



**FEE \$75.00**

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

**CONTINUING EDUCATION COURSE APPLICATION**

Course Provider: \_\_\_\_\_ WVREC Provider #: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course will be taught:

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

ARELLO Certified Course Exp. Date: \_\_\_\_\_

Requested CE hours: \_\_\_\_\_ Cost: \_\_\_\_\_ Maximum # of Students: \_\_\_\_\_

**Please list all approved course instructors and their WVREC Instructor Number:**

Name (you may attach another sheet)	WVREC Instructor Number

**Please include the following with your application:**

- All course materials - textbooks, pamphlets, handouts, videos, electronic presentations, etc.
- Course description, learning objectives, and timed course outline (page 2).
- Final exam
- Course/Instructor Evaluation Forms
- Proposed Advertisement/Registration
- ARELLO certification

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_



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Title

**Timed Course Outline**

Topic	Learning Objective (5-10 per three hour course) What should students know and be able to do?	Time