



**BROKERAGE ADMINISTRATION AND SALES
SUPERVISION, AND ADVANCED PRACTICES
COURSES APPLICATION, RENEWAL AND
CHANGE FORM**

Real Estate Agency
530 Center St NE Ste 100
Salem OR 97301
Phone: 503-378-4170
www.oregon.gov.rea

Rev. 6/2016

INSTRUCTIONS

Initial Application

To apply to the Real Estate Agency for approval of the Brokerage Administration and Sales Supervision course, the Broker Advanced Practice course, or the Property Manager Advanced Practices course, the applicant must be a certified continuing education provider. Once the Agency receives the completed application with ALL applicable attachments, the Agency will review the application. The Agency will mail a letter to the applicant, at the mailing address provided, with the Agency's decision of approval or denial of the application. Allow 60 days for review of an initial course application.

Course Renewal

Course approval expires June 30. Course providers must apply for renewal of course approval annually. The applicant must complete this form, indicating any course or provider contact changes, and submit to the Agency no later than June 30.

Course Changes

Course providers must submit any changes to a course or course materials to the Agency for approval prior to use.

TYPE OF APPLICATION (choose one only)

- Initial Application Course Renewal Course Change

COURSE (choose one only)

- Brokerage Administration and Sales Supervision (BASS) Broker Advanced Practices (BAP) Property Manager Advanced Practices (PMAP)

COURSE PROVIDER

Course Provider _____

Physical Address _____ City _____ State _____ Zip Code _____

Mailing Address _____ City _____ State _____ Zip Code _____

Phone Number _____ E-mail _____

Fax Number _____ Website _____

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AUTHORIZED CONTACT

Authorized Contact Person _____ Title _____

Phone Number _____ E-mail _____

VENDOR INFORMATION

If the applicant is applying for approval to use course materials owned and developed by a third party vendor, please provide the following information.

ALL APPLICANTS EXCEPT COLLEGES, COMMUNITY COLLEGES AND UNIVERSITIES: Please submit completed Vendor Authorization Form as part of application packet.

Name of Vendor _____

Address _____ City _____ State _____ Zip Code _____

Name of Authorized Contact for Vendor _____

Phone Number _____ E-mail Address _____

COURSE DELIVERY METHOD

Classroom Distance Learning Other

ALL APPLICANTS EXCEPT COLLEGES, COMMUNITY COLLEGES AND UNIVERSITIES: If offering course in a distance education format, please provide below a description of the process the applicant will use to ensure the student enrolled in the course is the person taking the final examination. (Please use additional pages if necessary.)

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INDIVIDUALS AUTHORIZED TO SIGN CERTIFICATES OF COMPLETION

(May use additional page(s) if necessary)

Printed Name of Authorized Individual

Date _____

Signature of Authorized Individual

Printed Name of Authorized Individual

Date _____

Signature of Authorized Individual

Printed Name of Authorized Individual

Date _____

Signature of Authorized Individual

Printed Name of Authorized Individual

Date _____

Signature of Authorized Individual

Printed Name of Authorized Individual

Date _____

Signature of Authorized Individual

Printed Name of Authorized Individual

Date _____

Signature of Authorized Individual

Printed Name of Authorized Individual

Date _____

Signature of Authorized Individual

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INCLUDE THE FOLLOWING ATTACHMENTS AS PART OF A COMPLETE INITIAL APPLICATION:

- If offered for distance learning, information on how to access all online course material.

- Vendor Written Authorization Form, if applicable. (All applicants except colleges, community colleges and universities.)

- A completed Post-License Instructor Qualification Form for each instructor.

- A copy of the syllabus, including the hours allocated for each course topic.

Topics Checklist Form, completed to show where each course topic is located in the student materials.
 This applies to all courses, including courses developed by the course provider or developed by a third party vendor.

- Student materials including text(s), handouts, quizzes and assignments.

- Instructor materials, if any.

- Final examinations consisting of the applicable number of questions required for the course (See OAR 863-022-0020, 863-022-0022 and 863-022-0025.)

- The answer key for the final examination, as a separate document.

- A sample certificate of completion.

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AFFIRMATION

I hereby affirm that I am authorized to submit this petition on behalf of the course provider, that the information is true and accurate, and that:

- The course provider is a certified continuing education course provider.
- The course provider will transmit information on students who complete BASS courses from the course provider to PSI, the Real Estate Agency's examination provider. A student is only eligible to take a license examination after the course provider receives proof that the student has applied to the Agency and then transmitted course completion information to PSI.
- The course provider, authorized contact person, and all instructors will comply with the Real Estate Agency's statutory and rule requirements for course providers.
- The course provider will submit all revisions or updates to course materials to the Real Estate Agency for approval prior to using such materials using this form.
- The course provider will notify the Agency of any changes to the authorized contact using this form.
- The course provider will notify the Agency in writing within 10 day if an instructor approved to teach this course ceases to teach for the course provider.
- The signatures included above are all the individuals authorized to sign certificates.

Printed Name of Authorized Contact Person

Date _____

Signature of Authorized Contact Person

AGENCY USE ONLY			
Date Received _____	Approved	YES	NO
Review Date _____	Approval Date _____		