

**Real Estate Board**  
**PRELICENSE COURSE APPROVAL APPLICATION**  
**Submitting an Education Course Application Electronically**

The Virginia Real Estate Board only accepts course applications electronically. The process is outlined below:

1. Complete the entire application, leave nothing blank. Enter "NA" if the question is not applicable.
2. Compile one set of the "Required Attachments" as outlined on the last sheet of this application package. Include each attachment header sheet even if there is no documentation to be submitted.
3. Providers shall arrange their application with the Prelicense course application first, followed by each required attachment in the order as it is shown on the instruction sheet. Do not include any of the instruction sheets in your final submission.
4. Combine the Prelicense course application and all attachments into one single PDF by scanning the entire document together or create a single PDF using digital software. If using digital software to create the PDF, the final package must be compatible with Adobe Acrobat DC. Reduce the file size as much as possible.
5. The electronic application should be given a file name that matches the course title provided in Question 10 from the Prelicense course application.
6. Email the final PDF document to [reschool@dpor.virginia.gov](mailto:reschool@dpor.virginia.gov). In the email "Subject" line, type the Education Provider's name (an abbreviation will be fine), a hyphen and the title of the document. An example would be: "DPOR - ABC Course Title.pdf".

Applications must be submitted electronically to the Board's email address by the deadline date. These dates are located on the Board's website under the "Education and Exams" section-tab located here: <http://www.dpor.virginia.gov/Boards/Real-Estate/>.

The course application will be reviewed by the board's specialist. If the information provided is **correct** and **complete**, the course will be added to the next Real Estate Board Education Committee Meeting Agenda, and an "Acknowledgment Letter" will be emailed to the provider.

If the course is **incorrect** or **incomplete**, the provider will be notified by email and the course will **not** be added to the committee agenda. Once corrections have been made, the course will then need to be resubmitted to the Board for review. Once the application is correct and complete, it will then be added to the **next** committee meeting agenda\*.

\* If the original deadline date has past, the application package will **not** be added to the RE Education Committee meeting agenda until the **next** scheduled meeting.

Feel free to contact the Real Estate Board Education Section at [reschool@dpor.virginia.gov](mailto:reschool@dpor.virginia.gov) or at 804-367-2406 with any questions.

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**No Fee Required**

Once a course is approved, it may not be substantially altered. A substantial alteration is any change that would modify the content or time allocations stated in the course outline or change any of the stated course topics. If a course is altered, the revised/new course must be submitted for Board approval. Education Providers must notify the Board concerning any change in administrative information.

1. Education Provider Name \_\_\_\_\_
2. Education Provider Number \_\_\_\_\_
3. Email Address \_\_\_\_\_  
( Address must be the same as the address on record with the Board for the Education Provider.)
4. Name of Contact Person \_\_\_\_\_
5. Contact Number \_\_\_\_\_  
Primary Telephone                      Extension

6. Course Delivery Type
  - Physical Classroom | *student and instructor real-time interaction in-person*
  - Virtual Classroom | *student and instructor real-time interaction through video conferences, Internet, or other multimedia courseware*
    - Is the Classroom course (physical or virtual) offered ONLY at a proctored location?     No     Yes  
(Only courses offered at proctored locations can be used to satisfy Board-ordered education.)
  - On-line♦ | *self-directed, student-paced Web-based coursework without real-time instructor-led training*
  - Correspondence♦ | *self-directed, student-paced coursework without instruction*
    - ♦ Correspondence and On-Line courses must include appropriate testing procedures (quiz or examination) to verify course completion and a Notarized Affidavit Form to certify student course compliance requirements.

7. Is this course Board-approved for another education provider?
  - No
  - Yes     If yes, write the Board's course approval number below and attach a letter from the approved education provider authorizing your school to use the approved course.  
 Board's approval number: \_\_\_\_\_ (See Required Attachments\* on page 2 )

8. Describe method of monitoring attendance

OFFICE USE ONLY	APPROVAL NO.	BROKERAGE	LAW	FINANCE	APPRAISAL	OTHER	PRINCIPLES & PRACTICES
					TRANS		FILE NO.
					1005/1030	0214	

9. Describe method of maintaining records

10. Select **one** of the following Prelicense Education course types:

Salesperson - 60 hours    Course Title: \_\_\_\_\_

Broker - 45 hours            Course Title: \_\_\_\_\_

Real Estate Brokerage             Real Estate Law

Real Estate Finance                 Real Estate Appraisal

Other (provide course title): \_\_\_\_\_

11. *I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application.*

Contact Person's Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Required Attachment on the next page)*

## Required Attachments

Arrange the attachments behind the completed course application in number order. Label each attachment with the appropriate section header sheet according to the descriptions given below. Once the course application package is complete and combined into one electronic document format (.pdf), do not include any security settings for the final document. Include section header sheet for all the attachments, even if there is no documentation to be submitted. Reduce the file size as much as possible.

Examples of section header sheets:



- \* Attachment #1 - A comprehensive **Timed Course Outline** (TCO) indicating: a) the number of days the course will meet; b) the number of class hours for each meeting day; c) the course content covered during each hour; and d) for a Salesperson course, indicate where each of the 25 required subjects in 18 VAC 135-20-400 of the Board's regulations will be covered (see Exhibit #1). The TCO must include detailed, clear information for each course section. Course applications with inadequate TCOs will be rejected.
- \* Attachment #2 - A copy of the Virginia Real Estate Board **Instructor Prelicensure Education Certificate** for each course instructor, which shows the instructor's qualifications to teach this course. If the Instructor certificate has not been approved at the time of this application, provide the name of the proposed instructor.
- Attachment #3 - A copy of the course's textbook cover and table of contents or a copy of the **course materials**. If course is approved for another Provider, attach a copy of the course's approval letter.
- Attachment #4 - A description of any research assignments and copy of any **research materials**.
- \* Attachment #5 - A copy of the final **exam** (indicate percentage of correct questions required to pass the final exam), and a copy of all **tests and quizzes**.
- \* Attachment #6 - A description of how the written, monitored final exam will be **administered**.
- \* Attachment #7 - A copy of the **Course Completion Certificate (CCC)**. Please include the following information on the CCC: 1) Official School Name; 2) Student's Name; 3) Course Name; 4) Course Approval Number; 5) Course Hours; 6) Course Completion Date; 7) A statement that this course is approved by the Virginia Real Estate Board for Pre-Licensure Education pursuant to Section 54.1-2105 of the Code of Virginia; and 8) The name and signature of the School Director/Administrator.
- \* Attachment #8 - Evidence of a **course timer** (required only for online or other distance learning courses).
- \* If your course is already Board-approved for another education provider, you are only required to submit Attachments one (#1), two (#2), five (#5), six (#6), seven (#7) and eight (#8 - if required).

*(Exhibit 1 on the next page.)*

# EXHIBIT 1

18VAC135-20-400. Course content of real estate principles and practices.

The following shall be included in the four-semester-hour or six-quarter-hour course which shall not have less than 60 class hours:

1. Economy and social impact of real estate
2. Real estate market and analysis
3. Property rights
4. Contracts
5. Deeds
6. Mortgages and deeds of trust
7. Types of mortgages
8. Leases
9. Liens
10. Home ownership
11. Real property and title insurance
12. Investment
13. Taxes in real estate
14. Real estate financing
15. Brokerage and agency contract responsibilities
16. Real estate marketing
17. Real property management
18. Search, examination, and registration of title
19. Title closing
20. Appraisal of residential and income producing property
21. Planning subdivision developments and condominiums
22. Regulatory statutes
23. Housing legislation
24. Fair housing statutes
25. Real Estate Board regulations

Statutory Authority

§ [54.1-2105](#) of the Code of Virginia.