



**CONNECTICUT REAL ESTATE
SCHOOL APPLICATION**
STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
Real Estate Division
450 Columbus Blvd, Hartford CT 06103
E-Mail: dcp.realestateschool@ct.gov
Fax No. (860) 713-7239

SCHOOL CREDENTIAL
For Official Use Only



1. Complete this form. Type or print CLEARLY.
2. Return form to Agency at via email or fax only.

SCHOOL NAME:

MAILING ADDRESS:

SCHOOL LOCATION ADDRESS:

AUTHORIZED SCHOOL REPRESENTATIVE:

PHONE:

FAX:

EMAIL:

NOTE: [You will be notified via e-mail of school and course approval status as well as further instructions.](#)

SCHOOL WEBSITE:

STATE YOUR SCHOOL'S POLICY REGARDING COURSE TUITION CANCELLATION AND REFUND (attach separate sheet if necessary):

CERTIFICATION OF SCHOOL OFFICIAL

My school agrees to:

- Abide by the Connecticut General Statutes and Regulations regarding real estate education, including Regulation Sections 20-314a-1 through 20-314a-11 and Sections 20-319-1 through 20-319-9.
- Obtain approval from the Real Estate Commission for each course before it is advertised and/or conducted.
- Keep course material current and accurate.
- NOT offer courses in a brokerage or appraisal office.
- NOT solicit students to work for a specific brokerage or appraisal office.
- Offer courses only in public buildings, places or public accommodation, or in facilities that are adequate to hold such offerings and have has been approved by the local Fire Marshall for such purpose.
- Ensure that all course advertisements comply with Real Estate Commission regulations regarding advertisements.

The Commission and The Department of Consumer Protection reserves the right to:

- Request additional information in regards to compliance with Statutes and Regulations.
- Audit classes on a random basis to ensure proper standards are met and content is accurate.

MY SCHOOL IS AWARE OF AND WILL ABIDE BY THE CT REGULATIONS REGARDING REAL ESTATE SCHOOLS AND COURSE OFFERINGS

SIGNATURE OF SCHOOL REPRESENTATIVE _____

DATE _____

Print Completed Application
Sign and Date in ink

| | | | |
|--|---|----------------------------------|---------------------------------------|
| OFFICIAL USE ONLY DCP Review | APPROVED FOR HOURS <input style="width: 50px; height: 20px;" type="text"/> | DENIED REASON FOR DENIAL: | |
| | Approval Subject to: _____ | _____ | DATE APPROVED |
| | | | Signature of Real Estate Commissioner |