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 Testing, Education & Program Services  
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## REAL ESTATE SALESPERSON, BROKER BASICS OR BROKER SPECIALTIES PRELICENSURE COURSE APPLICATION CHECKLIST

The following checklist is for your use in assembling materials to be submitted with your application. You are not required to return this form, but please use it as a double-check method to be sure all materials and requirements have been addressed.

**School Application (BCS/LRE-001)**

**Certificate of Completion -- Must have the following information:**

- |  |   |
|--|---|
| <input type="checkbox"/> Title of Course                 | <input type="checkbox"/> Name of Student  |
| <input type="checkbox"/> School Name and Approval Number | <input type="checkbox"/> Number of Clock Hours in Course with Civil Rights Hours Listed |
| <input type="checkbox"/> Date of Completion              | <input type="checkbox"/> Signature of Instructor/Coordinator                            |

**Prelicensure Instructor Approval Form (BCS/LRE-003) with resume for all new instructors**

**Course Information**

- |  |   |
|--|---|
| <input type="checkbox"/> Instructor's Detailed Course Outline    | <input type="checkbox"/> Total Number of Clock Hours in Course                      |
| <input type="checkbox"/> Examination and Quizzes with Answer Key | <input type="checkbox"/> Table of Contents--with page numbers and hours per session |

**Summary of Topics Completed (BCS/LRE-007) -- allocated times for topics must agree with table of contents sessions**

- |   |  |
|---|--|
| <input type="checkbox"/> One per Course Submitted | <input type="checkbox"/> Civil Rights Hours Listed |
|---|--|

**Student Contract, if used**

- |  |  |
|--|--|
| <input type="checkbox"/> Fee Schedule        | <input type="checkbox"/> Date Course to Begin and End            |
| <input type="checkbox"/> Refund Policy       | <input type="checkbox"/> Required Attendance Policy              |
| <input type="checkbox"/> Class Makeup Policy | <input type="checkbox"/> Other Fees or Expenses (please explain) |

**Proprietary School Unit License (Proprietary Schools only)**

- |   |  |
|---|--|
| <input type="checkbox"/> Date of Approval | <input type="checkbox"/> Title of Course and Number of Clock Hours |
|---|--|

**Delivery System (for online course/distance education)**

- ARELLO Accredited  
 Non-ARELLO Accredited

The following items need to be addressed on a separate sheet of paper and submitted with your application.

- a) The individual modules of instruction on a computer or other interactive program.
- b) At list of a 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 of material.