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Michigan Department of Labor & Economic Growth
Bureau of Commercial Services
Testing, Education & Program Services
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www.michigan.gov/bcstesting

REAL ESTATE SALESPERSON, BROKER PREPARATION & BROKER SPECIALTY PRELICENSURE COURSE APPROVAL APPLICATION AND NOTICE

AUTHORITY: P.A. 299 of 1980, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in denial of your application

Instructions: Sponsor should complete the application, Part A, B, C, D and E where applicable.
Any changes in ownership, school location(s) or school name shall be submitted to the department within 30 days of the change.

A. COURSE INFORMATION (Complete one form for each course offered, information listed will appear on the Department website.)

Course Name		School Name	
Course Type <input type="checkbox"/> Non-Distance (classroom) <input type="checkbox"/> Distance (online) <input type="checkbox"/> Salesperson Fundamentals <input type="checkbox"/> Broker Prep <input type="checkbox"/> Broker Specialty		Complete Address of School (Number, Street, Suite, etc.)	
Number of Classroom Hours	Number of Civil Rights Hours	City, State, Zip Code	
School Type <input type="checkbox"/> College or University <input type="checkbox"/> Proprietary School <input type="checkbox"/> Local Public School District		School Telephone Number	MI School Number, If Known
Proprietary School State Approval <input type="checkbox"/> MI License #: <input type="checkbox"/> Out-of-state - Submit copy of approval to operate		Name of Coordinator	
E-mail Address		Coordinator Telephone Number	
Web Address		Fax Number	

B. ATTENDANCE POLICY

<p>Rule 613 (1) A student shall attend 100% if a course in order to obtain credit for the course.</p> <p>(2) Credit for a distance learning course requires completion of the entire course. Completion of the entire course means the number of course hours attended equals the number of hours for which the course is approved.</p>
Is there a class makeup policy? Please describe: <input type="checkbox"/> Yes <input type="checkbox"/> No
How is attendance monitored? <input type="checkbox"/> Sign In <input type="checkbox"/> Other - Please describe:

C. EXAM INFORMATION

Describe method of grading (include passing/failing scores):
Describe other standards student must meet to pass the course:

D. DISTANCE (ONLINE COURSES ONLY)

Delivery System:

Rule 606(3)(a) Proof of ARELLO certification as a primary or secondary provider, including summary sheet and certificate, shall be provided with the application for course approval.

Is course ARELLO Certified? Yes No

If yes, are you a primary or secondary provider? (Attach copy of certificate and summary sheet)

If no, provide information for a-e of Non-ARELLO certified courses listed below:

- a) The individual modules of instruction on a computer or other interactive program.
- b) A list of at least 1 learning objective for each module of instruction. The learning objective shall ensure that if all the objectives are met the entire content of the course is understood.
- c) A structured learning method to enable the student to attain each learning objective.
- d) A method of assessment of the student's performance during each module of instruction.
- e) A method of remediation for any student who is deficient in the method of assessment to repeat the module until the student understands the content material.

E. INSTRUCTOR INFORMATION

If a new instructor the Preliminary Instructor Approval Form Real Estate Salesperson, Broker Preparation & Broker Specialty (LRE-003) must be filled out and submitted with a resume. If using an instructor that is already approved the following information is required:

Instructor Name(s)	School Name	School Number

Rule 607. Each real estate school or sponsor shall designate at least 1 individual as coordinator. The coordinator shall be responsible for supervising the program of courses and assuring compliance with the code and these rules.

Please sign confirming that as coordinator you realize you are responsible for your school to be in compliance.

Signature of Coordinator

Date

F. DEPARTMENT APPROVAL (For Office Use Only)

School Number	Course No. Assigned	Hours Approved	Civil Rights Hours Approved
Approval Signature		Date Approved	