

## REAL ESTATE SALESPERSON & BROKER PRELICENSURE COURSE APPROVAL APPLICATION

Authority: 1980 PA 299

Please check one:

New Course

Renew Course: \_\_\_\_\_  
 (Current Course Number)

Update Course: \_\_\_\_\_  
 (Current Course Number)

Instructor Approval Only

FOR OFFICE USE ONLY	
Approved By	Date Approved
Sponsor No.	Course No. Assigned
Hours Approved	Civil Rights Hours Approved

**Instructions:** Sponsor should complete the application, Parts A, B, and C where applicable.

A change in the information on the application forms shall be reported to the Department within 30 days of the change per Rule 618(2)

**Renewal:** To renew a course with no changes, complete section A and sign the second page.

**Instructor Approval Only:** Sponsor should complete Parts A, C, and sign the second page.

### A. COURSE INFORMATION

Course Name		Real Estate 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 <input type="checkbox"/> Broker			
Number of Classroom Hours (Attach a Summary of Hours by Topic)	Number of Civil Rights Hours	City, State, Zip Code	
School Type <input type="checkbox"/> College or University <input type="checkbox"/> Local Public School District	School Telephone Number	MI School Number, If Known	
<input type="checkbox"/> MI Proprietary School #: _____			
Name of Coordinator		E-mail Address	
Web Address		Fax Number	
How is attendance monitored?    Sign In    Other – Please describe:			

### B. DISTANCE LEARNING (ONLINE COURSES ONLY)

**Delivery System:**

Rule 626(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.

1. Is course ARELLO Certified?    Yes    No

If yes, are you a primary or secondary provider? (Attach copy of certificate and summary sheet)    Primary    Secondary

If no, provide information for a-e of Non-ARELLO certified courses listed below in accordance with Rule 626(2)(b - f):

- 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 material.

2. Attach a detailed description of how the school will remedy hardware & software failures.

**C. INSTRUCTOR INFORMATION**

Please include information below for every instructor that will be teaching this course. Please include additional sheets if needed.

Please include how the instructor meets at least one of the following minimum qualifications:

- (1) 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.
- (2) 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.

Instructor Name(s)	Address	Telephone No.	Qualifications (1 or 2)

Required Additional Documents

- Description of how the school will remedy hardware & software failures, Rule 626(5)
- Summary of Topics and Hours allocated to each topic per Rule 618(1)(e)
- Sample Certificate of Completion that meets the requirements of Rule (618)(1)(f)
- Proof of ARELLO certification as a primary or secondary provider, including the summary sheet and certificate (if applicable).
- An enrollment application to be completed by prospective students that contains a statement disclosing the percentage of students who successfully completed the program in the past calendar year, per Rule 618(1)(h).

I certify that the statements in this document are true and complete. I understand that any omitted statement, misrepresentation or fraud may be cause for denial of my application, disciplinary action or may be punishable by law.

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

\_\_\_\_\_  
Date