



**MAINE REAL ESTATE  
COMMISSION  
QUALIFYING EDUCATION  
PROGRAM APPROVAL  
APPLICATION  
&  
SUPPLEMENTARY MATERIALS**

# QUALIFYING EDUCATION REQUIREMENTS

## COURSE DEVELOPMENT

Real estate license candidates must show proficiency in specific skills and knowledge to qualify for a license. This is accomplished in part by completing one or more qualifying education courses. The Commission's qualifying education courses (Sales Agent, Associate Broker and Designated Broker) consist of subject matter specific to each license level. The Real Estate Commission has developed course outlines that define the required subject matter for each level. The Commission expects instructors to cover all the material defined in the course outline and to adhere to the number of hours suggested for each topic as closely as possible. Reference the specific Course Guidelines for the required minimum course hours and an in-depth description of mandated content. *Distance Education Providers: Please see Page 10 of this packet for additional information.*

## FILING THE APPLICATION

The following information summarizes the requirements for application. Contact the Real Estate Commission at (207) 624-8515 if you have questions.

- The provider/school is required to file a course approval application that must include a fully complete syllabus as described below and the filing fee at least 30 days before the first class session.
- The \$100 late filing fee must be paid in addition to the normal application fee if the application is filed less than 30 days before the first scheduled class (live delivery classes).
- A separate application must be filed for each different type of course for which approval is sought.
- The Commission will notify the course provider in writing of the results of the program evaluation within 30 days after receipt of the fully completed application and syllabus.

## SYLLABUS CHECKLIST (THE SYLLABUS IS CONSIDERED COMPLETE ONLY IF IT CONTAINS ALL THE ELEMENTS IN THE CHECKLIST)

The following must be included with the application:

- A separate document(s) with:
  - Name of school/course provider
  - Instructor's name & brief biography
  - Title of the course
  - Location (street address and room number)
  - Dates the course will begin and end
  - Day, date and time of each individual class (i.e. Class One, Monday Sept 1, 2002, 6-9 PM, etc.)
  - List of textbooks to be used in class to include title, publisher and edition. Also include the publication date of the Maine License Law and Rules Reference Book that will be used.
  - Description of the school's grading and attendance policies.
- Detailed Outline
  - Content outline for each class session arranged by date and/or number (i.e. Oct 2 – Class 1). Each session must be outlined in sufficient detail as to adequately describe the material to be covered. The outline must include a breakdown of the actual classroom time to be spent on each topic to help determine whether sufficient time has been allocated to any one topic area.
  - Note quiz and test dates on the outline (minimum 3 quizzes required in addition to final exam)

- Comprehensive Final Exam and Answer Key
  - The Commission requires that the final exam cover all mandated topic areas according to the weight each topic carries in the course as a whole. For instance, on a 100 item final exam, it is expected that 15 items will test a topic that comprises 15% of the course (15% x 100 = 15 items). See course guidelines for a breakdown of the mandated topics specific to each level of the pre-license programs.

#### PROVIDER'S ADMINISTRATIVE RESPONSIBILITIES

Upon approval of a qualifying education program, the Real Estate Commission will notify the provider in writing of the date and terms of approval. Programs are approved for one calendar year from the date of initial approval. The notification will include the date the program was approved, the date approval expires and a brief summary of reporting requirements (see below). It is important to note that the Commission does not notify qualifying education course providers when program approval is about to expire. The provider is expected to monitor the terms of its approved qualifying education programs and submit application for re-approval when appropriate. Applications are available directly from the Real Estate Commission or may be downloaded online at [www.maineprofessionalreg.org](http://www.maineprofessionalreg.org).

#### UPON ADMINISTRATION OF A PROGRAM, THE PROVIDER MUST ENSURE THAT

##### **At the first class session:**

- Each student receives a copy of the course guidelines developed by the Real Estate Commission for the course being offered.
- Each student receives a copy of the instructor's syllabus.
- The instructor reads the appropriate statement from Attachment I regarding course approval as required by Chapter 360, Section 3 (F).

##### **Upon conclusion of the course:**

- The instructor distributes and collects a Student Evaluation of Pre-license Program form from each student for critique of the course and instructor.
- The Program Enrollment Report and Instructor's Summary of Student Evaluations form are submitted to the Commission within 30 days of completion of the course. The individual student evaluations shall be retained by the provider/school; individual student evaluations must NOT be submitted to the Real Estate Commission.
- Each student receives an official transcript on school letterhead that contains:
  - School name
  - Course title
  - Student's name
  - Instructor's name
  - Final numerical grade (if school issues only letter grades, the numerical equivalent must be included to ensure that the student has achieved the minimum passing grade as set by Commission rule)
  - Course completion date (completion date is the date of the final class, NOT the date the student submitted make-up work to complete course requirements or completed a make-up final exam. All students in a course will have the same course completion date, regardless of whether a student has completed all the course requirements on that day.)
  - Signature of an authorized school official.

#### THE COURSE PROVIDER IS ALSO REQUIRED TO

- Report to the Real Estate Commission any substantial changes to information as reported on the initial application, including course content, instructor(s) or course schedule.
- Report plans to offer additional courses during the term of approval. This information is required for the Commission's record keeping. The Commission also uses the information to compile a list of current course offerings to assist potential students in obtaining qualifying education. The list is mailed to potential students on request and is also posted to the Commission's website.
- Be aware of the program expiration date indicated in the letter of approval.

# LIVE DELIVERY QUALIFYING EDUCATION APPROVAL APPLICATION

MAINE REAL ESTATE COMMISSION  
MAILING ADDRESS:  
**35 STATE HOUSE STATION, AUGUSTA ME 04333-0035**  
COURIER ADDRESS  
**122 NORTHERN AVENUE, GARDINER ME 04345**  
PHONE 207 624-8515 FAX 207 624-8637  
HEARING IMPAIRED 888-577-6690

FOR MREC OFFICE USE ONLY	
CHECK NO	_____
AMT	_____
CASH NO	_____
APPRVL DATE	_____
EXPIRE DATE	_____

**Fee: \$80.00**

**Late Filing Fee: \$100**

You must pay the late filing fee PLUS the regular application fee if this application is filed fewer than 30 days before the first class session.

Make check payable to Maine State Treasurer.

**COURSE:** *(check one)*

The Sales Agent Course

The Associate Broker Course

The Designated Broker Course

**REQUIRED ATTACHMENTS:**

\_\_\_\_\_ Syllabus including class dates, times and location

\_\_\_\_\_ Instructor resume

\_\_\_\_\_ Attendance & Grading policy

\_\_\_\_\_ Final examination with answer key

PROGRAM SPONSOR: \_\_\_\_\_

Please check type of organization:

- Degree-granting institution
- Proprietary School
- Public School Adult Education Program

CONTACT PERSON: \_\_\_\_\_  
*(Person to whom MREC should direct any communication regarding program approval)*

STREET/PO BOX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

PROGRAM REGISTRAR: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_  
*(Attach a biography outlining qualifications to teach subject matter).*

STREET/PO BOX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

PROGRAM SCHEDULE: *List the dates and locations program will be offered. Notify the Commission of any changes.*

**CERTIFIED STATEMENT AND SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL**

START DATE	END DATE	LOCATION

By my signature, I hereby agree to abide by the requirements and conditions set forth by Rule Chapter 360 of the State of Maine Real Estate Commission Rules and Regulations pertaining to qualifying education programs. I hereby certify that the information contained in this application is accurate and true to the best of my knowledge and belief.

# STUDENT EVALUATION OF QUALIFYING EDUCATION PROGRAM

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF LICENSING & REGISTRATION  
MAINE REAL ESTATE COMMISSION

RETURN THIS EVALUATION TO YOUR PROGRAM INSTRUCTOR  
DO NOT MAIL TO THE REAL ESTATE COMMISSION

**DEAR STUDENT:** You have just completed a program recognized by the Real Estate Commission as complying with all or part of the educational requirement for a real estate license. The Commission is committed to excellence in real estate education and in that interest encourages your comments regarding the quality of this program. Your constructive comments on the instructor, course content and classroom environment will help us improve future programs. The Commission values your opinion and offers its sincere thanks for your cooperation in our effort to ensure quality real estate education.

COURSE (CHECK ONE)

THE SALES AGENT COURSE  
 THE ASSOCIATE BROKER COURSE  
 THE DESIGNATED BROKER COURSE

PLEASE CIRCLE YOUR CHOICES BELOW EACH OF THE LISTED QUESTIONS

INSTRUCTOR: *Organization, knowledge of subject area, ability to answer questions, etc.*

Excellent	Good	Fair	Poor
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INSTRUCTOR: *Would you sign up for another class with this instructor?*

Absolutely	Maybe	Maybe Not	Definitely Not
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SUBJECT MATTER: *Please rate course content.*

Excellent	Good	Fair	Poor
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LEVEL OF INSTRUCTION: *What is your opinion of the subject matter presented?*

Too Basic	Appropriate	Too Difficult
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LEARNING OBJECTIVES: *Did you learn what you expected to learn?*

Objectives Met	Objectives Not Met	Objectives Not Identified
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CLASS SUPERVISION: *Do you feel the class was well supervised and coordinated?*

Well Supervised	Fairly Well Supervised	Not Well Supervised	Not Supervised at all
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How can this program be improved? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Comments : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# INSTRUCTOR'S SUMMARY OF STUDENT EVALUATIONS QUALIFYING EDUCATION PROGRAM

MAINE REAL ESTATE COMMISSION

35 State House Station, Augusta, Maine 04333

PHONE: (207) 624-8515 FAX: (207) 624-8637 HEARING IMPAIRED: (888) 577-6690

Summarize students' responses below. Record comments on a separate sheet of paper and attach to this form. This summary must be submitted with the course enrollment report within 30 days of the conclusion of the program. Retain original evaluations and a copy of this summary for your records.

PROGRAM SPONSOR/SCHOOL: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

COURSE (CHECK ONE)

- THE SALES AGENT COURSE
- THE ASSOCIATE BROKER COURSE
- THE DESIGNATED BROKER COURSE

COURSE START DATE \_\_\_\_\_ COURSE END DATE \_\_\_\_\_ NUMBER OF STUDENTS: \_\_\_\_\_

### RECORD THE NUMBER OF RESPONSES RECEIVED IN EACH CATEGORY

INSTRUCTOR: *Organization, knowledge of subject area, ability to answer questions, etc.*

Excellent	Good	Fair	Poor
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INSTRUCTOR: *Would you sign up for another class with this instructor?*

Absolutely	Maybe	Maybe Not	Definitely Not
------------	-------	-----------	----------------

SUBJECT MATTER: *Please rate course content.*

Excellent	Good	Fair	Poor
-----------	------	------	------

LEVEL OF INSTRUCTION: *What is your opinion of the subject matter presented?*

Too Basic	Appropriate	Too Difficult
-----------	-------------	---------------

LEARNING OBJECTIVES: *Did you learn what you expected to learn?*

Objectives Met	Objectives Not Met	Objectives Not Identified
----------------	--------------------	---------------------------

CLASS SUPERVISION: *Do you feel the class was well supervised and coordinated?*

Well Supervised	Fairly Well Supervised	Not Well Supervised	Not Supervised at all
-----------------	------------------------	---------------------	-----------------------

After reviewing the evaluations, do you plan to make any changes to this program? If so, please describe.

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\_\_\_\_\_  
*Instructor's signature*

\_\_\_\_\_  
*Date*





**ATTACHMENT 1**  
**QUALIFYING EDUCATION PROGRAM**

MAINE REAL ESTATE COMMISSION  
35 State House Station, Augusta, Maine 04333  
PHONE: (207) 624-8515 FAX: (207) 624-8637 HEARING IMPAIRED: (888) 577-6690

**NOTICE TO PROGRAM PARTICIPANTS REGARDING COURSE APPROVAL**

Instructors are required to read and distribute to students copies of one of the following statements before commencement of the first class session. Statement #1 shall be read and distributed if the provider/school has received written course approval from the Maine Real Estate Commission. Statement #2 must be read and distributed if approval is pending or has not been granted.

**STATEMENT #1**

The Maine Real Estate Commission is committed to quality real estate education. Toward that goal, the syllabus for this course has been reviewed and approved as meeting the guidelines for pre-license education established by the Commission. The guidelines and the syllabus are being distributed to you for your information. At the conclusion of this course, you will be given an opportunity to critique program content and its delivery. The Commission welcomes your comments regarding your experience in this course.

**STATEMENT #2**

The Maine Real Estate Commission is committed to quality real estate education. In pursuit of that goal, the syllabus for each pre-license course must be reviewed and approved by the Real Estate Commission before the course may be promoted as meeting pre-license requirements. The syllabus for this course has not been approved. Unless and until it is approved, you may not assume that successful completion of the course will satisfy the education requirements for licensing.

# ATTACHMENT 2

## SALES AGENT COURSE VIA DISTANCE EDUCATION

### MAINE REAL ESTATE COMMISSION

35 State House Station, Augusta, Maine 04333

PHONE: (207) 624-8515 FAX: (207) 624-8637 HEARING IMPAIRED: (888) 577-6690

At their December 2006 meeting, the Maine Real Estate Commission voted to allow delivery of the Sales Agent Course via distance education. For purposes of this discussion, distance education delivery formats may include paper-based workbooks, computer-based delivery or delayed video delivery. **In addition to the requirements listed on the Sales Agent Course outline**, any provider who wishes to request approval to provide the Sales Agent Course via distance education must comply with the following guidelines:

1. Include a minimum of two case studies as part of the course content;
2. Make sure that quiz questions and test questions are not repetitive;
3. Outline a clear policy regarding instructor access, cheating, refunds, and completion deadlines; and
4. When returning graded quizzes to students, include explanations of why wrong answers are wrong, and sufficient information for students to understand which answer is correct.

When a student completes the Sales Agent course via correspondence, you must issue a course completion certificate on School letterhead which includes the following components:

1. School Name
2. Course Title
3. Student's Name
4. Instructor's Name
5. Final Numeric Grade
6. Course Completion Date
7. Signature of School Official (or instructor)

Along with this certificate, please provide a Sales Agent Exam Authorization request form (page 12 of this packet). The student must submit the original transcript and an examination request form in order to qualify for the Sales Agent Examination. Please note that students have one year following course completion to pass the Sales Agent examination and one year following the Sales Agent examination to apply for a Sales Agent license.

### **COURSE APPROVAL/RENEWAL:**

Qualifying education courses are approved for a one-year period. Each course sponsor is responsible for keeping track of expiration dates and applying for reapproval in a timely fashion if that sponsor wishes to continue offering the course. In order to avoid interruption in the course approval period, sponsors must apply for reapproval at least thirty days before course approval expires. Applications for reapproval received less than thirty days before expiration of the current approval period are subject to a \$100 late fee.

Fee: \$80.00

Make check payable to  
Maine State Treasurer.

# DISTANCE EDUCATION APPROVAL APPLICATION (SALES AGENT COURSE ONLY)

MAINE REAL ESTATE COMMISSION  
MAILING ADDRESS:  
35 STATE HOUSE STATION, AUGUSTA ME 04333-0035  
COURIER ADDRESS  
122 NORTHERN AVENUE, GARDINER ME 04345

FOR MREC OFFICE USE ONLY

CHECK NO \_\_\_\_\_

AMT \_\_\_\_\_

CASH NO \_\_\_\_\_

APPRVL DATE \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

PHONE 207 624-8515

FAX 207 624-8637

HEARING IMPAIRED 888-577-6690

INTERNET [WWW.MAINE.GOV/PROFESSIONALLICENSING](http://WWW.MAINE.GOV/PROFESSIONALLICENSING)

## REQUIRED ATTACHMENTS:

- |   |   |
|---|---|
| _____ Syllabus including textbook requirements  | _____ Two case studies with answer keys |
| _____ Instructor resume   | _____ Three quizzes with answer keys    |
| _____ Course workbooks/student handouts   | _____ Final examination with answer key |
| _____ Internet access codes or cds (if used)  |   |
| _____ Course administration policy, to include information regarding instructor access, course completion deadlines, grading, cheating and refunds. |   |

PROGRAM SPONSOR: \_\_\_\_\_

Please check type of organization:

- Degree-granting institution
- Proprietary School
- Public School Adult Education Program

CONTACT PERSON: \_\_\_\_\_

*(Person to whom MREC should direct any communication regarding program approval)*

STREET/PO BOX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

*(Attach a biography outlining qualifications to teach subject matter).*

STREET/PO BOX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

## CERTIFIED STATEMENT AND SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL

By my signature, I hereby agree to abide by the requirements and conditions set forth by Rule Chapter 360 of the State of Maine Real Estate Commission Rules and Regulations pertaining to qualifying education programs. I hereby certify that the information contained in this application is accurate and true to the best of my knowledge and belief.

\_\_\_\_\_  
SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL

\_\_\_\_\_  
DATE



# Maine Real Estate Commission Sales Agent Examination Authorization Request

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

E-mail Address (optional) \_\_\_\_\_

Signature: \_\_\_\_\_

- Please send me a copy of the Real Estate Exam Candidate Handbook.
- I already have a handbook; please do not send another.

In order to qualify for a Sales Agent license in Maine, you must complete the Sales Agent course (with a minimum passing score of 75%) and pass the Sales Agent Examination. Sales Agent candidates must submit to the Commission the original transcript for the Sales Agent course in order to obtain approval to sit for the examination.

The Commission will review your transcript to ensure that the program is approved for pre-licensing and issue a pink Sales Agent examination authorization card. The authorization card must be presented at the testing center in order to prove eligibility to sit for the Sales Agent examination.

Complete this form and send it with your ORIGINAL course transcript to:

**Maine Real Estate Commission  
35 State House Station  
Augusta, Maine 04333-0035**

No fee or other application is required with this form.

Please Note: your authorization card will expire one year from the completion date of your Sales Agent course. If you do not pass the Sales Agent examination within one year of completing the Sales Agent course, you will be required to pass the Sales Agent course again before further testing will be permitted.

*Maine Real Estate Commission 35 State House Station, Augusta, Maine 04333 (207) 624-8515  
Physical Location: 122 Northern Avenue, Gardiner, Maine 04345  
[www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)*