

REAL ESTATE CONTINUING EDUCATION APPLICATION SPONSOR CHECKLIST FOR DISTANCE & NON DISTANCE LEARNING

The following checklist is for your use in assembling the materials required for the application. Please use it to ensure that all materials are included in your packet before being sent to the Department. **You do not have to return this form.**

- Sponsor Application (BCS/LRE-600)
- Instructor Approval Form (BCS/LRE 621): Submit this form for any instructor who hasn't previously been approved.
- Course Outline/Agenda (BCS/LRE 602) – Must include:
 - ☞ Sponsor Name, Address and Telephone Number
 - ☞ Name of the Course(s) to be Taught and the Course Approval Number
 - ☞ How many minutes each subject is given, inserting how many minutes for any breaks or lunch (Non-Distance Only) (Minimum of one [1], 15-minute break is mandatory for each two hours or instruction)
- Certificate of Completion – Includes:
 - ☞ Sponsor Name
 - ☞ Name of Participant and I.D. Number
 - ☞ Date Course was completed
 - ☞ Sponsor Approval Number – (Lxxx)
 - ☞ Course Approval Number (Lxxx) for each Course Taken
 - ☞ Course Name and number of clock hours approved
 - ☞ Signature of Sponsor or Coordinator
- Delivery System (DISTANCE ONLY):
 - ☞ ARELLO Certified (submit proof of certification)
 - ☞ Non-ARELLO Certified (all of the following are mandatory for approval)
 - 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 objection 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.