

NEW HAMPSHIRE REAL ESTATE COMMISSION
121 South Fruit Street, Suite 201, Concord, NH 03301

Re-Accreditation of Elective Course(s) Information and Instructions

A course that has been submitted for review cannot be scheduled or advertised prior to accreditation without including the information that the course is pending NHREC accreditation and may or may not be accredited. An approval letter will be e-mailed to you once a course has been accredited.

E-Mail or Mail to the Commission office:

- If you are seeking accreditation under a firm and/or trade name that will be offering classes within the state of NH, submit **proof** that your firm and/or trade name is registered and in good standing with the NH Secretary of State's office, a printout from the SOS website is sufficient. Documentation of registration and good standing may be obtained from the Secretary of State's website, www.sos.nh.gov. This does not apply to out-of-state companies that offer on-line education.

- See application form for more information

If content has changed or updated in your course, please submit:

- Detailed timed course outline which includes the following:
 - Your name or the school/company name
 - The current date
 - A short course description
 - Time devoted to each topic
- Copy of all study materials, handouts, power point, etc.
- The appropriate Instructor Acknowledgement Form(s) for each course.
 - Course providers are responsible to keep course material up-to-date as law, rule, or other changes take place during the accreditation period.
- List all instructors, if there are any new instructors, include a resume for each. Include other documentation as needed to substantiate applicant's qualifications pursuant to Rea 302.01 d. Also if there are any instructors that should be removed please indicate this on the application.
- Policies:
 - The Commission Clarified breaks at its March 18, 2014 meeting that *"...5 minutes per each hour of a course is allowed for breaks without having to extend the length of the course."*
 - Attendance and tardiness policies including:
 - A statement about your method of tracking attendance and tardiness.
 - Information on how tardiness is dealt with.
 - Refund and cancellation policies including:
 - Reasons for cancellation and how students are notified
 - How refund of registration fee is handled.

Mail – The Application form and \$100 evaluation fee per course. One check, made payable to: Treasurer, State of New Hampshire, may be submitted for multiple applications.

Distance Learning elective continuing education courses require a test with a minimum of 20 questions, and licensees must pass with a grade of 80% or better to complete the course and receive education credit. If the course requires students to master each section by passing a quiz (with at least 80%) before continuing on to the next section of the course, the Commission will accept these quizzes in lieu of a final exam. Correspondence booklets must have the test/quiz answers removed before sending out the booklet.

In addition to the items requested above, please submit:

- Statement of the entire distance education process from first contact to delivery of the education credit affidavit..
- Schedule of when you are available to the students for answering questions and concerns.
- Include the contact information for everyone who will respond to subject matter questions.
- Access procedure for this office to review the on-line course.
- Answers to quiz and test questions.
- If this course is ARELLO certified, please submit certification.

Additional Information

Course providers must update material during the 2 year period as laws, rules or other changes take place. These updates and changes should be noted or highlighted in the course material as well as noted on the outline.

Courses are accredited for a period of 2 years from the date of approval and may not be offered for education credit after the expiration date.

Renewal material will be e-mailed to you prior to the course expiration date, but if you have not received it by the time you wish to begin the re-accreditation process, you may request that the material be sent to you.

A re-accreditation letter will be e-mailed to you once your course(s) has been reviewed and the accreditation process is completed.

If you are submitting *multiple* courses

- which have the same accreditation period
- the same number of credit hours
- the same instructor(s)
- same method(s) of delivery

Submit these on the form, “Application for Re-Accreditation of Multiple Elective Courses”. If your course does not meet the above criteria, submit a separate application form for each course.

To determine qualifications and requirements for course content and instructors please see www.oplc.nh.gov click on Laws and Rules, and scroll to Rea 302 “Qualifications”.

To avoid delays in processing, please be sure that all the requested material and information is submitted.

Please contact Dawn Marier at dawn.marier@oplc.nh.gov or 603-271-1199 if you need additional information or have any questions.

OPLC – Division of Technical Professions
REAL ESTATE COMMISSION
121 South Fruit Street, Suite 201, Concord, NH 03301
603-271-2219 Fax 603-271-7928
<http://www.oplc.nh.gov/real-estate-commission/index.htm>

Receipt Number _____
Amount Received _____
Check Number _____
Renewal Date _____
Course Number _____

APPLICATION FOR RE-ACCREDITATION OF ELECTIVE COURSE

Name of Course Provider: Your own name or the firm name and/or trade name under which the course will be accredited*.

Mailing Address _____

Physical Address (if different from mailing address) _____

School Director _____ Contact Person _____

Telephone # _____ Telephone # for the public if different _____

Fax # _____ E-mail Address _____

E-mail Address for the public if different _____ Website _____

COURSE TITLE _____ Expiration Date _____

Course # _____ Hours of Course _____ Approval Credit Hours _____ Fee Charged _____

Method(s) of Delivery _____
(Class, seminar, workshop, internet or correspondence book, audio, video)

Location(s) where the course will be offered _____

Names of Instructors (indicate if any are new instructors for this course) _____

See Information/Instructions for Elective Course Accreditation for details about material to be submitted along with this form and the \$100 review fee.

***Firm Name and/or Trade Name:**

- If you are seeking course accreditation under a trade name, sole proprietorship, partnership, association, corporation, limited liability company or any other business association, and will be offering classes within the state of NH, the name must be registered and in good standing with the NH Secretary of State. This does not apply to out-of-state companies that offer on-line education.
- Forms to register with the Secretary of State’s office may be obtained at their website, <http://www.sos.nh.gov/corporate/forms.html>.
- Documentation of registration and good standing may be obtained from the Secretary of State’s website, www.sos.nh.gov. That documentation will serve as proof that your firm and/or trade name are registered and in good standing with the NH Secretary of State’s office.

OPLC – Division of Technical Professions
REAL ESTATE COMMISSION
121 South Fruit Street, Suite 201, Concord, NH 03301
603-271-2219 Fax 603-271-7928
<http://www.oplc.nh.gov/real-estate-commission/index.htm>

Receipt Number _____
Amount Received _____
Check Number _____
Renewal Date _____
Course Number(s) _____

APPLICATION FOR RE-ACCREDITATION OF MULTIPLE ELECTIVE COURSES
This form may be used only for courses that have the same approval date, credit hours, fee, methods of delivery and instructors.

Name of Course Provider: Your own name or the firm name and/or trade name under which the course will be accredited*.

Mailing Address _____

Physical Address (if different from mailing address) _____

School Director _____ Contact Person _____

Telephone # _____ Telephone # for the public if different _____

Fax # _____ E-mail Address _____

E-mail Address for the public if different _____ Website _____

COURSE TITLE	Course #	COURSE TITLE	Course #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Expiration Date _____ Hours of Course _____ Approval Credit Hours _____ Fee Charged _____

Method(s) of Delivery _____
(Class, seminar, workshop, internet or correspondence book, audio, video)

Location(s) where the courses will be offered _____

Names of Instructors (indicate if any are new instructors for this course) _____

See Information/Instructions for Elective Course Accreditation for details about material to be submitted along with this form and the \$100 review fee for each course renewed.

***Firm Name and/or Trade Name:**

Continued

- If you are seeking course accreditation under a trade name, sole proprietorship, partnership, association, corporation, limited liability company or any other business association, and will be offering classes within the state of NH, the name must be registered and in good standing with the NH Secretary of State. This does not apply to out-of-state companies that offer on-line education.
- Forms to register with the Secretary of State's office may be obtained at their website, <http://www.sos.nh.gov/corporate/forms.html>.
- Documentation of registration and good standing may be obtained from the Secretary of State's website, www.sos.nh.gov. That documentation will serve as proof that your firm and/or trade name are registered and in good standing with the NH Secretary of State's office.

NEW HAMPSHIRE REAL ESTATE COMMISSION
PROVIDER ACKNOWLEDGEMENT

Complete this form if you are seeking accreditation or re-accreditation of your own original course and material.

I, _____, certify that the course(s)
(a list of your courses may be attached if you need more room)

submitted to the Commission for accreditation or re-accreditation is an original course(s) which I developed, designed and created, and that I am not in violation of copyright laws.

I plan to offer this course(s) as a live class and/or as a distance learning course(s) by correspondence booklet , audio , video , computer disk , and/or internet delivery and I further certify:

- That all the course materials are up to date and that nothing in this course(s) is in conflict with Federal Law or NH State Laws, Rules and practice.
- That as the laws, rules and practices affecting the content of this course change, I will update course materials and provide these updates to the Commission.

► Names of individuals who have permission to teach this course for your school or company under your accreditation. _____

Signature

Date

NEW HAMPSHIRE REAL ESTATE COMMISSION
PROVIDER ACKNOWLEDGEMENT

Complete this form if your school or company is seeking accreditation or re-accreditation of original course and material that was developed for your school.

I, _____, certify that the course titled _____, submitted to the Commission for accreditation or re-accreditation is an original course which was developed, designed and created by _____ for (school/company name) _____ and that we are not in violation of copyright laws.

We plan to offer this course as a live class and/or as a distance learning course by correspondence booklet , audio , video , computer disk , and/or internet delivery and I further certify:

- That all the course materials are up to date and that nothing in this course is in conflict with Federal Law or NH State Laws, Rules and practice.
- That as the laws, rules and practices affecting the content of this course change, the course materials will be updated and provided to the Commission.

► Names of individuals who have permission to teach this course for your school/company under your accreditation. _____.

Signature

Date

NEW HAMPSHIRE REAL ESTATE COMMISSION PROVIDER ACKNOWLEDGEMENT

Complete this form if you are seeking accreditation under your own name or your school/company name, and/or teaching a class, and/or providing a distance learning course using material from another provider/publisher.

(Example: Material from the Dearborn Publishing Co, 360 Training, Realty, NAR, etc.)

A form must be completed by each instructor.

If you offer multiple courses, use one form, attach a list of course titles, and indicate the publisher and copyright date beside each.

I, _____, certify that the course, _____
_____ submitted to the Commission for accreditation or re-accreditation is from a book or course titled _____, with a copyright date of _____, published by _____, and that the material is being used with that person's or company's permission and in accordance with the owner's guidelines. ***Should I no longer retain the right to use copyright material I will notify the Commission of this change within 5 days.***

Will you be providing original copyrighted study material to each student? _____. If no, please explain. _____

I plan to offer this course as a live class and/or as a distance learning course by correspondence booklet , audio , video , computer disk , and/or internet delivery and I further certify:

- That I have personally read and completed the entire course, including the course outline, case studies, quizzes, test, answer key, and all other course material as applicable;
- That all the course materials are correct and that nothing in this course is in conflict with Federal Law or NH State Laws, Rules and practice.
(If errors or conflicts are found, check here and attach a statement listing any issues you have with the material and how the issues will be rectified, and provide the corrected or clarified material to the Commission office along with this form);
- That as the laws, rules and practices affecting the content of this course change, I will update the material that is taught in the class and provide these updates to the Commission and to students taking the course by distance learning methods.
- That I fully understand the material, am able to teach the course, and have sufficient knowledge of the subject to answer students' questions on this material;

Signature

Date

FAQ for New Elective Course Application

Q What should I email to the commission, and what should I send in the mail?

A Email the entire course package either as one document or several, for example the course material as a pdf and the power point presentation. A copy of the application should be mailed along with a check (see instruction page) to the commission. Or you can mail the entire package to the commission along with the payment.

Q When can I advertise my course?

A A course that has been submitted for review cannot be scheduled or advertised prior to accreditation without including the information that the course is pending NHREC accreditation and may or may not be accredited.

Q How do I document that my business is registered, and in good standing with the secretary of state's office?

A The secretary of state's office would have sent you a certificate when you registered with a status. A copy of the certificate showing your status as "*good standing*", is required with the first application. After you have an accredited course the printout showing your status is sufficient.

Q The instructor is already approved by the commission for other courses, do I need to submit a resume?

A Not if the commission has a recent resume on file, and if the instructor's experience is relevant to the new course topic, when in doubt, include an updated resume.

Q Who can I call if I have questions and want to talk with someone about my course?

A Please feel free to call Dawn Marier 603 271 1199 or email Dawn at dawn.marier@oplc.nh.gov

Credit Card Sheets are not accepted via e-mail.

You may pay your fee with a credit card by filling out this form. Please make sure that all information is correct and up to date. Indicate what the fee is for under transaction type.

Fax: 603-271-7928

This page will be destroyed after the transaction has taken place.

Transaction Type:		Amount Due:	
Card Type: (please select one) <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard (required)			
Card Number			(required)
Expiration Date:	Month:	Year:	(required)
Billing Name and Address (your billing address must match the address associated with the credit card you are using.)			
Name on Card:			
Billing Address:			
City:			
State/Province:			
Zip/Postal Code:			
Country:			
Authorization Signature :			