



Division of Licensing Services

New York State
Department of State
Division of Licensing Services
Bureau of Educational Standards
P.O. Box 22001
Albany, NY 12201-2001
(518) 486-3803
<https://dos.ny.gov>

Real Estate Continuing Education Course Approval Application

PLEASE READ CAREFULLY, AS INCOMPLETE APPLICATIONS WILL BE RETURNED.

- » All applications must be submitted **60 DAYS BEFORE** the proposed course is to be conducted.
- » The non-refundable fee of **\$25** must accompany this original, signed application (photocopies will not be accepted). Fees may be paid by check or money order (made payable to the Department of State) or by MasterCard or Visa, using a credit card authorization form. Do not send cash.
- » A non-refundable fee of **\$25** must be submitted for each additional location.
- » Annual registration period runs from January 1st through December 31st.
- » **Attach to application: a detailed course outline with time sequence and other items listed on the back of this application.**

1. WHAT IS THE TITLE AND LENGTH OF THIS COURSE?

Title	Hours
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2. WHAT TYPE(S) OF COURSE DO YOU WANT TO OFFER? (There is a minimum of 1 hour of instruction and a maximum of 22.5 hours of instruction.)

Check all that apply.

- Classroom Instruction
 Distance Learning (Asynchronous)
 Live Distance Education (Synchronous with Instructor)

Check box if you are submitting this course for approval to satisfy any portions of the following requirements

- Fair Housing/Discrimination
 Law of Agency
 Ethics
 Recent Legal Matters (Which Must Be Taught by an Attorney)
 Cultural Competency
 Implicit Bias

3. EDUCATIONAL ORGANIZATION DATA

SCHOOL NAME

ADDRESS (NUMBER AND STREET; ROOM/SUITE DESIGNATION)

CITY

STATE

ZIP+4

COUNTY

E-MAIL ADDRESS (IF ANY)

COORDINATOR'S NAME (person authorized to submit application on behalf of entity and responsible for administering Department of State regulations)

TELEPHONE

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E-MAIL ADDRESS (IF ANY)

DOES THIS INDIVIDUAL HOLD A NEW YORK STATE REAL ESTATE LICENSE?

YES

NO

HOME ADDRESS (NUMBER AND STREET)

TELEPHONE

()

CITY

STATE

ZIP+4

COUNTY

4. PRIMARY COURSE LOCATION

LOCATION ADDRESS (PLACE, NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION)

CITY

STATE

ZIP+4

COUNTY

5. CLASSROOM COURSES ONLY SECONDARY LOCATIONS (Each location requires an additional fee of \$25)

LOCATION ADDRESS (PLACE, NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION)

CITY

STATE

ZIP+4

COUNTY

LOCATION ADDRESS (PLACE NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION)

CITY

STATE

ZIP+4

COUNTY

LOCATION ADDRESS (PLACE, NUMBER AND STREET, ROOM/FLOOR/SUITE DESIGNATION)

CITY

STATE

ZIP+4

COUNTY

OUT OF STATE LOCATIONS: All out-of-state locations must be provided on a separate sheet. No fee is required for these locations.

A fee of \$20 will be charged for any check returned by a bank for insufficient funds.

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6. TYPE OF EDUCATIONAL ORGANIZATION OWNERSHIP

Is this organization an accredited College or University? Yes No* If No*, Please complete one of the following:

INDIVIDUAL: (Please submit a certified copy of the Trade Name Certificate and complete the following for Owner.)

NAME _____ HOME ADDRESS (NUMBER AND STREET) _____
CITY _____ STATE _____ ZIP+4 _____

PARTNERSHIP: (Please submit a copy of Partnership Agreement and complete the following for all Partners.)

NAME _____ HOME ADDRESS (NUMBER AND STREET) _____
CITY _____ STATE _____ ZIP+4 _____

NAME _____ HOME ADDRESS (NUMBER AND STREET) _____
CITY _____ STATE _____ ZIP+4 _____

CORPORATION: (Please submit a copy of the Certificate of Incorporation and complete the following for all officers and other individuals who own 5% or more of the stock of this corporation. If needed, attach additional sheets.)

NAME _____ HOME ADDRESS (NUMBER AND STREET) _____
CITY _____ STATE _____ ZIP+4 _____

NAME _____ HOME ADDRESS (NUMBER AND STREET) _____
CITY _____ STATE _____ ZIP+4 _____

NAME _____ HOME ADDRESS (NUMBER AND STREET) _____
CITY _____ STATE _____ ZIP+4 _____

7. Has any owner, partner, owner of 5% or more of the stock of the entity, or individual authorized to submit this application on behalf of the entity been convicted of any crime or offense, other than a minor traffic violation?
 Yes* No If Yes*, submit a certified copy of each conviction.

8. Has any license or permit issued to, applied for by any owner, partner, holder of 5% or more of the stock of the entity, or individual authorized to submit this application on behalf of the entity, been denied, suspended or revoked by this state or elsewhere by any other governmental or regulatory body?
 Yes* No If Yes*, please provide details.

Course Instructors: All instructors of approved courses must be approved with the Department of State. Applications for real estate instructor approval are available by request to the Division of Licensing Services, Bureau of Educational Standards. A one time evaluation and filing fee of \$25 is required for each instructor's approval.

9. COURSE CONTENT - ALL OF THE FOLLOWING MUST BE SUBMITTED:

- a detailed course outline with time sequence.
- a description of materials that will be distributed in the course.
- a listing of the books that will be utilized in the course.
- list of names and signatures of individuals authorized to sign certificates (cannot be a real estate licensee).
- additional documentation required for distance learning courses (Section 177.21).
 - letter from an outside organization certifying the design and delivery format
 - distance learning affidavit
- additional documentation required for live distance education (Section 159.1).
 - description of design and delivery format for course
- in addition, outlines submitted for fair housing/discrimination, law of agency, ethics, recent legal matters, cultural competency and/or implicit bias credit must clearly indicate the portion(s) intended to satisfy the requested requirements. Recent Legal Matters courses must be taught by an attorney who is an approved instructor.

I subscribe and affirm under the penalties of perjury that the statements made in this application (including statements made in any accompanying papers) have been examined by me, and to the best of my knowledge and belief, are true and correct.

I understand that any misstatement made on this application for approval could result in an immediate revocation or withdrawal of the recognition of the approval of the entity by the Department of State.

Coordinator Signature X _____ Date _____