

REQUIREMENTS FOR REAL ESTATE SCHOOL AND COURSE APPLICATIONS

Please note there is no set schedule for submission/approval. All courses will be reviewed/approved as quickly as possible. You will only be notified if more information is needed or your course is denied. It is each school's responsibility to track course approvals/expiration via the DCP website. No course should be advertised or offered until approval is posted.

Pre-Licensing Course - Required Information:

- The Applicant must offer at least three courses required to meet the minimum broker's qualifications, which include:
 - a real estate principles and practices course consisting of not less than sixty classroom hours of study;
 - a real estate legal compliance course consisting of at least 15 classroom hours;*
 - a real estate brokerage principles and practices course consisting of at least 15 classroom hours, and;*
 - 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)

**Any school desirous of offering either of these courses shall utilize the outlines provided ([Information for Real Estate and Appraisal Schools \(ct.gov\)](#)) when creating a course for commission review.*

- The Applicant must submit the following documentation:
 - detailed course outline;
 - instructors' lecture guidelines;
 - copy of text and related teaching materials;
 - copy of final examination;
 - copy of any quizzes;
 - grading system;
 - copy of affidavits or certificates to be issued;
 - copy of all proposed advertising and publicity;
 - seminars and indoctrination attended by instructors;
 - locations of all classrooms;
 - 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.

Continuing Education Course – Required Information:

- The Applicant must submit the following documentation:
 - detailed course outline;
 - instructors’ lecture guidelines;
 - copy of text and/or related teaching materials;
 - copy of affidavits and certificates to be issued by the school upon completion of the course;
 - copy of proposed advertising;
 - locations of all classrooms, unless distance course;
 - names and addresses of instructors;
 - tuition and related costs;
 - ARELLO certification for distance courses.
- 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 instructors.

Additional General Information:

- 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.
- The Commission approved [Student Rights](#) statement is to be provided to each student and adhered to by all instructors.
- Instructors and guest speakers are prohibited from soliciting students for employment at any particular real estate or appraisal firm. The course is an educational opportunity only.
- 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.
- The Principles & Practices final examination is not included in number of hours required for instruction (60 hours).
- 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.

- Schools must report continuing education course completions to PSI within 30 days of course completion.
- The current publications required to be used for Pre-licensing Courses are:
 - Modern Real Estate Practice
 - CT Real Estate Practice and Law

(Editions are updated periodically, the most updated edition is to be used)