



# APPLICATION FOR APPROVAL OF BROKER REAL ESTATE CONTINUING EDUCATION COURSE SPONSOR

State Form 46182 (R5 / 4-23)

Approved by State Board of Accounts, 2016

## INDIANA PROFESSIONAL LICENSING AGENCY

402 West Washington Street, Room W072

Indianapolis, IN 46204

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Fax: (317) 233-4236

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### INSTRUCTIONS:

- (1) Include a school director resume listing experience in detail, and a college transcript if applicable.
- (2) Include descriptive course content outline for each course, including a cover sheet indicating the number of hours awarded. The outline must include a timeline for each item to be discussed.
- (3) Include instructor application for each instructor.
- (4) Include an example of the certificate which will be issued to licensees who complete the course. Certificate requirements are listed in 876 IAC 4-1-2.
- (5) Include fee of \$50.00. All fees are non-refundable and non-transferable.

### FOR OFFICE USE ONLY

Date of application (month, day, year)	Application fee	Date fee paid (month, day, year)	Receipt number
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### SPONSOR INFORMATION

Name of course sponsor	Business telephone number (      )
Address of course sponsor (number and street, city, state and ZIP code)	E-mail address (required)

### SCHOOL DIRECTOR INFORMATION

Pursuant to 876 IAC 4-1-2, you must submit the name, address and resume of the school director responsible for real estate administrative matters such as program development, scheduling of classes, advertising, maintaining facilities and equipment, record-keeping and general supervision of the instructional program.

Name of School Director	Business telephone number (      )
Address of School Director (number and street, city, state and ZIP code)	Fax number (if any) (      )

### PARTNERSHIP / CORPORATION INFORMATION

(Do not complete this section if you are already an approved Real Estate school.)

#### If the ownership of the sponsor is a partnership:

Name of partner
Address (number and street, city, state and ZIP code)

Name of partner
Address (number and street, city, state and ZIP code)

#### If the ownership of the sponsor is a corporation:

Name of director / officer
Address (number and street, city, state and ZIP code)

Name of director / officer
Address (number and street, city, state and ZIP code)

Name of director / officer
Address (number and street, city, state and ZIP code)

**If the ownership of the sponsor is a limited liability company:**

Name of manager
Address (number and street, city, state and ZIP code)
Name of member
Address (number and street, city, state and ZIP code)
Name of member
Address (number and street, city, state and ZIP code)
If additional space is required, attach names / addresses of remaining directors, officers or partners on a separate sheet of paper.

**COURSE SPONSOR (Check all that apply.)**

- College or university
- Community or junior college
- Real Estate related organization (please specify) \_\_\_\_\_
- Sponsor having prior approval by the Indiana Real Estate commission
- Proprietary school
- Other (specify) \_\_\_\_\_

**COURSE OFFERINGS (Check all that apply.)**

The following courses will be offered, covering real estate and related topics which are consistent with the requirements of IC 25-34.1-9-11. Pursuant to 876 IAC 4-2-1 and 4-2-2, the classroom hour of instruction is fifty (50) minutes of each sixty (60) minute hour segment, and credit toward the classroom hour requirement will only be granted when the length of the course is at least two (2) hours.

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|---|---|---|
| <input type="checkbox"/> A. License and escrow law<br><input type="checkbox"/> B. Anti-trust law<br><input type="checkbox"/> C. Civil rights law<br><input type="checkbox"/> D. Agency law<br><input type="checkbox"/> E. Listing contracts and purchase agreements<br><input type="checkbox"/> F. Ethics and professional standards<br><input type="checkbox"/> G. Investment real estate analysis | <input type="checkbox"/> H. Industrial brokerage and leasing<br><input type="checkbox"/> I. Settlement procedures<br><input type="checkbox"/> J. Appraising<br><input type="checkbox"/> K. Property management<br><input type="checkbox"/> L. Farm property management<br><input type="checkbox"/> M. Commercial brokerage and leasing<br><input type="checkbox"/> N. Residential brokerage | <input type="checkbox"/> O. Land development<br><input type="checkbox"/> P. Legislative issues affecting the real estate practice<br><input type="checkbox"/> Q. Timeshares, condominiums and cooperatives<br><input type="checkbox"/> R. Other courses approved by the commission (please specify):<br>_____ |
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**ADVERTISING**

A person may not advertise that the sponsor or the sponsor's course is required or recommended by the Commission.

**AFFIRMATION**

I (we) the undersigned, submit this application in conformance with 876 IAC 4 pertaining to real estate continuing education sponsor approval. I (we) understand that I (we) shall conduct an instructor and course evaluation and that they shall be provided to the commission upon request. I (we) also understand that any violations of the license law or rules on my (our) part will subject me (us) to loss of approval.

Signature of principal officer, partner or manager	Date (month, day, year)
Printed or typed name of principal officer, partner or manager	