



**West Virginia Real Estate Commission**  
**300 Capitol Street, Suite 400**  
**Charleston, WV 25301**  
**(p)304.558.3555; (f)304.558.6442**  
<https://rec.wv.gov>

**APPLICATION  
FOR  
REAL ESTATE BROKER PRE-LICENSE EDUCATION PROVIDER**

Initial Approval-\$ 75.00 fee

1. PROVIDER/ SCHOOL NAME: \_\_\_\_\_
2. TYPE OF OWNERSHIP: \_\_\_\_PUBLIC \_\_\_\_PRIVATE (IF PRIVATE, PLEASE LIST THE NAMES OF THE OWNERS)
3. MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
4. WEB ADDRESS: \_\_\_\_\_
5. CONTACT PERSON: \_\_\_\_\_
6. TITLE OF CONTACT PERSON: \_\_\_\_\_
7. TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_
8. EMAIL ADDRESS: \_\_\_\_\_
9. ADDRESS WHERE STUDENT FILES WILL BE MAINTAINED: \_\_\_\_\_  
\_\_\_\_\_
10. EXPERIENCE IN OFFERING EDUCATIONAL PROGRAMS:  
\_\_\_\_\_  
\_\_\_\_\_
11. NAME OF INSTRUCTOR(S): \_\_\_\_\_  
\_\_\_\_\_

12. FREQUENCY OF COURSE OFFERING: \_\_\_\_\_

13. BEGINNING AND ENDING DATE OF THE COURSE: \_\_\_\_\_

14. COURSE TYPE: \_\_\_\_\_ IN-CLASS \_\_\_\_\_ DISTANCE EDUCATION \_\_\_\_\_ ON-LINE

\_\_\_\_\_ OTHER \_\_\_\_\_

**IMPORTANT:** ALL DISTANCE EDUCATION PROVIDERS MUST PROVIDE A COPY OF ARELLO (ASSOCIATION OF REAL ESTATE LICENSE LAW OFFICIALS) DISTANCE EDUCATION CERTIFICATION, ACCESS TO THE COURSE, AND A COPY OF ALL COURSE MATERIALS ALONG WITH COURSE FINAL EXAM AND ANSWER KEY.

15. WHAT IS THE MAXIMUM NUMBER OF IN-CLASS INSTRUCTION HOURS PER SESSION/DAY? \_\_\_\_\_

16. IF THE COURSE IS OFFERED VIA IN-CLASS, HOW IT IS OFFERED? (I.E., 5 DAYS/WEEK FOR 2 WEEKS or 2 NIGHTS FOR 12 WEEKS, ETC) \_\_\_\_\_

17. METHODS OF INSTRUCTION (PLEASE EXPLAIN): \_\_\_\_\_

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

18. COST OF COURSE: \_\_\_\_\_

19. NUMBER OF STUDENTS IN CLASS: \_\_\_\_\_ MINIMUM \_\_\_\_\_ MAXIMUM

20. TEXT MATERIALS/ BOOKS: \_\_\_\_\_

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

21. TEACHING AIDS & SUPPLEMENTAL MATERIALS: \_\_\_\_\_

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

22. EQUIPMENT: \_\_\_\_\_

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

23. FACILITIES: (PLEASE DESCRIBE) \_\_\_\_\_

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

\_\_\_\_\_ OWNED      \_\_\_\_\_ RENTED

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

24. ATTENDANCE MONITORING POLICY: PROVIDE A STATEMENT EXPLAINING HOW YOU INTEND TO MONITOR ATTENDANCE. SUBMIT A COPY OF THE ATTENDANCE VERIFICATION FORM. (FOR DISTANCE EDUCATION PROVIDERS, PLEASE EXPLAIN YOUR MONITORING POLICY).

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25. ADMISSION/REFUND POLICY: PROVIDE A STATEMENT EXPLAINING YOUR ADMISSION POLICY AND HOW REFUNDS ARE TO BE MADE.

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26. 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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27. 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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28. 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.

29. 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: \_\_\_\_\_