



**West Virginia Real Estate Commission**  
**2006 Quarrier Street**  
**Charleston, WV 25311**  
**304.558.3555**  
<https://rec.wv.gov>

### **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)

