

## **IMPORTANT - PLEASE READ**

**You must be able to comply with the requirements of a Certified Continuing Education Provider if the Board approves your or your company's qualifications.**

When offering a course eligible for real estate continuing education credit, a Certified Continuing Education Provider **MUST** comply with **ALL** of the following requirements:

- Ensure the course is within the scope of one or more course topics listed in OAR 863-020-0035(3) or is the three-hour Law and Rule Required Course "LARRC" approved by the Board pursuant to OAR 863-022-0055. The Agency will not determine whether individual courses or classes are within the scope of an eligible course topic.
- Identify to real estate licensees which course topic(s) the offered course covers, or if the course is the three-hour Law and Rule Required Course "LARRC" under 863-022-0055, the Broker Advanced Practices course under OAR 863-022-0020, the Property Manager Advanced Practices course under 863-022-0055, or the Brokerage Administration and Sales Supervision course under OAR 863-022-0025.
- Ensure the minimum length of the course is one hour as required under OAR 863-020-0007.
- Assign a four-digit identifying course number to the course. (Any assignment of four numbers is acceptable. Each course must have its own number. Letters are not to be included in a course "number.")
- Ensure the course meets the learning objective requirements contained in OAR 863-020-0045. The Agency does not review or approve learning objectives.
- Ensure that the instructor who teaches a continuing education course offered for credit:
  - Meets the requirements set forth in ORS 696.186, and
  - Has completed and signed the Continuing Education Instructor Qualifications Form as required by OAR 863-020-0060.
- Obtain a copy of the completed and signed Continuing Education Instructor Qualifications Form for each instructor for your records per OAR 863-020-0050 and OAR 863-020-0060.
- Maintain records of each offered course as required by ORS 696.184(c) and OAR 863-020-0055 for three years from the date the course was provided.
- Upon completion of an eligible course, provide each licensee who attends the course a completed Certificate of Attendance that includes all of the information required under OAR 863-020-0050(5), including licensee name and license number.

**If petitioner is not able to comply with any of the above requirements, you may wish to consider being an instructor for an already certified provider. Visit the Agency's [website](#) for further information on instructor qualifications.**



# PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER

Rev. 3/2022

Real Estate Agency  
530 Center St. NE Ste. 100  
Salem OR 97301  
Phone: (503) 378-4170

## INSTRUCTIONS

To petition the Real Estate Board for approval of qualifications to become an applicant for certification as a continuing education provider, the petitioner must complete this form and submit it by e-mail to [nenah.y.darville@rea.oregon.gov](mailto:nenah.y.darville@rea.oregon.gov) a least 21 days before the next scheduled Board meeting at which the applicant wishes the Board to act.

### IMPORTANT:

- If the petitioner is an entity, the information provided must pertain to that entity. If the petitioner is an individual, the information provided must pertain to that individual.
- All information and documents submitted as part of this petition become part of the Board Packet, and therefore, public record.
- Petitioners will need to appear before the Board. This may be done in person or by phone. Once the Agency receives this completed petition, a letter will be sent to the petitioner with the date of the Board meeting the petitioner will need to attend.
- Please do not submit any class or course information as the Oregon Real Estate Agency Board is not able to review or consider this information.

If the Board approves this petition, the Agency will email a letter to the petitioner, confirming the Board's approval. The petitioner may then apply for certification as a continuing education provider under OAR 863-020-0030.

## PETITIONER

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Physical Address \_\_\_\_\_ Address Cont. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

E-mail \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ Address Cont. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

## AUTHORIZED CONTACT PERSON

Prefix \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Indicate who will appear before the board on behalf of the Petitioner: \_\_\_\_\_

### AGENCY USE ONLY

Approved by Board YES NO

Review Date \_\_\_\_\_



**PETITION TO QUALIFY AS A CONTINUING EDUCATION PROVIDER, Continued**

<b>AUTHORIZATION AND ATTESTATION</b>
<ul style="list-style-type: none"> <li>I hereby certify that I am authorized to submit this form on behalf of the petitioner and that the information is true and accurate, to the best of my knowledge.</li> <li>I certify that petitioner, or authorized individual on petitioner's behalf, has read, understands and is ready to comply with the statutory and administrative rule provisions applicable to certified continuing education providers.</li> <li>I attest that petitioner knows and understands the responsibilities of a certified continuing education provider under OAR 863-020-0050.</li> <li>I attest that petitioner knows and understands the requirements of an instructor under ORS 696.186 and the information required on a continuing education instructor qualification form under OAR 863-020-0060.</li> </ul>

<b>I UNDERSTAND:</b>			
	<b>Initials</b>	<b>Date Completed</b>	<b>Agency Use Only</b>
I will complete the Continuing Education Provider Application and will pay the \$300 fee upon Board approval.			
I understand the requirements of an education provider as outlined in Oregon Administrative Rules (OAR) Chapter 863, Division 20.			
Petitioner has demonstrated their experience and expertise in two or more course topics eligible for continuing education credit as listed in OAR 863-020-0035.			
Petitioner has demonstrated their experience in providing educational courses to real estate licensees.			

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Authorized Individual

\_\_\_\_\_  
Signature of Authorized Individual

