

STATE OF WEST VIRGINIA  
REAL ESTATE COMMISSION  
300 CAPITOL STREET, SUITE 400  
CHARLESTON, WV 25301  
304.558.3555  
<www.wvrec.org>

APPLICATION  
for  
PRE-LICENSE REAL ESTATE EDUCATION PROVIDER

1. PROVIDER/ SCHOOL NAME:

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2. TYPE OF OWNERSHIP: \_\_\_ Public , \_\_\_ Private ( If private, please list the names of the owners )

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3 MAILING ADDRESS:

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4. CONTACT PERSON:

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5. TITLE of CONTACT PERSON:

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6. TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

7. E-MAIL ADDRESS: \_\_\_\_\_

8. WEB ADDRESS: \_\_\_\_\_

9. ADDRESS WHERE STUDENT FILES WILL BE MAINTAINED:

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10. NAME of INSTRUCTORS(s):

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11. FREQUENCY of COURSE OFFERING:

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12. BEGINNING and ENDING DATE of the COURSE:

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13. COURSE TYPE\*: \_\_\_ In-class.

\_\_\_ Distance Education: On-line \_\_\_

CBI \_\_\_

Other \_\_\_

\* CBI- computer based instruction.

**IMPORTANT:** All Distance Education providers must provide a copy of ARELLO (Association of Real Estate License Law Officials) Distance Education Certification, access to the on-line course, and a copy of all course materials along with course final exam and answer key.

14. WHAT IS THE MAXIMUM NUMBER OF IN-CLASS INSTRUCTION HOURS PER SESSION?

\_\_\_\_\_

15. IF THE COURSE IS OFFERED VIA IN-CLASS, HOW IT IS OFFERED,( i.e., 5 days/week for 2 weeks, 2 nights for 12 weeks, etc?

\_\_\_\_\_  
\_\_\_\_\_

16. METHODS OF INSTRUCTION (please explain):

\_\_\_\_\_  
\_\_\_\_\_

17. COST OF COURSE : \_\_\_\_\_

18. NUMBER OF STUDENTS IN CLASS: \_\_\_ Minimum \_\_\_ Maximum

19. TEXT MATERIALS/ BOOKS:

\_\_\_\_\_  
\_\_\_\_\_

20. TEACHING AIDS & SUPPLEMENTAL MATERIALS:

\_\_\_\_\_  
\_\_\_\_\_

21. EQUIPMENT:

\_\_\_\_\_  
\_\_\_\_\_

22. FACILITIES: ( please describe)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ owned \_\_\_ rented

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

23. ATTENDANCE MONITORING POLICY: Provide a statement explaining how you intend to

monitor 100% attendance. Submit a copy of the attendance verification form. ( For distance education providers, please explain your monitoring policy).

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24. ADMISSION/REFUND POLICY: Provide a statement explaining your admission policy and how refunds are to be made.

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25. COURSE COMPLETION STANDARDS: Please explain how you will assure that students have obtained adequate knowledge and understanding of the subject areas prescribed for the course.

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26. METHOD OF RECORD MAINTENANCE: Provide a statement explaining your procedure for maintaining all education records for a minimum of five years.

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27. If you are a PRIVATE SCHOOL, please attach a copy of your “Correspondence, Occupational, Business, Trade School” permit issued by the WV Council for Community and Technical College Education.

28. If you are a PUBLIC SCHOOL/ COLLEGE, please submit a copy of your accreditation certificate, issued by the accrediting agency.

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.

**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).
- That the provider of this course has not had a real estate education certification denied or revoked

by any regulating entity of any state or jurisdiction.

- All approved courses will be open to all individuals on an equal basis.
- The Real Estate Commission's authorized representatives may appear to inspect or monitor any course.
- A Certificate of course completion will only be issued to those students who have complied with all the requirements needed to earn a completion certificate.
- A Certificate of course completion will be issued to each student which will contain the student's name and address, the course title, completion date and the number of hours awarded.
- All provider representatives have read and understand the Real Estate License Act (WV Code § 30-40 ), and the Legislative Rules (WV CSR § 174- 1,2,3, & 4 ), as they relate to pre-license real estate education courses, and agree to abide by the provisions contained therein.

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_