

Michigan Department of Energy, Labor & Economic Growth
 Bureau of Commercial Services
 Testing, Education & Program Services
 P.O. Box 30018, Lansing, MI 48909
 517-241-9295 Fax: 517-241-7539
 www.michigan.gov/bcstesting

REAL ESTATE SALESPERSON, BROKER BASICS OR BROKER SPECIALTIES PRELICENSURE COURSE RENEWAL 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 Renewal Application (BCS/LRE-270)

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.

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Current Course Approval Name	Current Course Approval Number
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REAL ESTATE PRELICENSURE SCHOOL AND COURSE APPROVAL RENEWAL APPLICATION

CURRENT APPROVAL EXPIRES JUNE 30, 2009

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

This document can be completed on-line, printed and mailed to Testing, Education & Program Services. This form cannot be submitted electronically. If you need to clear the form for any reason, click the clear button.

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)		Complete Address of School (Number, Street, Suite, etc.)	
<input type="checkbox"/> Salesperson Fundamentals <input type="checkbox"/> Broker Prep <input type="checkbox"/> Broker Specialty			
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

Rule 613 (1) A student shall attend 100% if a course in order to obtain credit for the course.
(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.

Is there a class makeup policy? Please describe:
 Yes No

How is attendance monitored?
 Sign In 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 Prelicensure 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	

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**SUGGESTED CONTENT FOR SALESPERSONS'
FUNDAMENTALS OF REAL ESTATE COURSE
(40 CLOCK HOURS)**

<u>CLOCK HOURS PER TOPIC</u>	<u>TOPIC DESCRIPTION</u>
8.0	Michigan Occupational Code, Articles 1-6, Article 25, Administrative Rules, Land Sales Act, Subdivision Control Act
4.0	Fair Housing Laws, Michigan and Federal
3.0*	Real Estate Math
1.0	Legal Descriptions
.5	Property Valuation
3.0	Principal/Agent Relationship, the Law of Agency
3.0	Contracts and Contract Law; Listing, Purchase and Option Agreements
1.0	Title Evidence, Public Land Records, Title Insurance, Abstracts
1.0	The Estate Concept, Tenencies of Title
3.0	Mortgage Clauses & Conditions, Truth in Lending
3.0	Real Estate Financing
2.0	Transfer of Title, Types and Characteristics of Deeds
1.0	Landlord/Tenant Statutes, Security Deposit Act
1.0	Condominium Concepts and Laws, including Timeshare, Leasehold, Conversions; Cooperative Housing
3.0	Environmental Issues
2.5	Additional State Topics
<hr/>	
40.0	TOTAL HOURS

This is a suggested content outline only. Time allocations may vary. **The only topic's time allocation that may not be altered is the mandatory 4 hours of instruction in civil rights law and equal opportunity in housing.**

*Basic math principles may be reviewed in class with practice of math problems assigned as homework. Remedial math for those experiencing difficulties may be provided outside class. If this method is chosen, you may wish to reduce math to two hours and use the additional two hours on other topics, i.e., environmental issues, buyer broker relationships.

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SUMMARY OF TOPICS REAL ESTATE SALESPERSON 40-HOUR FUNDAMENTAL COURSE

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

Name of School
Course No. 040 Course Title

SESSION TOPIC	HOURS PER TOPIC	LOCATED IN SESSION NO.
Michigan Occupational Code, Article 1-6, Article 25, Rules, Land Sales Act, Subdivision Control Act		
Civil Rights Law and Equal Opportunity in housing (effective 1/1/85, 4 hours of mandatory material for salespersons, including Michigan and Federal Fair Housing Laws and Civil Rights)		
Principal/agent relations, the law of agency		
Legal descriptions, defining of real property, personal property, characteristics of land		
Real Estate Mathematics		
Property Valuation		
Contracts and contract law; listing, purchase and option agreements		
Title evidence, public land records, title insurance, abstracts		
The estate concept, tenancies of title		
Encumbrances, taxes, liens		
Real estate financing, mortgages, loans, foreclosures		
Transfer of title, types and characteristics of deeds		
Landlord-Tenant Statutes, leases, property management, Security Deposit Act		
Condominium concepts and laws, cooperative housing		
Environmental Issues		
Additional State Topics		
Other (describe)		
Examinations and quizzes (4 hours maximum)		

TOTAL CLOCK HOURS _____

SUMMARY OF TOPICS
REAL ESTATE BROKER PREPARATION AND
BROKER SPECIALTY COURSE

Name of School			
Course Title			
Total Hours of Credit		Department Course Code Number	
SESSION TOPIC	HOURS PER TOPIC		LOCATED IN SESSION NO.
	BASIC *	ADVANCED	
Michigan Real Estate License Law and Rules			
Civil Rights Law & Equal Opportunity in housing (effective 1/1/85, a total of 9 hours within the 90 hours are required for broker applicants)			
Real Property Law, including property interests and restrictions			
Federal, state and local tax laws affecting real property			
Conveyances, including contracts, deed & leases			
Financing, including mortgages, land contracts, foreclosures and limits on lending procedures, interest rates and underwriting criteria			
Foundations of appraisal of real property			
Design and Construction			
Marketing, exchanging and counseling			
The law of agency, including dual agency and buyer broker			
Sales and office management, including listing and selling techniques			
Real Estate securities and syndications			
Investments, including property management			
Property transfer, including settlement, closings and operating expenses			
Environmental Issues			
Additional State Topics			
Other (describe)			
Examinations and quizzes (maximum of 10% of total hours)			

*Maximum of 10 hours may be duplication of 40-Hour Salesperson's Fundamental Course.

TOTAL CLOCK HOURS _____

DELEG is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.