



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
REAL ESTATE COMMISSION

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

APPLICATION FOR APPROVAL OF REAL ESTATE EDUCATIONAL COURSE INSTRUCTION SHEET

When and How to Apply

Complete this application to request approval of an organized educational activity intended to fulfill the requirements for obtaining and maintaining a real estate license in Delaware. Submit this application at least 60 days before the anticipated date of the course. Failure to file within the specified time limit may be cause for rejection. *There is no retroactive approval process.*

Submit the following documentation for all courses:

- Submit completed, signed [Application for Approval of Real Estate Educational Course](#).
- Enclose [processing fee](#) by Check or money order payable to "State of Delaware" Enclose *complete, detailed course outline* that includes lesson plan
- If requesting approval of a pre-licensing/broker course, enclose a copy of current school certification issued by the Delaware Department of Education.
- If requesting approval of distance education, include a copy of the current ARELLO certification.

Responsibilities of Course Provider

Members of the Real Estate Commission or Education Committee and/or their official representatives have the right to monitor any approved course without notice, and upon successfully completing the course, should be provided a certificate of completion.

These requirements refer to Section 9.0 in the [Guidelines for Fulfilling the Delaware Real Estate Education Requirements](#), available on the Commission's website at <https://dpr.delaware.gov/>— click *Real Estate* and then *Education Guidelines*.

1. Provide a course monitor as described in the *Guidelines*. Self-monitoring is not permitted.
2. When a student successfully completes the course, give the student a certificate containing the minimum information listed in the *Guidelines*. This certificate must show, but is not limited to, the following:
 - Student name
 - Sponsor's name
 - Module number
 - Course title
 - Date course completed
 - Number of credit hours
 - Course approval number
 - Instructor name(s)
 - Instructor approval numbers
 - Student license number
 - Licensure period
3. *Within 15 days of completing the activity*, the course provider must send the following information to the Commission office:
 - List of participants including their real estate license numbers (if applicable)
 - Copy of each student's course and instructor evaluation form
 - List of comments from the course/instructor evaluation forms
 - [Course Provider Evaluation Reporting Form](#)

Failure of the provider to provide this information may be grounds to suspend approval of that course or educational activity.



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This request may be approved or disapproved based solely on the information provided in (and with) this application.

PROVIDER CONTACT INFORMATION

1. Provider Name: _____
2. Mailing Address: _____
City: _____ State: _____ Zip: _____
3. Phone: _____ Email: _____
4. Classroom Location(s): _____
City: _____ State: _____ Zip: _____
5. Official Representative Name: _____ Title: _____
6. Phone: _____ Email: _____

COURSE INFORMATION

7. Indicate type of course (check one):
 - Pre-Licensing Course – **Enclose a copy of the current school certification issued by the Delaware Department of Education.**
 - Newly Licensed Salesperson Course
 - Broker's Licensing Course
 - Continuing Education
8. Is this application for distance education? Yes No **If yes, attach a copy of the current ARELLO certification.**
9. If applying for a *Newly Licensed Salesperson Course*, check the eligible module area below:
 - New Licensee Module 1 (Professional Standards)
 - New Licensee Module 2 (Agreement of Sale/Buyer Representation)
 - New Licensee Module 3 (Real Estate Documents/Seller Representation)
 - New Licensee Module 4 (Real Estate Professionalism)
10. If applying for a *Continuing Education Course*, check the eligible module area below:
 - Module 1 (Agency & Fair Housing)
 - Module 2 (Professional Standards)
 - Module 3 (Real Estate Documents)
 - Module 4 (Office Management)
 - Module 5 (Legislative Issues)
 - Module 6 (Practices of Real Estate)
 - Module 7 (Elective Course)
11. Course Title: _____
12. Credit Hours Requested: _____ **Note:** A credit hour is defined as attendance for at least 50 minutes. Credit Credit hours cannot exceed clock hours. Partial hours are not given.

Applications that are incomplete or not accompanied by the required fee will be rejected and considered as though never filed.