

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"
 - 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"
 - 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.

- The current publications required to be used as a basis for instruction are:
 - i. *Modern Real Estate Practice, 19th, Edition
 - ii. *CT Real Estate Practice and Law, 13th Edition**Editions updated periodically-most updated edition is to be used*

- (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/education/sectors/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. Locations of all classrooms
 - iii. Detailed course outline
 - iv. Instructors' lecture guidelines
 - v. Copy of text and/or related teaching materials
 - vi. 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.
 - vii. Copy of proposed advertising;
 - viii. ARELLO certification for asynchronous courses;
 - ix. 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 courses shall not be held on the premises of a real estate brokerage office, real estate franchise or appraiser's office.**
- II. If a course is held in a public building or place of public assembly, the facility must be adequate to hold such an offering and have **been approved by the local Fire Marshall** for such purpose.
- III. Student Rights statement is to be provided to each student and adhered to by all instructors (statement provided here on pg.7)
- IV. 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.
- V. 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.
- VI. 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.
- VII. **No continuing education course shall be less than 3 hours** of instruction (including 15-minute break for every 3 hours of instruction).
- VIII. P&P Final examination is not included in number of hours required for instruction (60 hours).
- IX. 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.
- X. **School must report continuing education course completions to PSI within 30 days of course completion.**
- XI. 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).
- XII. **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