

INSTRUCTIONS FOR REAL ESTATE COURSE PROVIDERS

IT IS IMPORTANT THAT YOU THOROUGHLY READ THESE INSTRUCTIONS, AS THE APPLICATION REQUIRES AN ATTESTATION OF YOUR UNDERSTANDING OF, AND ADHERENCE TO THESE GUIDELINES

Visit this link to view the changes surrounding Real Estate Education Programs effective April 1st, 2024.

<https://portal.ct.gov/DCP/Real-Estate/PA-23-84-Changes>

This Guide will provide directions on the following:

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1. SCHOOL REGISTRATION

Effective April 1st, 2024 – All schools offering Continuing Education (CE) or prelicensure principles and practices (PNP) courses must register with the Department biennially (every other year).

- To register, a school must: 1) pay a \$100 non-refundable registration fee; and 2) submit a form attesting that all courses offered comply with applicable requirements and that all instructors at the school meet the act's prescribed qualifications.
- Each school registration shall be submitted electronically. Please follow the directions below to complete your registration:
 - i. Go to www.elicense.ct.gov
 - ii. Login or create an account
 - iii. Select "Initial Application"
 - iv. Select "Real Estate & Appraisal"
 - v. Select "Start" next to "REAL ESTATE SCHOOL (RCE)"

2. COURSE APPLICATION PROCESS

- Each course application and required attachments shall be submitted electronically:
 - i. Go to www.elicense.ct.gov
 - ii. Login or create an account
 - iii. Select "Initial Application"
 - iv. Select "Real Estate & Appraisal"
 - v. Select "Start" next to "REAL ESTATE PRE/CONTINUING EDUCATION COURSE (RCE-CRS)"
- **There is no set schedule for submission/approval.** All courses will be reviewed/approved as quickly as possible. You will be notified if more info is needed, or your course is approved or denied. No course should be advertised or offered until approval is posted.
- It is each school's responsibility to track course approvals/expiration via the DCP website: <https://portal.ct.gov/DCP/Real-Estate/Real-Estate-Education-and-Exam-Information>
- Expiration periods, from date of application:
 - i. General CE – 5 years
 - ii. Mandatory CE – 2 years
 - iii. PNP – 2 years

3. COURSE REQUIREMENTS

A. Pre-Licensing Required Information:

- The Principals and Practice of Real Estate course shall consist of a minimum of sixty hours of classroom instruction and shall include, but not be limited to the following subject matter:
 - i. (1) real estate law,
 - ii. (2) brokerage,
 - iii. (3) Connecticut real estate licensing laws and regulations,
 - iv. (4) equal opportunity in housing,
 - v. (5) real estate valuation,
 - vi. (6) financing,
 - vii. (7) specialized fields of real estate practice,
 - viii. (8) development,
 - ix. (9) land use regulations,
 - x. (10) taxation,
 - xi. (11) market analysis,
 - xii. (12) the real estate business.

- (Effective 7/1/2016, the two mandatory 15-hour courses required to meet broker pre-licensing requirements are:
 - i. Legal Compliance and
 - ii. Real Estate Brokerage Principles and Practices.

**Any school desirous of offering either Salesperson or Broker P&P courses shall utilize the outlines provided ([Information for Real Estate and Appraisal Schools \(ct.gov\)](http://www.ct.gov/real-estate)) when creating a course for commission review.*

B. Brokers P&P Required Information

- The Applicant must offer at least three courses required to meet the minimum broker's qualifications, which include:
 - i. a real estate principles and practices course consisting of not less than sixty classroom hours of study;
 - ii. a real estate legal compliance course consisting of at least 15 classroom hours;*
 - iii. a real estate brokerage principles and practices course consisting of at least 15 classroom hours, and;*
 - iv. two real estate courses, each consisting of at least 15 classroom hours of study approved by the commission. (The Real Estate Commission will accept the 30-hour Appraisal Principles or Appraisal Procedures course as equivalent)
- The Applicant must submit the following documentation:
 - i. Detailed course outline
 - ii. Instructors' lecture guidelines
 - iii. Copy of text and related teaching materials
 - iv. Copy of final examination
 - v. Copy of any quizzes
 - vi. Grading system
 - vii. Copy of affidavits or certificates to be issued
 - Certificates shall be on official school stationary showing school name, school code, name of licensee, license number & type, name of course, classroom hours, signature of the school official and shall indicate the years covered, (e.g. "2024-2026") on each certificate.
 - viii. Copy of all proposed advertising and publicity
 - ix. Seminars and indoctrination attended by instructors
 - x. Locations of all classrooms
 - xi. Names and addresses of all instructors to be used.
- If the course is being offered as a distance education course, the applicant must provide information verifying that the course is being taught live-virtual, and DCP.RealEstateSchool@CT.GOV must be added as a participant.
- The following must be submitted at least ten days prior to the first course:
 - Schedule of dates, hours, locations, advertising, and names of instructors for each course offered.

C. Continuing Education Required Information

- The Applicant must submit the following documentation:
 - i. Locations of all classrooms
 - ii. Detailed course outline
 - iii. Instructors' lecture guidelines
 - iv. Copy of text and/or related teaching materials
 - v. Copy of affidavits or certificates to be issued by the school upon completion of the course
 - Certificates shall be on official school stationary showing: school name, school code, name of licensee, license number & type, name of course, classroom hours, signature of the school official and shall indicate the years covered, (e.g. "2024-2026") on each certificate.
 - vi. Copy of proposed advertising;
 - vii. ARELLO certification for asynchronous courses;
 - viii. Tuition and related costs.
- The Applicant must submit the anticipated timing of the course - no course being offered shall be less than three hours in duration.
- The following must be submitted at least ten days prior to the first course:
 - Schedule of dates, hours, locations, tuition fees, and names of instructor for each course offered.

4. Additional Important Requirements

- I. **Approved pre-licensing courses shall not be held on the premises of a real estate brokerage office, real estate franchise or appraiser's office.**
- II. Student Rights statement is to be provided to each student and adhered to by all instructors (statement provided here on pg.7)
- III. Real Estate Instructors and guest speakers are **prohibited from soliciting students for employment** at any real estate or appraisal firm. The course is an educational opportunity only.
- IV. Business skills courses are not allowed to be taught for credit: Approval will not be issued to any course focusing solely on office or computer skills, salesmanship, or personal motivation.
- V. In compliance with Sec. 20-314a-9, each school, at least 10 days prior to the first scheduled session of each in- classroom course, shall submit to the commission a schedule of the dates, hours, locations, advertising, and instructors for each course to be offered.
- VI. **No continuing education course shall be less than 3 hours** of instruction (including 15-minute break for every 3 hours of instruction).
- VII. P&P Final examination is not included in number of hours required for instruction (60 hours).
- VIII. It is in the best interest of each school to create and disseminate a policy regarding make-up exams/classroom days. The school policy should clearly spell out the maximum time that will be extended to a student for any required make-up for missed days or exam due to an unforeseen circumstance.
- IX. **School must report continuing education course completions to PSI within 10 days of course completion.**
- X. All students are to be provided a certificate of completion for ALL courses. Certificates must be received by student within 7 days of course completion (including pre-licensing courses).
- XI. **All course advertisements must comply with Real Estate Commission Regulations regarding advertisements.**

5. Student Rights

CONNECTICUT REAL ESTATE COMMISSION STUDENT RIGHTS

STUDENT RIGHTS

The Connecticut Real Estate Commission informs students who are taking a real estate pre-licensing course to obtain a real estate salesperson's license, of the following:

- Real estate schools, instructors and guest speakers are prohibited from soliciting your employment at any one particular real estate firm.
- You are not obligated to contract with any particular real estate firm by virtue of your classroom education alone.
- An employment or independent contractor agreement with a real estate firm is typically a binding contract. You are advised to consult an attorney before you enter into any such agreement.

CONNECTICUT REAL ESTATE COMMISSION

LICENSING DIVISION, DEPARTMENT OF CONSUMER PROTECTION



Attention All Connecticut Continuing Education Providers

VERY IMPORTANT

The Department of Consumer Protection has implemented a new integrated computer system for the maintaining and tracking of all its licensing records. This system meets many of the objectives in being able to provide better quality of service to consumers in the processing of applications and availability of information to licensees and consumers.

Effective immediately, at the completion of all "approved" continuing education courses, all schools **must provide** PSI an electronic file for each of your students.

Please be advised, as an Approved Provider, this is a requirement. You MUST provide this information within 10 days from the continuing education instruction day.

All correspondence and technical support should be initiated with an email sent to schoolsupport@psionline.com. Your email should clearly state your provider name, and the name and phone number of who to contact, and the nature of the problem. PSI technical support will promptly respond to you through an email reply or phone call if necessary. The site is currently available for you to use to practice uploading sample files.

To access the site please follow these steps.

Go to <http://schools.psiexams.com> **You must use Internet Explorer, PSI does not support Chrome, Internet Edge or Safari.**

Log in using the following information:

ACCOUNT ID:

LOGIN NAME:

PASSWORD:

Note: This information is unique to your school and must be kept secure. Please contact PSI immediately if this information is compromised and needs to be changed.

After logging in you will be able to upload your tab-delimited file of candidates or enter individual candidate information one by one. A detailed description of how to do this is available at <http://schools.psiexams.com/information.jsp>

This automation of information will allow the Department of Consumer Protection to be able to enforce 100% the requirements of all licensees fulfilling their continuing education requirements, as well as eliminating the need for licensees to provide copies of proof of continuing education courses. They anticipate that this should aid schools in the additional work of supplying lost copies as well as increasing attendance to required continuing education classes.

Please note that there will be a charge of \$1.00 for each candidate submission. During the upload process, you will be asked for credit card information for this charge.

The fields that you will be collecting and entering are as follows:

field name	length	datatype	mandatory	description
Last Name	50	character	YES	Candidate's Last Name
First Name	50	character	YES	Candidate's First Name (Legal Name - no nicknames)
Completion Date	10	character	YES	10 digit character (like 01/15/2004)
School Code	4	character	YES	4 digit School Code
Prefix	3	character	YES	3 digit prefix: Real Estate Salesperson: RES, Real Estate Broker: REB Electrical: ELC, Plumbing: PLM, Home Inspector: HCE
License Number	9	character	YES	Up to 9 digits, like 4444444, no comma's, dashes, periods, etc.
License Type	5	character	NO	Up to 5 digit License Type (must enter using following format: C2, HPG1, PP1 (Not required for Real Estate candidates)).
Hours Completion	2	character	YES	1 or 2 digit character
Year for Renewal	4	character	YES	4 digit character, like 2008
School Name	50	character	YES	For example, Hurlburt Consolidated School
Course Title	50	character	YES	For example, Fair Housing and Law