GOVERNMENT OF THE DISTRICT OF COLUMBIA
Occupational and Professional Licensing Administration
District of Columbia Real Estate Commission

CONTINUING EDUCATION / PRE-LICENSING EDUCATION / INSTRUCTOR APPLICATION

If you have any questions regarding this form, call the Commission staff at **1-202-442-4320**
Monday through Friday, 9 AM to 4:30 PM EST. **A charge of $65.00 will be imposed for dishonored checks (public Law 89-208).**

SECTION 1. PROVIDER REQUEST TYPE / FEES

Method (Origin) of Application

Code		Description
(CE)	☐	Continuing Education
(PL)	☐	Pre-Licensing Education
(DE)	☐	Distance Learning Education
(NI)	☐	New / Additional Instructor

FEE CALCULATION: **$65 per Course includes ONE instructor.**

_____ _____ $_____
NUMBER OF COURSES QTY (#)

_____ _____ $_____
NUMBER OF **ADDITIONAL** INSTRUCTORS QTY (#)

TOTAL ENCLOSED $_____

Make check or money order payable to **DC TREASURER** and mail to:

DC Real Estate Commission
DCRA / OPLA
1100 4th St. SW, Suite E500
Washington, DC 20024

DCRA / OPLA USE ONLY

CHECK $	CHECK #	STAFF MEMBER

SECTION 2. PROVIDER INFORMATION *All data in this section is required

PROVIDER / SCHOOL NAME*:

DIRECTOR / COORDINATOR*:

STREET ADDRESS*

CITY* STATE* ZIP CODE*

FEDERAL ID* TELEPHONE NUMBER* - - CE PROVIDER ID # PL PROVIDER #

E-MAIL ADDRESS*

THIS PAGE IS REQUIRED WITH ALL SUBMISSIONS. INCLUDE IT FOR COURSE OR INSTRUCTOR APPLICATIONS.

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code §2-1401.01 et seq. ("the Act"), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business or Victim of an Intra-Family Offense (domestic violence). Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF MAKING FALSE STATEMENTS

Any person convicted of making false statements shall be fined not more than $1,000 imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly, to any instrumentality of the District of Columbia government, under circumstances in which the statement could reasonably be expected to be relied upon as true.

NOTICE OF FRAUD, CORRUPTION AND WASTE

If you are aware of corruption, fraud, waste, abuse, or mismanagement involving any D.C. government agency, official or program, contact the Office of the Inspector General (OIG) at the OIG Hotline, (202) 727-0267 or (800) 521-1639 (toll free). All reports are confidential and you may remain anonymous. By law, government employees are protected from reprisals or retaliation by their employers for reporting to the OIG. The information you provide may result in an investigation leading to administrative action, civil penalties, or criminal prosecution in appropriate cases.

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SECTION 3. COURSE IDENTIFICATION AND INFORMATION

COURSE TITLE

CLOCK HOURS REQUESTED (1.0 Hour Minimum)

DELIVERY METHOD Classroom / Seminar Internet Computer Assisted

ARELLO Distance Education Provider Certification Status: Primary Secondary

TEACHING AIDS PowerPoint Computer Software DVD / Video / Webinar

Television Audio / MP3 Other: _____

Attendance / Monitoring Policy (Detail policy on: Attendance & Late arrival, Monitoring students, Make-up classes)

_____

_____

Records Maintenance (Detail procedures for maintaining all records for a minimum of five (5) years)

_____

_____

Exam / Re-Exam Policy (If applicable, detail exam procedures and make-up exam procedures)

_____

_____

SECTION 4. REQUIRED SUPPORTING DOCUMENTS CHECKLIST

Please indicate the supporting documents you have included with this package **or** requested to be sent to the DC Real Estate Commission. Keep a photocopy of all supporting documents for your records.

- Correct Fee: **$65** per **Course** Application. One Instructor included with course application. **Make check(s) payable to DC Treasurer.**
- Correct Fee: **$65** per **Instructor** Application. One Course included with instructor application. **Make check(s) payable to DC Treasurer.**
- Course outline with time allotted and a summary of instruction for each detailed segment.
- Full course schedule with dates, times and breaks for the two (2) year cycle for which the course will be approved.
- Copy or description of all course materials.
- Certificate of completion (Sample Attached)
- Attendance / Sign-in sheet (Sample Attached)
- Evaluation form (Sample Attached)
- Copy of all proposed advertising
- Instructor Certification
  Provide copy of last Certification of Instructor Approval if previously certified with DC Real Estate Commission (If applicable).
  Provide copy of last Certification as Certified Distance Education Instructor (CDEI™) approval from ARELLO (If applicable).
- Copy of ARELLO Approval Certificate for Distance Education

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SECTION 5a. COURSE SCHEDULE – LOCATION (S)

COURSE TITLE

STREET ADDRESSES WHERE CLASSES WILL BE HELD:

1. _____

2. _____

3. _____

SECTION 5b. COURSE SCHEDULE – DATE (S)

MM / DD / YYYY	Start	End	Break	Clock Hours	Days
/ /	am /pm	am /pm			Sun Mon Tues Wed Thurs Fri Sat
MM / DD / YYYY	Start	End	Break	Clock Hours	Days
/ /	am /pm	am /pm			Sun Mon Tues Wed Thurs Fri Sat
MM / DD / YYYY	Start	End	Break	Clock Hours	Days
/ /	am /pm	am /pm			Sun Mon Tues Wed Thurs Fri Sat
MM / DD / YYYY	Start	End	Break	Clock Hours	Days
/ /	am /pm	am /pm			Sun Mon Tues Wed Thurs Fri Sat
MM / DD / YYYY	Start	End	Break	Clock Hours	Days
/ /	am /pm	am /pm			Sun Mon Tues Wed Thurs Fri Sat
MM / DD / YYYY	Start	End	Break	Clock Hours	Days
/ /	am /pm	am /pm			Sun Mon Tues Wed Thurs Fri Sat

Copy this form for additional course entries. This form can only be submitted in conjunction with a course approval application or as an update to an approved course. After the course has been approved, the provider may submit e-mail notifications to **KEVIN.CYRUS@dc.gov**, 30-days in advance of the course offering. Providers may attach an already published schedule of courses in lieu of Section 5b. The schedule must show locations, dates, times, and titles of courses.

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SECTION 6. INSTRUCTOR APPLICATION

INSTRUCTOR NAME

PROVIDER NAME

COURSE TITLE

PROFESSIONAL DESIGNATIONS / CERTIFICATIONS

☐ CDEI Attach copy of last Certificate as Certified Distance Education Instructor (CDEI™)

☐ DC Fair Housing Instructor Development training. **Mandatory to teach DC Fair Housing**. Attach copy of certificate.

☐ I am NOT teaching DC Fair Housing ☐ Other: _____

☐ **ATTACH A RESUME OR BIO WHICH SUPPORTS APPLICANT'S QUALIFICATIONS.**

SCREENING QUESTIONS: All applicants must complete the following questions. Explain any "YES" answers below.

☐ Yes ☐ No Have you been involved in any lawsuits in the past three (3) years? Are there any pending lawsuits?

☐ Yes ☐ No Have you ever been convicted of any criminal offense, or are there any criminal charges pending against you now (Not including minor traffic violations)?

☐ Yes ☐ No Have you ever received a fee for conducting a real estate transaction in the District of Columbia?
If yes, please provide your real estate license number: _____

Explain "YES" answers to questions above:

_____

_____

_____

_____

INSTRUCTOR AUTHORIZATION:
The instructor's signature below certifies that the instructor represented in this application meets all DC jurisdictional requirements.

Date

_____

AUTHORIZED PROVIDER SIGNATURE:
I, the undersigned, do hereby certify that all the information provided on this form is, to the best of my knowledge, true and correct.

Date

_____

ADDITIONAL COURSE TITLE ($65 fee due)	COURSE ID #
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ADDITIONAL COURSE TITLE ($65 fee due)	COURSE ID #

COPY THIS FORM FOR ADDITIONAL COURSE ENTRIES. SUBMIT PAGE 1 (SECTIONS 1 & 2) WITH INSTRUCTOR APPLICATION.