



**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>

**PRE-LICENSE EDUCATION COURSE APPLICATION**

Initial Approval-\$ 150.00 fee per course

COURSE PROVIDER \_\_\_\_\_

WVREC PROVIDER # \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

COST: \_\_\_\_\_

MINIMUM # OF STUDENTS: \_\_\_\_\_

ENCLOSED WITH THIS APPLICATION ARE:

DELIVERY METHOD:

\_\_\_\_ a copy of all course materials and handouts

\_\_\_\_ In-class

\_\_\_\_ a copy of the course & instructor evaluation form/s

\_\_\_\_ Distance education (DE):

\_\_\_\_ a copy of the final exam & answer key

\_\_\_\_ Online

\_\_\_\_ a copy of ARELLO certificate (DE courses only)

\_\_\_\_ Other \_\_\_\_\_

----- access to the course (DE courses only)

**IMPORTANT:** All Distance Education courses for both the primary and the secondary provider must be ARELLO (Association of Real Estate License Law Officials) certified.

LIST MAJOR REFERENCE MATERIALS USED IN THE DEVELOPMENT OF THIS COURSE:

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THIS COURSE WILL BE OFFERED AT THE FOLLOWING LOCATION/S:

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THE INSTRUCTOR(S) FOR THE COURSE WILL BE:

NAME: \_\_\_\_\_ WVREC # \_\_\_\_\_

NAME: \_\_\_\_\_ WVREC # \_\_\_\_\_

NAME: \_\_\_\_\_ WVREC # \_\_\_\_\_

IMPORTANT: All instructors for distance education courses must have "Certified Distance Education Instructor" designation, from IDECC. Copy of the certificate must be submitted with the application.

EXPLAIN THE TEACHING STRATEGIES WHICH WILL BE USED:

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PROVIDER REPRESENTATIVE:

SIGNATURE : \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_