



CANNON BUILDING
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STATE OF DELAWARE
REAL ESTATE COMMISSION

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Real Estate Continuing Education Module Course Contents

During each licensure renewal period, licensees must complete 21 hours of continuing education (CE) in seven required modules. Each module must be three hours in length.

This document summarizes the **suggested** course content for each required module. The suggested subject matter on these outlines may be covered by the instructor who is permitted flexibility in regard to how much time he or she needs to cover a topic. **Module 1 must cover agency and fair housing.** Each course must include a mandatory question and answer and/or course review.

Before teaching the course, the course provider must submit course outlines to the Education Committee and Commission for review and approval using the CE Course Approval Service Request. See [Real Estate Service Requests](#) for additional information about CE Course Approval requests. The Education Committee will use the guidelines in this document to evaluate courses submitted for review and approval.

For more information, see Section 7.0 of the [Education Guidelines](#) and Section 14.0 of the Real Estate Commission's [Rules and Regulations](#).

Core Module 1 – Agency and Fair Housing – 3 hours

Agency

Pre-House Bill 122 – Yesterday

House Bill 122 – Today

Definitions

Ministerial Task

Statutory Agency

Brokerage Organization CIS

Presentation Requirements

Confidentiality

Dual Agency

Common Law Agency

Obligations/Required Duties

Imputed Knowledge

Vicarious Liability (Broker Remains Vicariously Liable for Their Agents)

Notice

Actions Permitted

Duties of Cooperation

Record Keeping

Commencement and Termination of Agency

Question and Answer

Course Review

Fair Housing

- Civil Rights Act of 1866
- Fair Housing Act of 1968
- Federal Protected Classes
- Delaware Protected Classes
- Americans with Disabilities Act
- Steering
- Blockbusting
- Redlining
- Megan's Law
- Complaint Process
- Staying Out of Trouble
- Case Histories
- Advertising
 - Posters
 - No Preference
 - Discouraged Wording Exemptions
- Assistance Animals
- HOPA (Housing for Older Persons Act)
- Question and Answer
- Course Review

Core Module 2 – Professional Standards – 3 hours

- Ethical Real Estate Practices
- Professional Standard Issues
- Case Studies
- Complaint Process
- Sanctions or Monetary Awards
- Arbitration
- Procurring cause
- Mediation
- Question and Answer
- Course Review

Core Module 3 – Real Estate Documents – 3 hours

Sales/Lease Contracts

- Elements of a Contract
- Explanation of Paragraphs
- Breach of Contract
- Remedies of Law for Buyers/Tenants
- Remedies of Law for Sellers/Landlords
- Photocopy of Check
- Ratification
- Unauthorized Practice of Law Listing/Employment Agreements
- Elements of Agreement
- Explanation of Paragraphs
- Multiple Offers Permission
- Valuation & Blogging Permission
- Termination of Listing
- Question and Answer
- Course Review

Core Module 4 – Office Management – 3 hours

Definition and Responsibilities of Broker

- Section 2977
- Definition of Broker of Record
- Escrow Accounts
- Office Set Up
- Signage & Advertising
- Maintenance of Records
- Overseeing of Agents
- Overseeing of Contracts (Listing and Sales)
- Multiple Offers
- Key Policy
- Teams/Agent Assistants
- Risk Reduction for the Broker
- Do Not Call List
- Do Not Fax Rules
- Anti-Trust Compliance
- MLS Compliance
- Fair Housing Compliance
- Ethics Compliance
- DREC Compliance (Rules and Regulations)
- Agency & CIS Compliance
- Procuring Cause
- RESPA Compliance
- Controlled Business Arrangements
- Social Media Liability
- Internet Advertising

Forms & Other Issues

State Required Forms

Independent Contractor Agreements

Continuing Education Requirements

Policy & Procedure Manuals

License Renewal Requirements

Question and Answer

Course Review

Core Module 5 – Legislative Issues – 3 hours

Federal, State, and Local Legislative Issues – Each course in this module must meet the following criteria:

Identification of Issues

Review of Impact on Real Estate Professionals

Requirements for Compliance

Question and Answer

Course Review

Core Module 6 – Practices of Real Estate – 3 hours

Commercial

Sales

Leasing

Risk Management

Land Use Issues

Tax Issues

Ordinances and Statutes

Property Management

Residential Rental CIS

Long Term Rentals

Short Term Rentals

Landlord Tenant Code

Ordinances and Statutes

Valuation

CMA/BPO

Appraisals

Methodology

Question and Answer

Course Review

Module 7 – Electives – 3 hours

Elective courses may address topics from the other modules, contemporary issues, or other real estate-related matters.

Question and Answer

Course Review