



West Virginia Real Estate Commission
300 Capitol Street, Suite 400
Charleston, WV 25301
304.558.3555
<https://rec.wv.gov>

CONTINUING EDUCATION COURSE APPLICATION

Complete the following and submit to the provider to be included on the online course application.

Course Title: _____

Course Description:

Course will be taught:

- In-class
- Hybrid (synchronous)
- Distance Education (asynchronous)

ARELLO Certified Course Exp. Date: _____

Requested CE hours: _____ Cost: _____ Maximum # of Students: _____

Please include the following with your application:

- Course description, learning objectives, and timed course outline (page 2).
- All course materials - textbooks, pamphlets, handouts, videos, electronic presentations, etc.
- List of all instructors seeking approval to teach the course (include WVREC instructor number).
- Final exam
- Course/Instructor Evaluation Forms
- Proposed Advertisement/Registration
- ARELLO, CDEI, or IDW certification (if applicable)

