

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

**CONTINUING EDUCATION COURSE PROVIDER APPLICATION**

PROVIDER NAME \_\_\_\_\_ DATE \_\_\_\_\_  
PROVIDER ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_ FAX \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
CONTACT PERSON'S TITLE \_\_\_\_\_ PHONE \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_ WEB SITE \_\_\_\_\_

**PROVIDER OWNERS/DIRECTORS**

Name \_\_\_\_\_ Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

**SCHOOL/INSTITUTION EXPERIENCE IN OFFERING EDUCATIONAL PROGRAMS:**

**ATTENDANCE MONITORING POLICY:** Provide a statement explaining how you intend to monitor 100% attendance. Submit a copy of the attendance verification form.

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

EXAM and RE-EXAM PROCEDURES (if applicable): Provide a statement explaining your exam procedure and your policy for make-up exam(s).

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

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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

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;

Certificate's 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; and

All provider representatives have read and understand the Real Estate License Law (WV Code § 30-40-1 et seq.), and the Legislative Rules (WV CSR § 174-1, 174-2 & 174-3), as they relate to continuing education courses, and agree to abide by the provisions contained therein.

SIGNATURE OF CONTACT PERSON: \_\_\_\_\_ DATE: \_\_\_\_\_