



CANNON BUILDING
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
REAL ESTATE COMMISSION
REAL ESTATE EDUCATION COMMITTEE

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

STUDENT REQUEST FOR APPROVAL OF CONTINUING EDUCATION ACTIVITY

INSTRUCTIONS

File this form to request approval of an educational activity that you intend to complete or that you have completed *within the past 12 months*. The activity must be intended to fulfill Delaware Real Estate continuing education (CE) requirements. This request may be approved or disapproved based solely on the information provided in (and with) this application. **Applications that are incomplete will be rejected and considered as though never filed.**

To be approved, an activity must be an organized CE experience related to real estate and offered under responsible sponsorship, capable direction and qualified instruction. For more information, see Sections 6.0 and 7.2 of the [Rules and Regulations](#) of the Delaware Real Estate Commission Education Committee.

- Submit completed and signed request form.
- Enclose instructor resume.
- Enclose course outline.
- If you have already attended the course, enclose a copy of certificate of attendance.

Mail all documentation to the Real Estate Education Committee at the address above:

INFORMATION ABOUT STUDENT

1. Student Name: _____
2. Address: _____

3. Telephone: _____ Email: _____
4. Enter the following information about your Delaware license: License Number: R ____ - _____
Type: Salesperson Associate Broker Broker Issue Date: _____

INFORMATION ABOUT EDUCATIONAL ACTIVITY

5. Title of Activity: _____
6. Complete the following information about the activity: Date: _____ Time: _____
Course Provider: _____
Location: _____
7. Total Number of Credit Hours Requested: _____ (*A credit hour is defined as 50 minutes of instruction.*)
8. If you are requesting approval 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)

9. If you are requesting approval for a *Continuing Education Course*, check the eligible module area below:

Module 1 (Agency & Fair Housing)

Module 5 (Legislative Issues)

Module 2 (Professional Standards)

Module 6 (Practices of Real Estate)

Module 3 (Real Estate Documents)

Module 7 (Elective Course)

Module 4 (Office Management)

10. State briefly what the activity is intended to teach the student: _____

ATTESTATION

I attest that the information I have provided above is true and accurate, that I have enclosed the required documentation. I understand that approval will be for this individual offering only and shall not be construed to be a blanket approval for this or any future offerings.

Student Signature: _____ Date: _____

<p>FOR REAL ESTATE EDUCATION COMMITTEE USE ONLY:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved Conditionally – See Comments.</p> <p><input type="checkbox"/> Disapproved – See Comments.</p> <p>Comments: _____</p> <p>_____</p> <p>BY: _____, Administrative Specialist II</p> <p>For Education Committee</p> <p>Date: _____</p>
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