance? Passing score for the exam must be 70%.	<input type="checkbox"/>	<input type="checkbox"/>
16. Do you agree to retain attendance records for at least 5 years after the program or course has been conducted?	<input type="checkbox"/>	<input type="checkbox"/>
17. Do you agree to adhere to all pertinent state requirements in Chapter REEB 25 of the Wisconsin Administrative Code?	<input type="checkbox"/>	<input type="checkbox"/>

TO BE COMPLETED BY THE EDUCATIONAL ADMINISTRATOR

I hereby certify that all statements made in this application are true to the best of my knowledge and belief.

Print Name and Title of Education Administrator

Date

Signature of Educational Administrator