CPFR-2 Rev 8/06

CONNECTICUT REAL ESTATE COURSE APPLICATION FOR CONTINUING EDUCATION

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
Connecticut Real Estate Commission
165 Capitol Avenue Hartford CT 06106
E-Mail: real.estate@ct.gov
Fax No. (860) 713-7239

1. Complete this form. Type or print CLEARLY.
2. Use one form per course.
3. **Business Skills Courses are NOT Allowed**: Approval Will Not be Issued To Any Course Focusing Solely On Office Or Computer Skills, Salesmanship, Or Personal Motivation
4. Return form to Agency at address shown above.

For Official Use Only

SCHOOL CODE ☐ TYPE SCHOOL CODE IN BOX

SCHOOL:

CONTACT PERSON: **PHONE:** **FAX:**

E-MAIL:

EXACTLY AS IT WILL BE ADVERTISED
COURSE:

1. ACTUAL COURSE HOURS ☐ **minimum of 3 hours** **TYPE ACTUAL COURSE HOURS IN BOX**

2. ☐ **CLASSROOM INSTRUCTION** ☐ **DISTANCE EDUCATION (on-line)** ☐ **BOTH**

3. ☐ **MANDATORY SUBJECT** ☐ **ELECTIVE:** ***New*** ☐ **ELECTIVE:** ***Renewal***

If submitting an ELECTIVE course, Type 'x' in one or more of the following content areas covered in this course:

- ☐ Agency
- ☐ Brokerage
- ☐ Fair Housing Law
- ☐ Land Use Controls
- ☐ Property Management
- ☐ Client Representation/Advocacy/Negotiating Counseling
- ☐ Real Estate Contracts
- ☐ Real Estate Finance
- ☐ Real Estate Investments
- ☐ R E Licensing Laws
- ☐ Real Estate Appraisal
- ☐ Real Estate Market Analysis
- ☐ Real Estate Math
- ☐ Real Estate Taxation
- ☐ Environmental Concerns
- ☐ Real Estate Transactions
- ☐ Risk Reduction & Management
- ☐ Use of Technology specifically for Real Estate Representation

REQUIRED ATTACHMENTS **Type 'x' in boxes below if included with this Course Application**

1. ☐ **COURSE OUTLINE/SYLLABUS** Syllabus/Outline must reflect the number of minutes devoted to each element within the syllabus/outline.	4. ☐ **FOR DISTANCE EDUCATION (ON-LINE) COURSES** **ATTACH COPY OF PRIMARY ARELLO CERTIFICATION**
2. ☐ **INCLUDE COPY OF INSIDE COVER PAGE OF ALL TEXTS** Must Include copyright or revision date of text. 3. ☐ **INCLUDE COPIES OF ALL HANDOUTS**	5. ☐ **FOR DISTANCE EDUCATION (ON-LINE) COURSES** If you purchased this course from a provider, ATTACH copy of **the permission letter** between your school and the provider.

***** SUBMISSION OF ROSTERS:** A hard copy certification of completion IS REQUIRED to be given to students. In addition, schools must report rosters of licensees that have completed the course to the state contracted provider. ***

CERTIFICATION OF SCHOOL OFFICIAL

- COURSES MAY NOT BE OFFERED AT A BROKERAGE OR APPRAISAL OFFICE.
- SCHOOLS AND INSTRUCTORS ARE PROHIBITED FROM SOLICITING STUDENTS TO WORK FOR A SPECIFIC BROKERAGE OR APPRAISAL FIRM.
- STUDENT RIGHTS FORM SHALL BE GIVEN TO EACH STUDENT UPON FIRST APPEARANCE IN CLASSROOM.
- IF COURSE IS NOT HELD IN A PUBLIC BUILDING OR PLACE OF PUBLIC ASSEMBLY, COURSE FACILITY MUST BE ADEQUATE TO HOLD SUCH AN OFFERING AND HAVE BEEN APPROVED BY THE LOCAL FIRE MARSHALL FOR SUCH PURPOSE.
- ALL COURSE ADVERTISEMENTS MUST COMPLY WITH REAL ESTATE COMMISSION REGULATIONS REGARDING ADVERTISEMENTS.
- REAL ESTATE COMMISSION MAY REQUEST ADD'L INFORMATION REGARDING AN APPLICATION AND RESERVES THE RIGHT TO AUDIT CLASSES ON RANDOM BASIS.
- COURSE APPROVAL IS VALID FOR TWO (2) YEARS FROM DATE OF ORIGINAL APPROVAL. (SECTION 20-319-1(e).
- SCHOOL IS SOLELY RESPONSIBLE FOR PROVIDING PROOF OF COURSE COMPLETION BY LICENCEES TO REAL ESTATE COMMISSION.
- SCHOOL WILL SUBMIT A ROSTER OF LICENCESS THAT HAVE COMPLETED THE COURSE TO THE STATE CONTRACTED PROVIDER.

MY SCHOOL IS AWARE OF AND WILL ABIDE BY THE CT REGULATIONS REGARDING REAL ESTATE SCHOOLS AND COURSE OFFERINGS

SIGNATURE OF SCHOOL REPRESENTATIVE **DATE**

Print Completed Application
Sign and Date in ink

OFFICIAL USE ONLY DCP Review	☐ **APPROVED FOR** ☐ **HOURS** Approval Subject to:	☐ **DENIED** **REASON FOR DENIAL:**	**DATE APPROVED** Signature of Real Estate Commissioner