

Michigan Department of Energy, Labor & Economic Growth  
Bureau of Commercial Services  
Testing, Education & Program Services  
P.O. Box 30018, Lansing, MI 48909  
517-241-9231 Fax: 517-241-7539  
www.michigan.gov/bcstesting

## INSTRUCTIONS FOR REAL ESTATE CONTINUING EDUCATION SPONSORS COURSE APPROVAL

**Classes May Not Be Scheduled or Advertised  
Until Sponsor Has Received Approval From the Department  
(Includes advertising as "Pending Approval")**

### GENERAL INFORMATION

Section 2504(4) of the Occupational Code requires licensees to complete not less than 18 (eighteen) clock hours of continuing education (CE), approved by the Department, to qualify for renewal. Only approved Sponsors may offer CE courses, per Sec. 2504(8) and Rule 101(1)(t). Michigan's education program is regulated by law and rule. Therefore, all approved Sponsors, whether they are located in or outside the State of Michigan are required to be in compliance with the regulations.

Sponsors must receive Department approval for all CE material offered to licensees, per Rule 651. CE curricula may either be purchased from an already-approved source or written by the Sponsor and submitted for approval. If purchasing a course that has already been approved, the application approval process generally takes less time.

### DEFINITIONS

1. **Course:** the total number of hours taught by a Sponsor, usually comprised of one or more subjects.

**Rule 652(1)** Approval of continuing education courses issued by the department to a real estate sponsor shall expire on December 31 of the year in which all real estate licenses expire.

They may be offered for not less than one hour. Once approved, a course must be offered in its entirety as requested by the Sponsor. The licensee must complete the entire course as it is advertised and held by the Sponsor, regardless of the number of hours he/she may yet have to complete.

2. **Sponsor Approval Number:** the unique identifier given to indicate that a Sponsor is approved.

Sponsors are approved on an three year license period basis. For example, during **calendar years** 2010 - 2012, all Sponsors will be assigned a **Lxxx** number that must appear on all correspondence to the Department, the agendas and the Certificate of Completion given to each licensee in attendance at an approved class. The "alpha" identifier will change each three-year license period.

3. **Course Approval Number:** the unique identifier given to each approved course, e.g., for the three-year license period will be **Lxxx**

Course approval numbers, e.g., **Lxxx**, are assigned during the three-year license period and correspond to the Sponsor Approval number. This number must appear on the agenda and the Certificate of Completion given to each licensee who completes an approved CE course in its entirety. This is used to assist licensees so they do not duplicate attendance when similarly approved courses are taught. All courses completed must be different; there is no credit allowance provided for duplicating courses, per Rule 659.

4. **Course Outline:** the curriculum outline:

This outline must contain information which allows the state to determine whether it is accurate and relevant, based upon law and rule. You may want to include objectives and/or a written summary of the course.

5. **Delivery System (DISTANCE ONLY).** In addition to approving the course outline, the department must also ensure that hardware and software systems are an appropriate means of delivering the course. Many of the technologies available today are powerful, but complex. The licensee should be afforded an “appropriate design and delivery system”, e.g., that an instructor is available to the licensee to answer questions about the material or the system; that mastery of the subject is required for completion; that the material cannot be manipulated or altered; that the method of delivery is appropriate for the subject matter.

**ARELLO Accredited:** If the design and delivery system is ARELLO accredited, please submit proof of certification. **If you have purchased the curricula from a primary provider, you must also submit certification as a secondary provider.**

**NON-ARELLO Accredited:** If the course is not ARELLO accredited, and the applicant is the author of the course outline and the designer and developer of the delivery system, 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 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.

### APPLICATION PROCESS

When filing a Sponsor application, the following documents are required in order to complete the package sent to the Department. Please refer to the **CE Checklist (BCS/LRE-603)** to ensure that your application is complete before submitting it. **Incomplete applications will be denied if all required information is not received within 60 days from receipt of application.**

1. **Application for Approval of Continuing Education Courses (BCS/LRE-600).**

This must be completed in its entirety in order to be processed.

Rule 651(d) An outline of the courses to be taught, including the number of hours allocated to each topic. Courses shall be composed of at least 1 of the following categories:

- (i) Changes in economic conditions.
- (ii) Changes in laws, court opinions, and rules.
- (iii) Interpretations relating to and affecting real property.
- (iv) Any topics relevant to the management, operation, or practice of real estate.

2. **Instructor Approval Form (BCS/LRE-621).**

Under the statute and rule, instructors are given authority to teach only when they are affiliated with an approved sponsor.

A sponsor must submit a list of any instructors previously approved within the last three years (an instructor can be added to the list even if they were approved for a different sponsor) or submit a form for a new instructor. Rule 609(1) state that every course of study shall have an instructor who is acceptable to the Department. Distance courses must have an approved instructor in order to ensure that the student has access to an individual qualified to answer questions, if necessary.

An instructor is defined in Rule 101(1)(m) as a person who possesses at least one (1) of the following minimum requirements:

- a) Be an instructor of real estate courses who is or has been engaged in the practice of teaching at an accredited institution of higher learning, or
- b) Be a person properly licensed or certified by the Department or other governmental agency who is engaged in the real estate aspects of appraising, financing, marketing, brokerage management, real property management, real estate counseling, real property law, or other related subjects, or
- c) Be a person who possesses alternative qualifications approved by the Department, and is qualified by experience, education, or both to supervise and instruct a course of study.

The responsibilities of an instructor are detailed in Rule 609(2).

### 3. **Sample Course Outline/Agenda (BCS/LRE-602)**

This form must represent how many minutes will be given to each subject to determine how many hours requested for the course. Approved Sponsors may offer courses in a variety of time configurations.

The purpose of continuing education is to keep licensees updated. Therefore, updates should be applied to the course when there are any law or rule changes.

### 4. **Detailed Course Description**

### 5. **Sample Certificate of Completion**

All participants who have successfully completed the course, as approved by the Department, **must** receive a certificate per Rule 604(5). Please review the CE Application Checklist(BCS/LRE-603) for the information to be included on this form. Certificates must list all Department-assigned course approval numbers for each course taught. This will help avoid the possibility that a licensee completes a duplicate course for which credit will not be granted.

### 6. **Schedule & Geographic Location Form (BCS/LRE-004) (Non-Distance Only)**

Each "L" course number must have its own form filled out. Example: all dates, times, locations (street address, city & state) and full instructor name must be completed for each course. **Do not** put multiple courses on one sheet, they will be returned to you to be submitted correctly.

If you are changing information on a schedule and geographic location that has already been submitted, please include the original date, time, location, and instructor along with the correction so we can make sure the correct information is posted. Be sure to check the appropriate box on the form (change, cancel).

### **ADDITIONAL INFORMATION**

7. **Session Length.** Per Rule 101(d), all classes must be at least one clock hour in length. For distance learning systems, "clock hour" means the amount of material a student can process in 50 minutes of computerized instruction.

**NOTE:** If a sponsor requests approval to teach six hours, the participant must complete the entire course to receive credit. For example, if a licensee needs only two hours to complete the CE requirement and enrolls in an approved, six-hour course, he/she is required to complete the entire course in order to receive a completion certificate. They may not complete just two hours and receive credit.

**8. Verification of Attendance** Sponsors must submit all verifications of attendance no later than 5 days after the completion of the course, per Rule 604(8).

Electronic filing of your continuing education course attendance roster file must be a tab delimited text file or an excel file, that can be exported from any database you have, or you may use a spreadsheet program to create the file.

**Non-Distance Courses**

Field	Course Offering ID	Education Provider Number	License Number	Last Name	Last 4 of SSN
Max Length	10 char	5 char	10 char	35 char	4 char
Sample Data	73	101	6502000001	Xxxxxxxxxx	2222

Please make sure you only use the fields listed above as we do not need any other information on the spreadsheet.

- A Schedule and Geographic Location of Classes BCS/LRE-004(01/09) must be submitted before you send in your spreadsheet. You will receive a Course Offering ID notification by e-mail after your schedule has been entered by the department. Once you receive the course offering ID notification you can submit the verification of attendance, putting the course offering ID in the first column.
- You DO NOT need to put a “L” in front of your Education Provider Number or Course Approval ID number.
- The license number needs to be complete with no dashes or spaces (6502000001) DO NOT submit broker numbers (6505000002).
- The last name should be only the last name (example Smith, NOT SMITH) no commas, Jr., Sr. etc.
- Make sure you submit the last four digits of the Social Security Number. DO NOT leave it blank or put zeros in that column.
- One spreadsheet for each course offering ID must be submitted.
- After you have completed your spreadsheet you must e-mail it to [bcseducation@michigan.gov](mailto:bcseducation@michigan.gov). You may include more than one spreadsheet in your email.

**Distance Courses**

Field	Course Approval ID	Education Provider Number	License Number	Last Name	Last 4 of SSN	Completion Date
Max Length	10 char	5 char	10 char	35 char	4 char	10 char
Sample Data	73	101	6502000001	Xxxxxxxxxx	2222	mm/dd/yyyy

Please make sure you only use the fields listed above as we do not need any other information on the spreadsheet.

- You **DO NOT** need to put a “L” in front of your Education Provider Number or Course Approval ID number.
- The license number needs to be complete with no dashes or spaces (6502000001) **DO NOT** submit broker numbers (6505000002).
- The last name should be only the last name (example Smith, **NOT SMITH**) no commas, Jr., Sr. etc.
- Make sure you submit the last four digits of the Social Security Number. **DO NOT** leave it blank or put zeros in that column.
- One spreadsheet for each course approval ID must be submitted **you can put more than one completion date on the spreadsheet.**
- You should receive a letter in the mail after we have approved your distance course with the course approval ID number.
- If you do not have a course approval ID number you can contact the department to obtain one.
- After you have completed your spreadsheet you must e-mail it to [bcseducation@michigan.gov](mailto:bcseducation@michigan.gov). You may include more than one spreadsheet in your email.

## 9. Student Records

Rule 604(1) requires Sponsors to establish and maintain a record for each student attending their sessions. These records must be maintained **for not less than 6 years**. The record must consist of the student’s name and address; the number of clock hours attended; the student’s grade, if an examination is required to determine successful completion of the course; the date of course completion; the last 4 digits of the student’s social security number; the student’s date of birth; and the real estate license identification number, if applicable.

## 10. Processing Timeframes

**Please allow 60 days for processing. The Department will notify you in writing of approval, notice of incomplete application, or denial.**

## 11. Advertising

Remember that classes cannot be advertised, scheduled or held until you have been approved by the Department.

If all of these instructions are followed carefully, it will help ensure that the application is complete and all licensees receive proper credit. If there is any information contained herein that is not clear, applicants are encouraged to contact Testing, Education & Program Services for assistance 517-241-9231 or 517-241-9295. Thank you for your cooperation and attention to the information presented here.

## 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.



**C. ATTENDANCE POLICY**

**Rule 613 (1)** A student shall attend 100% of 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.  
**(3)** A real estate school or sponsor shall have a makeup policy for students who are absent from or late in arriving at regularly scheduled class sessions.

Is there a class makeup policy? Please describe:

Yes       No

For Non Distance Courses how is attendance monitored?

Sign In       Other - Please describe:

For Distance Courses how will the sponsor verify and monitor attendance in order to prove satisfactory course completion? In what ways and times will sponsor ensure that an instructor will be available to student?

**D. Hardware - Software Issues (Distance Course)**

How will sponsor deal with hardware and software failure (if not ARELLO certified)

**E. DISTANCE (Online Course)**

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.

**F. INSTRUCTOR INFORMATION**

If a new instructor, the Real Estate Continuing Education Instructor Approval Form (LRE-621) 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

**G. DEPARTMENT APPROVAL (For Office Use Only)**

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

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## SAMPLE TIMED COURSE OUTLINE/AGENDA “L” Courses

(Insert Sponsor Name)  
(Insert Sponsor Address)  
(Insert Sponsor Telephone Number)

For a two-hour course:

30 minutes	Registration
50 minutes	_____ (Subject)
10 minutes	BREAK
50 minutes	_____ (Subject)
	Certificate Distribution – (Photo ID Required)

For a six-hour course:

30 minutes	Registration
35 minutes	_____ (Subject)
35 minutes	_____ (Subject)
15 minutes	BREAK
80 minutes	_____ (Subject)
60 minutes	LUNCH
70 minutes	_____ (Subject)
30 minutes	_____ (Subject)
15 minutes	BREAK
50 minutes	_____ (Subject)
	Class Evaluations and Distribution of Certificates (Photo ID Required)

**Sponsor Information Only** – Agendas will vary according to the amount of time allocated for each class. Simply replace the sample minutes above with the appropriate information from your course and insert your Subjects.

## SAMPLE OF STUDENT SYLLABUS

### ESTATES

- I. Leasehold Estates
  - A. Estate for Years
  - B. Estate at Will
  - C. Estate at Sufferance
- II. Freehold Estates
  - A. Life Estates
    - 1. Conventional
    - 2. Legal
  - B. Fee Simple
    - 1. Bundle of Rights
    - 2. Tenancies
      - a. Severalty
      - b. Common
      - c. Joint
      - d. Entirety

## SAMPLE OF DETAILED INSTRUCTOR'S COURSE OUTLINE

- B. Fee Simple
  - 1. Bundle of Rights  
Rights that attach to the ownership of real property. Right to:
    - a. Sell
    - b. Lease
    - c. Encumber
    - d. Use
    - e. Enjoy
    - f. Exclude
    - g. Will
    - h. License
    - i. Devise
    - j. Dedicate
    - k. Give Away
    - l. Share
    - m. Mortgage
    - n. Trade
    - o. Exchange
  - 2. Tenancies
    - a. Severalty
      - (1) Ownership by one person, title severed from any other person
      - (2) Sole owner dies, property passes to heirs or devisees
    - b. Common
      - (1) Concurrent Ownership between two or more persons
      - (2) Undivided possession of the property
      - (3) Interests in title may be equal or unequal
      - (4) Co-tenant dies, interest passes to heirs or devisees
      - (5) Can include dower rights
    - c. Joint
      - (1) Ownership by two or more natural persons
      - (2) Rights to survivorship
      - (3) Equal shares of ownership
      - (4) Avoids probate
      - (5) Unity of title, time, interest, and possession
    - d. Entirety
      - (1) Joint tenancy between a lawfully married husband and wife
      - (2) Ownership to the martial unit
      - (3) Death of one spouse, estate succeeds to surviving spouse
      - (4) Excludes heirs and creditors
      - (5) Neither can convey or mortgage without the other

<b>OFFICE USE ONLY</b>
Date Approved:
Approval Year:

## REAL ESTATE CONTINUING EDUCATION INSTRUCTOR APPROVAL FORM

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

**School/Sponsor Information** (Please Type or Print)

Name of School/Sponsor		School Approval Number	Telephone Number (    )
School/Sponsor Coordinators Name			
School/Sponsor Address (Number & Street)	City	State	Zip Code

**Applicant Information** (Please Type or Print)

Name of Applicant (First Name, MI, Last Name)			
Applicant's Address (Number & Street)	City	State	Zip Code
Telephone Number (    )	Cell Phone Number (    )	Fax Number (    )	
E-Mail Address		Website	
If you are an already approved instructor list the sponsor name and sponsor number for whom you are approved through. Sponsor Name _____ Sponsor Number _____			
Courses To Be Taught			

**If you are a new instructor provide the following information and check the appropriate boxes:**

Rule 101(1)(m) defines "instructor" as an individual who possesses at least one of the following minimum requirements:

An instructor of real estate courses who is or has been engaged in the practice of teaching at an accredited institution of higher learning.  
 Detail Qualifications:

A person properly licensed or certified by the department or other government agency who is engaged in the real estate aspects of appraising, financing, marketing, brokerage management, real property management, real estate counseling, real property law, or other related subjects.  
 Detail Qualifications:

A person who possesses alternative qualifications approved by the department, and is qualified by experience, education, or both to supervise and instruct a course of study.  
 Detail Qualification:

**Distance Education Only**  
 Explain knowledge and understanding of the delivery

**AND**

I have attached a copy of my resume.

\_\_\_\_\_  
 Signature of Instructor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of School Coordinator

\_\_\_\_\_  
 Date

Michigan Department of Energy, Labor & Economic Growth  
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## SCHEDULE AND GEOGRAPHIC LOCATION OF CLASSES

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

Year: \_\_\_\_\_ School/Sponsor #: \_\_\_\_\_ Name: \_\_\_\_\_

Course Number: \_\_\_\_\_ Title of Course: \_\_\_\_\_ Hours Approved: \_\_\_\_\_

**Please Check One:**     Continuing Education                       Prelicensure

**Please Check One:**     New                       Change                       Cancel

Instructions: **Please provide all the information requested.** **Days of Week:** Use M, T, W, TH, F, S, Sun.

Class #	Location: Street Address, City, State, Zip Code	Facility Name If Applicable	Date		Days of Week	Time		Full Name of Instructor
			Start	Finish		Start	Finish	