



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING & REGULATORY AFFAIRS
LANSING

STEVEN H. HILFINGER
DIRECTOR

March 15, 2012

NOTICE TO: REAL ESTATE PRELICENSURE SCHOOLS

RE: RENEWAL OF PRELICENSURE SCHOOLS, COURSES AND INSTRUCTORS

All 2009-2012 real estate prelicensure course approvals expire June 30, 2012. Rule 647 states that an application for renewal of approval of prelicensure real estate courses shall be received by the department before the expiration of the previous approval and shall be on forms prescribed by the department. **Schools may not continue advertising and scheduling courses after June 30, until the Department has approved courses for the 2012 - 2014 school years.** In order to continue offering prelicensure courses please complete the application and attachments provided with this notification.

Attached is a current list of all of your courses that will be expiring on June 30, 2012. If you wish to renew any or all of these courses you must complete an application for each course. Attached is the Real Estate Prelicensure School and Course Approval Renewal Application (BCS/LRE270), or you can visit our website at www.michigan.gov/bcstesting for additional copies of this form.

If you want approval for a new course you must submit BCS/LRE-001 Real Estate Salesperson, Broker Preparation & Broker Specialty Prelicensure Course Approval Application and Notice. **DO NOT USE THIS RENEWAL FORM.**

NOTE:

Course renewal forms must be received by the department at least 60 days before the expiration date. If a satisfactorily completed renewal form is not received by the department by the expiration date, the course shall cease to be departmentally approved beyond the expiration date. Course renewal forms are not valid and shall not be accepted by the department after the expiration date. Sponsors requesting approval of course renewal after the expiration date shall complete and submit an application for original course approval.

If you have any questions you can contact us at (517) 241-9231 or you can e-mail us at bcseducation@michigan.gov.

The renewal forms and all required attachments must be received by the department no later than April 30, 2012. Please mail to:

Michigan Department of Licensing & Regulatory Affairs
Bureau of Commercial Services
Testing, Education & Program Services
P.O. Box 30018
Lansing, MI 48909

E-mailed forms or faxed forms will not be accepted.

LARA is an equal opportunity employer/program.
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BUREAU OF COMMERCIAL SERVICES
P.O. BOX 30018 • LANSING, MICHIGAN 48909
www.michigan.gov/bcs

INSTRUCTIONS FOR REAL ESTATE PRELICENSURE COURSE RENEWAL

Classes May Not Be Scheduled or Advertised Until Sponsor Has Received Approval from the Department (Includes Advertising as “Pending Approval”)

GENERAL INFORMATION

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 educational material offered to licensees. Education curricular may either be purchased from an already-approved source or written by the Sponsor and submitted for approval. If purchasing material has already been approved, the application approval process generally takes less time.

Section 2504(10) of the Occupational Code states in part that a person who offers or conducts a course or courses of study represented to meet the educational requirements of this article first shall obtain approval from the department and shall comply with the rules of the department concerning curriculum, instructor qualification, grading system, and other related matters.

A pre-licensure course approved under this article shall be conducted by a local public school district, a community college, an institution of higher education authorized to grant degrees, or a proprietary school licensed by the department of career development under 1943 PA 148, MCL 395.103.

For Private Occupational Schools, application must be made to the Michigan Department of Licensing and Regulatory Affairs, Proprietary School Unit, by any private entity wishing to offer Real Estate courses for prelicensure credit. Approval by the Proprietary School Unit is given in conjunction with Testing, Education & Program Services. Approval cannot be issued until all items are coordinated between the two units. You can contact the Proprietary School Unit at (517) 373-6774, or visit their website at www.michiganps.net, for information regarding the requirements for obtaining a proprietary school license.

APPLICATION PROCESS

When filing a renewal application, the following documents are required. Please refer to the checklist to ensure that your application is complete before submitting it. **Incomplete applications will be denied if all required information is not received.**

1. Application for Renewal of Real Estate Prelicensure Courses (BCS/LRE-270)

- Print or Type the application and all documents.
- Submit one copy.
- The application and enclosures may be hole-punched, but please do not submit in hardcover notebooks or permanently bound.

- A change in the information on the application form shall be reported to the department within 30 days of the change.
- To maintain course approval, a renewal application shall be submitted to the department at least 60 days prior to expiration of the course approval.

NOTE: Rule 645(1) stipulates that approval of prelicensure courses issued by the department to a real estate school shall expire on **June 30** of the year in which all real estate licenses expire.

2. Prelicensure Instructor Approval Form (BCS/LRE-003)

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) states that every course of study shall have an instructor 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 an individual who possesses at least 1 of the following minimum qualifications:

- 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.
- 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.
- 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) as follow:

- a) Compliance with all laws and rules relating to real estate education
- b) Providing students with current and accurate information
- c) Maintaining an environment conducive to learning
- d) Assuring and certifying attendance of students enrolled in courses
- e) Providing assistance to students and responding to questions relating to course materials
- f) Attending such workshops or instructional programs as required by the department

NOTE: A school or a sponsor must submit the qualifications of each instructor to be used in an approved course to the department not fewer than 60 days before the instructor is scheduled to begin instruction.

3. Summary of Topics for Salesperson Fundamentals, Broker Basic or Broker Specialty Courses (BCS/LRE-007)

This form is used to submit outlines for the salesperson prelicensure and the broker basic courses. “Hours per Topic” indicates the allocated time for each topic. “Located in Session No.” indicates which session(s) or chapter(s) in the outline the topic may be found. The “sessions” indicated on this form must be identical to the sessions or chapters outlined in the Table of Contents. For example, on the Table of Contents, if “Civil Rights” is located in Session 5 of the outline, the number “5” must be placed in the “Located in Session No.” column on the “Summary.”

4. Course Outlines/Detailed Description

Each application must be accompanied by the typed or printed detailed instructor-course outline for each course. Characteristics of this outline are as follows:

- Table of contents reflecting major subject divisions must indicate page numbers and hours of instruction allocated to each major subject. If time frames change, submit a revised table of contents reflecting the different time format (i.e. three hours per session versus four hours, etc.)
- The course outline must be submitted with pages consecutively numbered from beginning of the entire outline to the end. (Outline revisions that expand single pages to additional pages may be labeled with an (a), (b), (c), etc.)
- Follow generally accepted outline format (not narrative). Double space between sessions.
- A bibliography or textbook list should be the final outline page. Be sure to include publication name, author, publisher, and date of the version used. Include information on teaching aids.
- All examination questions should use the license exam multiple-choice format. Provide a copy of all tests, quizzes, and examinations with an answer key. True/false questions will not be approved for final examinations but may be used on quizzes. No more than 10% of classroom hours (4 hours for a 40-hour course; 3 hours for a 30-hour course) may be utilized for administration of all quizzes and examinations.

The turn-around time is approximately 30 days for evaluation. However, it may require 90 days or longer to obtain final approval for private occupational schools due to receiving your Proprietary School License prior to the final approval.

Session Length. A “clock hour” denotes 50 minutes of “instruction in a classroom.” Self-study, time for reading/studying of course materials during classroom time, self-initiated research and non-instructor-directed discussion groups do not constitute instruction in a classroom.

NOTE: Credit toward meeting the educational portion of prelicensure requirements will not be granted to students who complete the course prior to it being approved by the department.

Salesperson Prelicensure Course. *An applicant shall have completed 40 clock hours of qualifying prelicensure education of which 4 hours shall be on civil rights law and fair housing law.*

A suggested list of topics for inclusion in basic 40-hour fundamentals of real estate course is enclosed (BCS/LRE-014). Although not mandatory, this guide demonstrates acceptable topics and affiliated weighting of clock hours to assist you in compiling this type of course.

Broker Prelicensure Course. *An applicant shall have completed 90 clock hours of qualifying prelicensure education of which 9 clock hours shall be on civil rights law and fair housing law.*

The broker “basic” course denotes advanced real estate fundamentals. Therefore, a typical 30-hour broker preparation outline shall not include more than ten (10) hours, or one-third of review and/or fundamental topics. The premise of the course is that knowledge provided, which a broker must possess, must be at a higher level of expertise. Coverage of topics must be at an advanced level. For example, title evidence may cover recording acts and include more detail about what constitutes a recordable document and why certain items are necessary for recording; discussion of liens and encumbrances may include the Lien Recovery Act or details regarding tax lien foreclosure and mortgage foreclosures. Material from a continuing education course, if brief and appropriate, may be included.

Other Broker Courses.

A “specialty” course denotes a broker course that deals with areas other than “basic” or “fundamental,” such as finance, taxation, investments, law, property management, etc.

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 Application Checklist for the information to be included on this form. Certificate 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.

Rule 604(6) requires that each student or licensee completing a prelicensure or continuing education course shall present a state issued photo identification or acceptable alternative form of photo identification to the school or sponsor before receiving the certificate of completion. Both of the following apply:

- a) For courses conducted in a traditional classroom setting, students or licensees shall present a state-issued photo identification or acceptable alternative form of identification that verifies, to the satisfaction of the school or sponsor, the identification of the student or licensee.
- b) For courses conducted through distance education, the school or sponsor shall ensure that the student or licensee whose attendance is reported to the department is the same person who completed the distance education course. The school or sponsor shall take appropriate measures to ensure accurate

verification of the identity of each student or licensee before reporting course completion to the department.

NOTE: many schools have requested approval for more than the 40 hours required pursuant to Section 2504(2). Although the school may require attendance of more than 40 clock hours of instruction to complete the course (i.e. community college term course, etc.), applicants are granted only 40 hours of course credit. A certificate of completion should clearly represent the course as a 40-hour course although clarifying language may be added such as “48 hours attended.” It is incumbent upon the school to insure that the outline and schedule accurately reflect the number of hours attended.

6. Student Contract (if applicable)

Rule 605. A submission for course approval shall contain all of the following:

- (1) An application as approved by the department
- (2) A student contract, if used by the school
- (3) A copy of the school’s policy for the return of fees if a student fails to appear, is dismissed, or withdraws voluntarily from a real estate prelicensure or continuing education course.

7. Delivery System (Online, Home study)

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

A Non-ARELLO certified course provide all items 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 and 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.

8. Schedule & Geographic Location Form (BCS/LRE-004)

Rule 604(7) requires that at least 30 days before courses are held, schools and sponsor shall submit to the department a schedule of geographic location for each course. Please consider the following when filling out the form:

- Each preclicensure course number should have its own form filled out. All information needs to be completed. i.e. all dates, times, locations (street address, city & state) and full instructor names must be completed for each course offering.
- Do not put multiple courses on one sheet.
- Check the appropriate box on the form (i.e. cancel, change, new)
- If a class is cancelled, notify the department within two (2) weeks prior to cancellation, if possible. New classes must be reported to the department at least two (2) weeks prior to the first day of the new session. This allows the department to update records and provide information to be distributed to potential students upon request. If a class would normally fall upon a day of the week that is a holiday, provide an explanation regarding when and how the school will schedule makeup hours or an alternate date for that particular session. These are closely checked. Failure to attend to these details will require clarification to the department.

AFTER COMPLETION OF A COURSE

9. Verification List of Salesperson Attendance (BCS/LRE-005)

Rule 604(8) requires submitting attendance lists within 5 business days after the last class day. If a student must make up class time before completing the course, type the actual date of completion after the name of the student on the Verification List. If a revision to the list is required, report only those change(s) – do not send the entire original list with the change added.

The final step in issuing a license is verification of the student's Social Security Number. Pursuant to P.A. 454, 2004, you can only request the last 4 digits of the student's social security number for your records.

ADDITIONAL INFORMATION

Students Records. Rule 604 requires Sponsors to establish and maintain a record for each student. 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.

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

Advertising. Remember that courses cannot be advertised, scheduled, or held until they have been approved by the Department.

The updated forms are available on the website at www.michigan.gov/bctestesting under the Forms drop down menu. Any questions you may have regarding your application may be directed to 517-241-9231.

APPLICATION CHECKLIST FOR COURSE RENEWAL FOR REAL ESTATE PRELICENSURE COURSES

The following checklist is for your use in assembling and submitting the materials required for your application to offer courses. **You do not have to return this form.**

Real Estate Sponsor & Course Renewal Application (BCS/LRE-270)

- ✓ Per Rule 631(2) A change in the information on the application forms shall be reported to the department within 30 days of the change. The department shall accept or reject a change within 60 days of notification of the change.

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
 - The individual modules of instruction on a computer or other interactive program
 - 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.
 - A structured learning method to enable the student to attain each learning objective
 - A method of assessment of the student's performance during each module of instruction
 - 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.

Summary of Topics Completed (BCS/LRE-007)

- ✓ Allocated times for topics must agree with table of contents sessions
- ✓ One per course submitted
- ✓ Civil Rights Hours Listed (& Fair housing law pursuant to R.203)

Instructor Approval Form (BCS/LRE-003)

- ✓ Attach resume for all new instructors
- ✓ The school or sponsor shall submit to the department the qualifications of each instructor to be used in an approved course **not fewer than 60 days** before the instructor is scheduled to begin instruction per Rule 609(3).

Timed Course Outline & Detailed Course Description – Include:

- ✓ Total Number of Clock Hours in Course
- ✓ Examination and Quizzes with Answer Key

- ✓ Table of Contents – with page numbers and hours per session

Student Contract, if used

- ✓ Fee Schedule
- ✓ Refund Policy
- ✓ Class Makeup Policy
- ✓ Date Course to Begin and End
- ✓ Required Attendance Policy
- ✓ Other Fees or Expenses (please explain)

Sample Certification of Completion – Must Include:

- ✓ Course Name, as approved by the department
- ✓ School/Sponsor Name and Approval Number
- ✓ Date of Course Completion
- ✓ Name of Student
- ✓ Number of Clock Hours in Course with Civil Rights Hours Listed
- ✓ Signature of Coordinator

Proprietary School Unit License (Proprietary Schools Only)

- ✓ Date of Approval
- ✓ Title of Course and Number of Clock Hours

Schedule & Geographic Location Form (BCS/LRE-004)

- ✓ Do not put multiple courses on one sheet.
- ✓ Check the appropriate box on the form (i.e. cancel, change, new)

Verification List of Salesperson Attendance (BCS/LRE-005)

- ✓ Submit this form within 5 business days after the last class day.

Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services
Testing, Education & Program Services
P.O. Box 30018, Lansing, MI 48909
517-241-9231 Phone; Fax: 517-241-7539
www.michigan.gov/bcstesting

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, 2012

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>
<p>Is there a class makeup policy? Please describe:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>How is attendance monitored?</p> <p><input type="checkbox"/> Sign In <input type="checkbox"/> Other - Please describe:</p>

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	

Michigan Department of Licensing & Regulatory Affairs
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/bcsteting

**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 _____

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

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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	

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**VERIFICATION OF ATTENDANCE AT
REAL ESTATE SALESPERSON PRELICENSURE
EDUCATION COURSE**

Date Submitted _____

AUTHORITY: P.A. 299 of 1980, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in denial of students' application for licensure
Information provided on this form may be released to the public in accordance with the Freedom of Information Act, 1976 PA 442, as amended.

Rule 604(8) Within 5 business days of the conclusion of the last course, schools and sponsors shall submit, in a format required by the department, the names of students who have successfully completed an approved course.

School Code	Class Number	Name of School		
Title of Course		Location of Class		Or, Check if Online <input type="checkbox"/>

In accordance with P.A. 299 of 1980, as amended, §2504, the following individuals have satisfactorily completed a real estate prelicensure course consisting of _____ hours completed on the following date: _____

Printed Name of Course Instructor/Coordinator	Signature of Course Instructor/Coordinator
---	--

TYPE INFORMATION BELOW IN ALPHABETICAL ORDER

	LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER	DATE OF BIRTH	*Number of Minutes	NAME (Last, First and Middle Initial)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

*Needs to be completed if an approved online course.

TURN OVER AND CONTINUE. SUBMIT ADDITIONAL SHEETS AS NECESSARY

*Needs to be completed if an approved online course.

	LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER	DATE OF BIRTH	*Number of Minutes	NAME (Last, First and Middle Initial)
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
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OFFICE USE ONLY
Date Approved:
Approval Year:

PRELICENSURE INSTRUCTOR APPROVAL FORM

REAL ESTATE SALESPERSON, BROKER PREPARATION & BROKER SPECIALTY COURSES

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:

AND

I have attached a copy of my resume.

Signature of Instructor

Date

Signature of School Coordinator

Date