

APPLICATION PROCEDURES FOR APPROVAL OF
NEBRASKA REAL ESTATE LICENSE ACT COURSE 0604R

Created March 2016

Persons or institutions seeking approval to offer education activities should read the following before filling out the various application forms so as to familiarize themselves with the procedures involved with submitting an application pursuant to Sections 81-885.17(3) of the Nebraska Real Estate Commission.

THE AMERICANS WITH DISABILITIES ACT (ADA)

Real Estate Educators have responsibilities under the ADA. Any private entity that offers courses (activities) or examinations related to licensing for professional or trade purposes must offer such courses (activities) or examinations in a place and manner accessible to all persons, or offer alternative but equal arrangements. This may include the provision of auxiliary aids and services for persons with disabilities. For more information please contact your Equal Employment Opportunity Commission.

GENERAL APPROVAL REQUIREMENTS

Each application consists of all of the following, and must be received in the Commission Office at least 30 days in advance of the program being offered for credit.

- 1) **Include the Provider Application (LA-1)**
- 2) **Include the Activity Application (LA-2)** along with an outline of the subject matter to be covered, including a time allotment schedule. Note: No activity can be less than a total of three clock hours. Activities are approved in 3-hour increments based on a 50-minute hour.
- 3) **A complete syllabus or Learner Manual for all courses and programs is provided in written form.**
 - a) Resume of Course Designer
 - b) All reference material including texts and participant guides. Internet links must be supplied and functional.
 - c) Admission and refund policy as well as fees per student.
 - d) Procedure for maintaining all student records for a minimum of four years.
 - e) Statement explaining how you intend to monitor 100% participation as well as how you will verify learner identity.
 - f) Procedure and policy for exams and make-up exams.
 - g) Complete course schedule including beginning and ending dates of the course, day or days per week of class sessions, and length of class sessions.
 - h) A list of instructors approved by the Commission that are to be used..
 - i) Method of delivery (classroom, correspondence, Internet, Webinar)
 - j) ARELLO certificate, if Internet course
 - k) Pre-licensing completion certificate:
 - l) A copy of all proposed advertising.
 - m) A complete syllabus or Learner Manual provided to students in written form.
 - n) Formative and Summative Assessments
- 4) Subject-matter content and learning activities are consistent with the program intent.
 - a. **Specific course objectives are stated in performance terms.** Performance objectives include three components:
 - i. Performance: what the Learner will do to show mastery of the material
 - ii. Conditions: under what circumstances the Learner will show that learning has occurred.
 - iii. Criteria; what will be used to define the performance.
 - (1) The Learner should **differentiate** between the **five** Fiduciary Duties of an Agent by giving a **written example** of each of the five.
 - b. Objectives should contain a verb from Bloom's Taxonomy of Learning. **Questions should rise above Knowledge and Comprehension to Application and Analysis.** (Example):

- I. Knowledge – **list** the five fiduciary duties of the Agent
 - II. Comprehension – **explain** the difference between obedience and loyalty
 - III. Application – **draft** a written disclosure
 - IV. Analysis – **sort** the five Duties of the Agent from those easiest for you to demonstrate from those that might be difficult to adhere to at all times. Explain your thinking.
- c. **There should be 3 or 4 learning objectives per hour of instruction.**
 - d. **Interactivity is promoted in the program by specific learning strategies.** The possible interactions in a correspondence course are limited to Learner-to-content interactions. This includes the manner in which the material is presented to the Learner and the manner in which the Learner interacts with or responds to the content. Intellectual interactions with the content could include requests of the following nature as homework or formative assessments:
 - i. Write a seven word description of Special Agency.
 - ii. Time yourself for three full minutes. Write as much as you can, as well as you can, about the Fiduciary Duties of the Agent.
 - iii. Highlight what you consider to be the three most important words in the description of the Trust Account.
- 5) **Submit a copy of the proposed continuing education activity completion certificate**, which can be no larger than 8 ½ inches by 11 inches and provides for the following information:
- a. The name and license type of the licensee.
 - b. The title of the continuing education activity including its Nebraska Real Estate Commission assigned 4-digit activity approval/content number 0604R.
 - c. The date on which the activity was completed.
 - d. The name of the provider.
 - e. A statement that the licensee fully completed the activity and the number of hours for which the continuing education activity has been approved - three (3).
 - f. The fact that the program is approved by the Nebraska Real Estate Commission must be clearly stated.
 - g. All information on activity completion certificates must be printed in ink and filled out completely prior to distributing to students.
- 6) **The program provides secure and accurate documentation of Learner identity.**
- a. Provide a statement explaining how you intend to monitor 100% participation as well as how you will verify learner identity. Students whose work is rejected due to Learner identity issues should be reported to the Commission.
- 7) **Formative and Summative Assessment is purposed.**
- a. The purpose of formative assessment is to inform the learner regarding their current understandings. There is time after formative assessment for a learner to adjust and deepen their understandings before the final, summative, assessment. The formative may be a quiz or quick check of a portion of the material. The summative would be the final exam for mastery.
- 8) **Include Instructor Application Form (LA-3)**

EVALUATION OF ACTIVITIES AND INSTRUCTORS

All Providers must have a system of evaluation by students in which the activity and instructional material is evaluated at the end of each offering. The completed evaluation forms on each activity/materials must be kept on file four years from the date the student completes the offering and may be requested at any time by the Commission.

TERM OF APPROVAL

Initial Nebraska Approval is valid for a three year period and at the end of that time a provider may apply for renewal of approval for another three years.

SIGNIFICANT CHANGES TO APPROVED ACTIVITY

Should significant changes take place in the subject matter of the continuing education activity during the three year period of approval, then the activity must be submitted to the Commission office. (Form LA-5)

POST APPROVAL REQUIREMENTS

After initial approval of a continuing education activity the provider needs to supply to the Real Estate Commission or maintain records of the following:

- 1) Records shall be established and maintained by each provider on each individual student for four years. Specifically included in the records must be the:
 - a. Name of the licensee.
 - b. Address of the licensee at the time the activity was completed.
 - c. The title of the activity completed with its activity content number.
 - d. The date the activity was completed.
 - e. The number of approved credit hours of each separate activity.
- 2) **Within ten days after the conclusion of an approved activity** the provider must electronically submit to the Commission office a listing of the attendee(s) in alphabetical order by last name (if plural). Tools will be provided to successfully submit continuing education verification lists electronically. The following will be received by email upon approval of a program.
 - a. The instructions and the Required List Format information.
 - b. The "Read Only" Excel Spreadsheet template specific to each Provider.
 - c. Step-by-Step Instructional Video.

Data collected on the spreadsheet must include the licensees; License I.D. number, Last and First names, Provider name, date the activity was completed, activity content number and number of hours of credit.

LICENSEES RELY UPON THESE UPLOADS TO RECEIVE CREDIT FOR THEIR ATTENDANCE AT OR COMPLETION OF PROGRAMS. ACCURACY ON THE PORTAL IS CRITICAL! If information is not accurate it will result in licensees not receiving credit for their attendance in your programs. Under no circumstances should a report be received in the Commission office beyond 10 days of the completion of the program. Chronic failure to submit timely and accurate reports will result in a Show Cause Hearing before the Commission as to why approval as an education Provider should not be rescinded.

I.D. numbers: Every time a license is issued i.e. upon initial issuance and annually upon license renewal, a Receipt Cards will be provided to a Nebraska licensee. The licensee's I.D. number appears on this card. Although the license number will remain the same as long as the license is renewed, it is recommended that licensees be advised to refer to this card and verify the number when registering for an activity.

Rosters, which include I.D. numbers, may be purchased from the Commission upon the execution of a Privacy Agreement with the Commission. Please contact the Commission for further information.

- 3) Each year approved providers must send a chronological list of the approved activities they offered Nebraska Licensees during the previous year to the Commission. This list must be submitted to the Commission by January 31 of each year. The list of 2014 offerings is due January 31, 2015, etc. This listing shall include:
 - a. The location of the provider.
 - b. The title of each continuing education activity, with the activity content number and number of hours approved.
 - c. The instructor/content expert of the activity.
 - d. The number of attendees completing the activity.
 - e. Signature of the administrator certifying the accuracy of the listing.

RENEWAL OF APPROVAL

A renewal packet will be mailed to each provider in January regarding the activity due for renewal sometime that year. This packet will request pertinent information regarding the activity due for renewal. This renewal application will then be reviewed and action will be taken by the Commission.

**Intent to Become Approved Provider of Nebraska
License Law Course for License Recognition 0604R**

SCHOOL NAME _____ DATE _____

SCHOOL ADDRESS _____ PHONE _____

CITY, STATE, ZIP _____

WEBSITE _____ E-MAIL _____

DIRECTOR _____ PHONE _____

E-MAIL _____

CONTACT PERSON _____ PHONE _____

E-MAIL _____

SCHOOL OWNERS/DIRECTORS

NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

Approved _____ Not Approved _____

Reason _____

Date _____

By: _____

REAL ESTATE PRE-LICENSING ACTIVITY APPLICATION

Document LA-2 and Attachments must be submitted at least thirty (30) days before instruction.

SCHOOL NAME _____ DATE _____

COURSE: _____ HOURS _____

DELIVERY METHOD: Internet Classroom Correspondence Webinar

ARELLO certificate attached if Internet delivery

ATTACHED:

- Resume of Course Designer
- All reference material including texts and participant guides
- Admission and refund policy as well as fees per student.
- Procedure for maintaining all student records for a minimum of four years.
- Statement explaining how you intend to monitor 100% participation as well as how you will verify learner identity.
- Procedure and policy for exams and make-up exams.
- Complete course schedule including beginning and ending dates of the course, day or days per week of class sessions, and length of class sessions.
- A list of instructors approved by the Commission that are to be used..
- Method of delivery (classroom, correspondence, Internet, Webinar)
- ARELLO certificate, if Internet course
- Pre-licensing completion certificate:
- A copy of all proposed advertising.
- A complete syllabus or Learner Manual provided to students in written form.
- Formative and Summative Assessments

THE AMERICANS WITH DISABILITIES ACT (ADA). Any private entity that offers courses or examinations related to licensing for professional or trade purposes must offer such courses or examinations in a place and manner accessible to all persons, or offer alternative but equal arrangements. This may include the provision of auxiliary aids and services for persons with disabilities. For more information please contact your Equal Employment Opportunity Commission.

I hereby certify that all information supplied herein and on all attachments is true and accurate and that this program will be conducted in compliance with the Americans with Disabilities Act (ADA). I attest that the sponsor of this activity has not had a real estate education certification revoked by any regulating entity of any state or jurisdiction.

SIGNATURE OF CONTACT PERSON: _____ **Date:** _____

Approved _____ Not Approved _____ Reason _____

Date _____ By: _____

Learning Objective Examples:

TIME:	DETAILED CONTENT OUTLINE: break into approximately 15-minute segments as indicated by time equivalency studies.	LEARNING OBJECTIVES: "What will the student be able to do upon completion of this activity?" Objectives should range from Knowledge through Analysis.
SAMPLE HOUR:		
5 minutes	Five fiduciary responsibilities of an agent to his client	The student should be able to name the five fiduciary duties of the Agent.
10 minutes	a. confidentiality	
10 minutes	b. obedience	
5 minutes	c. loyalty	The student will be able to explain the difference between obedience and loyalty.
5 minutes	d. accounting	
15 minutes	e. disclosure	The student will be able to define either verbally or in writing the five fiduciary responsibilities an agent has to his client, and give an example of how each of the five could be applied in a real estate transaction.
	<i>Course Outline should add up to three 50-minute hours</i>	
	<i>with three to five objectives per hour.</i>	

GUIDELINES FOR INSTRUCTOR APPROVAL

All persons wishing to instruct Real Estate courses approved to meet the educational requirements of the Nebraska Real Estate License Act must be approved by the Nebraska Real Estate Commission.

Instructor approval is valid in any schools instructing approved courses of study for only the course(s) in which the instructor has been approved.

Approval of Instructors:

Application for approval must be made to the Commission on forms provided by the Commission.

The following are minimum requirements that must be met for an applicant to receive initial instructor approval. (Higher standards set by institutions conducting approved courses of study are at the discretion of the institution employing the instructor.)

- (1) A Master's degree, which is directly related to the subject matter being taught.

OR

- (2) A Bachelor's degree, provided the degree is in an area traditionally associated with the subject matter of Real Estate, such as Business, Economics, Marketing, Accounting, Finance and the like, and the applicant has acquired real estate training in the field as evidenced by a salesperson's, broker's, or appraiser's license file,

OR

- (3) A highly qualified professional with a generally recognized professional designation, such as Certified Commercial Investment Member (CCIM), Certified Property Manager (CPM), Certified Residential Specialist (CRS), Graduate, Realtor's Institute (GRI), and two years of education from an institution of higher learning,

OR

- (4) A Bachelor's degree in education and valid certification with the Nebraska Department of Education and extensive real estate experience as evidenced by a salesperson's, broker's or appraiser's license file,

OR

- (5) Satisfactory completion of a Real Estate Commission sponsored instructor workshop in the subject matter field to be taught and extensive real estate experience as evidenced by a salesperson's, broker's or appraiser's license file.

In Lieu of Real Estate Experience:

Experience and/or education that is deemed appropriate by the Commission, may be used for certain subjects in lieu of the actual real estate experience provisions as stipulated in the previously enumerated "minimum requirements for Instructor Approval".

Non-Approval or Revocation of Approval:

The Commission may not approve or may withdraw approval of instructors for, but not to be limited to, the following reasons:

- (1) Falsification of information on the application forms.
- (2) Loss of salesperson's, broker's, or appraiser's license, when needed as part of approval.
- (3) Incompetence in instruction.
- (4) Recruiting students for particular firms during instructional time.

Renewal of Instructor Approval:

Renewal of Instructor approval will take place every two years beginning with date of approval or on appropriate dates as determined by the Commission.

Renewal may take place after a review of information supplied on forms issued by the Commission and a classroom audit. These forms will provide appropriate information regarding the instructional and other professional activities of the preceding two years.

APPROVAL APPLICATION FOR INSTRUCTORS

Please Type or Print in Ink

Date _____

A. Type of Approval Requesting: (Check One)

(1) Instructor _____

(2) Temporary _____

(If Temporary, Request for Temporary Instructor Approval Form filled out by school or institution must be attached.)

B. Area(s) of Approval _____

Name _____
(Last) (First) (MI)

Contact Address _____
(Street, Route) (City, Town) (State) (Zip Code)

Residence Address _____
(Street, Route) (City, Town) (State) (Zip Code)

Telephone _____ Email address _____
(Home) (Cell)

C. Have you been involved in any lawsuits, either as plaintiff or defendant in the last three years or are there any lawsuits pending at the present time?
_____ Yes _____ No If yes, then explain fully, giving exact dates, places, persons and give full details of such litigation on an attached sheet.

D. Have you ever been convicted of any criminal offenses, or is there any criminal charge now pending against you (other than minor traffic violations)?
_____ Yes _____ No If yes, then explain fully, giving exact dates, places, persons and give full details of such litigation on an attached sheet.

E. Education Preparation:

High School: Name and Location _____
Years Attended _____
Diploma Received _____ Year Received _____

College/ University: Name and Location _____
Years Attended _____
Major Course of Study _____
Degree _____ Year Received _____

F. Advanced Professional Designation: (Attach copy of Certificate)

Type of Designation

Where Received

Date Received

G. Experience:

1. Real Estate License Information:

Has any disciplinary action ever been taken by the Real Estate Commission with regard to your license? ___ If yes, then explain fully the details surrounding such action on an attached sheet.

2. Vocational Experience: List last five employers beginning with present or latest and work back.

Employer & Address

Dates of Employment

Position

Instruction Experience

List employers within last five years beginning with present or latest and work back.

Employer & Address

Dates of Employment

Position

H. School for whom you will teach (if known):

Recommendations:

List at least four (4) persons other than relatives who would be able to give further information regarding your teaching capabilities, i.e., previous instructors, supervisors, employers, etc., and indicate the way in which they would be familiar with such capabilities.

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>How Acquainted with Capabilities</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I hereby certify that all information herein is true and accurate to the best of my knowledge.

(Applicant Signature) (Date)

DO NOT WRITE BELOW THIS LINE	OFFICE USE ONLY
Approve _____ Disapprove _____ Issue Date _____	
Type of Approval _____ Expiration Date _____	
Area(s) Certified to Instruct _____	
Reason for Approval/Disapproval _____	

GUIDELINES FOR TEMPORARY INSTRUCTOR APPROVAL

Temporary Instructor approval will be issued only when a school has a temporary or emergency vacancy for which an approved instructor cannot be hired.

Temporary Instructor approval is issued only for the instruction of a specific subject, only for the period stated on the approval certificate, not to exceed one year from the date of issuance, and only for the specific school requesting such approval.

Requests for Temporary Approval of an Instructor:

Requests for temporary approval must come from a school that is instructing an approved course of study. This request must be made by the Proprietor of the school or the Dean of College on forms provided by the Commission. An emergency or temporary vacancy must exist in the school making such request.

- (1) Which cannot be filled by an approved instructor

AND/OR

- (2) For which it is not possible to provide instruction in any other manner that is appropriate and reasonable.

The school requesting Temporary Approval shall have the individual on whom they are requesting temporary approval fill out an approval application which is to be attached to the Request for Temporary Approval form and both mailed to the Commission office.

Requirements for Temporary Approval:

The following are minimum requirements that must be fulfilled for a person to be considered for temporary approval.

- (1) A High School Diploma from an accredited High School or a Graduate Equivalency Diploma,

AND

- (2) Extensive real estate experience as evidenced in their salesperson's, broker's, or appraiser's license file,

AND

- (3) Recommendations from persons knowledgeable of the skills acquired by the applicant in real estate and/or in skills necessary to instruct others in real estate matters.

The person receiving temporary approval must do whatever is necessary to qualify for instructor approval during the period of temporary approval.

Non-Approval or Revocation of Temporary Approval:

Non-approval or revocation of temporary approval may take place for, but not be limited to, the following reasons:

- (1) Falsification of information on the approval application.
- (2) Loss of salesperson's, broker's, or appraiser's license.
- (3) Incompetence in instruction.
- (4) Recruiting students for particular firms during instructional time.

SUBSTANTIAL CHANGE FORM

Course Name: _____

Course No. _____ Contact Person _____

Contact Phone: _____ Contact e-mail _____

IDENTIFY SUBSTANTIAL CHANGE:
Submit all changes. Attach additional pages as necessary

Course:

Subject Matter / Objectives:

Materials:

Difficulty Level:

Course Hours:

Provider:

Name _____ Address _____

Phone: _____ E-mail _____

Instructor: _____ Date Effective _____

Administrator's Signature _____

Statutory References to License Act Course

81-885.17. Nonresident broker's license; nonresident salesperson's license; issuance; requirements; fingerprinting; criminal history record information check; reciprocal agreements.

(3) Prior to the issuance of any license to any nonresident, he or she shall file with the commission a duly certified copy of the license issued to the applicant by the resident regulatory jurisdiction, pay to the commission the nonresident license fee as provided in the section 81-885.14 for the obtaining of a broker's or salesperson's license, and provide to the commission adequate proof of completion of a three-hour class approved by the commission specific to the Nebraska Real Estate License Act and sections 76-2401 to 76-2430.