



Department of Commerce

Division of Real Estate & Professional Licensing

John R. Kasich, Governor
Andre T. Porter, Director

77 South High Street, 20th Floor
Columbus, Ohio 43215-6133

Please visit our website at
www.com.ohio.gov/real

614 | 466-4100
Fax 614 | 644-0584
TTY/TDD: 800 | 750-0750

INDIVIDUAL APPLICATION FOR APPROVAL OF C. E. ELECTIVE COURSES

FEE: \$100.00 per course

Use this form to submit a course, not previously approved by the Division, for Ohio real estate continuing education credit.

- Complete a separate form for each out-of-state course you attend.
A non-refundable processing fee of \$100.00 for each out-of-state course submitted must be included with this filing.
The section of this form titled, "THIS SECTION MUST BE COMPLETED BY THE OUT-OF-STATE COURSE PROVIDER" must be completed and signed by a representative of the entity which offered the course.

The following courses DO NOT QUALIFY for continuing education credit:

- Pre-licensing and post-licensing courses;
The three required courses in Civil Rights, Core Law, and Canons of Ethics;
Internet (online) courses
College courses
Any course not within the current reporting period
Any course completed as part of a disciplinary action ordered by any licensing entity.

Form with fields for: FIRST NAME, MIDDLE NAME, LAST NAME, DATE OF BIRTH, HOME ADDRESS, CITY, STATE, ZIP CODE + 4, HOME PHONE, BROKER NAME, BROKER PHONE, BROKER FAX, and LICENSE TYPE(S) HELD AND FILE NUMBER(S).

THIS SECTION MUST BE COMPLETED BY THE OUT-OF-STATE COURSE PROVIDER. Fields include: COURSE TITLE, DATE(S) OF COURSE, HOURS, COURSE PROVIDER, PROVIDER PHONE, PROVIDER FAX, PROVIDER ADDRESS, CITY, STATE, ZIP CODE + 4, and a signature line for the School Administrator.

THE LICENSEE MUST COMPLETE THE FOLLOWING CERTIFICATION. I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form or any of the attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license. I attest that I did in fact attend the courses listed for at least 90 percent of the time indicated. Includes a signature line for the Licensee.

To avoid suspension of your license, submit 60 days prior to your renewal due date.