

## TO FIND SCHOOLS AND LIST OF COURSES EACH SCHOOL OFFERS

Go online to: <http://www.ct.gov/dcp/cwp/view.asp?a=1629&q=439428&dcpNav=>

1) CLICK ON “LOOK UP AND VERIFY LICENSES”



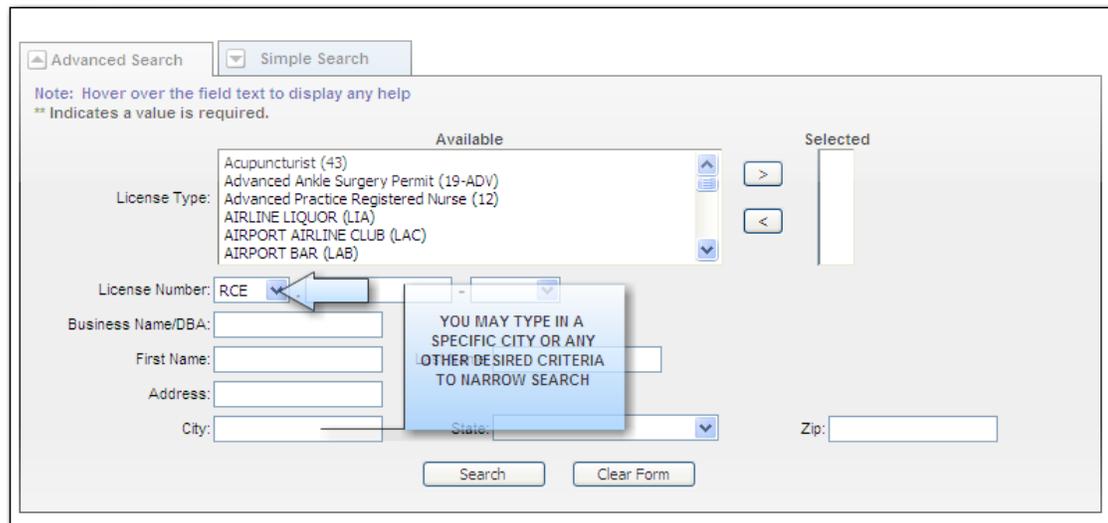
2) CLICK ON “LOOKUP A LICENSE”



3) UNDER “ADVANCED SEARCH” TAB, USE DROP DOWN ARROW TO SCROLL TO PROPER LICENSE PREFIX OR SIMPLY TYPE PREFIX IN (AS INDICATED BY ARROW BELOW):

RCE = REAL ESTATE CONTINUING EDUCATION COURSES  
RPL = REAL ESTATE PRELICENSING COURSES

YOU CAN ALSO NARROW YOUR SEARCH BY FILLING IN OTHER FIELDS (IE. CITY DESIRED)  
CLICK “SEARCH”

The image shows the 'Advanced Search' form on the website. It has two tabs: 'Advanced Search' (selected) and 'Simple Search'. Below the tabs is a note: 'Note: Hover over the field text to display any help' and '\*\* Indicates a value is required.' The form includes several fields: 'License Type' (a dropdown menu with options like 'Acupuncturist (43)', 'Advanced Ankle Surgery Permit (19-ADV)', 'Advanced Practice Registered Nurse (12)', 'AIRLINE LIQUOR (LIA)', 'AIRPORT AIRLINE CLUB (LAC)', and 'AIRPORT BAR (LAB)'); 'License Number' (a dropdown menu with 'RCE' selected and a blue arrow pointing to it); 'Business Name/DBA', 'First Name', 'Address', 'City', 'State', and 'Zip' (text input fields); and 'Search' and 'Clear Form' buttons. A blue callout box with white text says: 'YOU MAY TYPE IN A SPECIFIC CITY OR ANY OTHER DESIRED CRITERIA TO NARROW SEARCH'.

YOU WILL BE PROVIDED WITH A LIST OF APPROVED SCHOOLS.

CLICK ON “DETAILS” TO THE LEFT OF THE SCHOOL NAME AND YOU WILL SEE THE SCHOOL CONTACT INFORMATION AND A LIST OF COURSES OFFERED (PULL THE BAR ON THE RIGHT SIDE DOWN TO VIEW ALL COURSES).

DETAILS LISTED: COURSE NAME, # OF CREDITS GIVEN AND EXPIRATION DATE OF COURSE.

Note: RE CEO = Online Continuing Education Course  
RE CE = In Classroom Continuing Education Course  
RE PL = Real Estate Pre-licensing Course  
RE ACE = Appraisal Continuing Education Provider  
RE APL = Appraisal Pre-Licensing Provider