

New Core Course Accreditation 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. This does not apply to out-of-state companies that offer on-line education.
 - See application form for more information
- 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 of law, rule, or other changes during the accreditation period.
- List all instructors and include a resume for each. Include other documentation as needed to substantiate applicant's qualifications pursuant to Rea 302.01 d.
- 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 or a copy and \$100 evaluation fee per course.

Additional Information

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.

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

Please contact Dawn Marier at dawn.marier@oplcr.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
<https://www.oplc.nh.gov/real-estate-commission/education.htm>

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

APPLICATION FOR ACCREDITATION OF 3 HOUR CORE 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 _____

Method(s) of Delivery _____ Fee charged _____
(live class, correspondence)

Location(s) where you plan to offer the course after accreditation _____

Names of all instructors _____

See Information/Instructions for Core Course Accreditation for details about material to be submitted along with this form and the \$100.00 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, the name must be registered and in good standing with the NH Secretary of State.
- 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

New Hampshire Real Estate Commission Core Course Outline

The Core course must be updated on a continual basis as regulations and other changes become effective, as problem areas and issues come to light, and as additional pertinent information becomes available from the monthly Commission Meetings, and or other sources.

Timing

Times given for each section are guidelines, allowing flexibility for instructors to meet the needs as they vary from class to class.

Each of the topics and sub-topics are to be covered during the class; some topics may require only a brief reminder.

The Commission Clarified breaks at it's 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."*

Commission Minutes

As they occur, Commission Decisions, Orders, Settlement Agreements and Declaratory Rulings that are relevant to core course topics should be incorporated into the existing outline to support or clarify them, and to emphasize the importance of compliance. See the OPLC website; <https://www.oplc.nh.gov/real-estate-commission/meetings.htm> for minutes to each meeting.

Legislative Updates

Law changes that are relevant to the practice of real estate brokerage should be incorporated into the appropriate topics of the outline.

List of Required Handouts & Links for most updated information

If you teach from the handouts, they should be included during the appropriate section of the course.

- Core Course Handout – Resource Contact List (Updated 2019)
- Brokerage Relationship Disclosure Form –

<https://www.oplc.nh.gov/real-estate-commission/documents/brokerage-relationship-disclosure-form.pdf>

- EPA and Lead Paint - <https://www.epa.gov/lead>
- Federal Lead Paint Disclosure Form (Property address must be included on the form)
<https://www.epa.gov/lead/real-estate-disclosures-about-potential-lead-hazards>
- NH Human Rights' Fair Housing Handout - <https://www.nh.gov/hrc/index.html>
- Human Rights' Poster (optional) <https://www.nh.gov/hrc/posters.html>

Timed Outline

I. Introduction

5 MINUTES

- Overview of NHREC website
- License Law & Administrative Rules are available on the NHREC website

II. License Application and Renewal Forms

5 MINUTES

- Print forms from NHREC website
- Take care to use the correct form
- Read carefully, answer all questions, and complete entire form
- Answer carefully
- Character references
- Education credit affidavits for internet courses

III. License Law, Rules

30 MINUTES

- Notices sent to licensees by e-mail RSA 331-A:7 VII
- Mailing postcard renewal notices RSA 331-A:19 I
- Change of Address RSA 331-A:17; Rea 404.02
- Advertising RSA 331-A:16 IV
- On-site Principal or Managing Broker; Branch Offices RSA 331-A:16
Commission Decisions on Appointment Centers
- Broker Supervision RSA 331-A:16
- Escrow RSA 331-A:13; Rea 702.01, 702.02
- Inactive Status - No referrals RSA 331-A:12-a
- Expired License – No brokerage activity; Lapse of License RSA 331-A:18
- Expired Principal Broker or Firm – Consequences
- Out-of-State Licensees, liability for NH brokers; Cooperating Agreements
RSA 331-A:22-a; Rea 703.01
- Personal Assistants
- Electronic Signatures and Recordkeeping
- Other areas as needed

IV. Agency - Existing Regulations & Practice

60 MINUTES

- Agency relationships & responsibilities RSA 331-A:25-a-b-c-d-e-f
 - Seller Agency
 - Buyer Agency
 - Sub-agency
 - Disclosed Dual Agency – Four requirements Rea 701.01g 1-4
 - Designated Agency
 - Facilitator
- Brokerage Relationship Disclosure Rea 701.01
 - First Business Meeting
- Brokerage Contracts Rea 404.04
- Limited brokerage service/Fee for service (including entry only listings)
- Ministerial Acts
- Other related areas as needed

V. Property Disclosure

25 MINUTES

- Rea 701.02
- Explicit Disclosure Requirements Rea 701.03, 701.04, 701.05
- Disclosures and Notices RSA 477:4
- Lead Paint and review of Federal Lead Paint Form
- Condominium Act RSA 356:B
 - Non-binding Reservations/AG Approval
 - Unit Owners Association/Condo Fees
- Condominium Questionnaire - Lender Requirements
- Megan's law - Challenges for licensees
- Use of phrase "I don't know"
- Site Assessments RSA 483-B:4, RSA 485-A:39
- Environmental issues as changes occur

VI. Other Issues

10 MINUTES

- Property Insurance: Importance of informing consumer of potential issues early in the transaction
 - Flood Insurance
 - CLUE Report
- Anti-trust: Price Fixing; Group Boycotting; Allocation of Customers; Tie-ins
 - 50/50 split language and other problem areas and as changes occur
- Consumer Protection RSA 358-A:2,3
- Safety Issues and Concerns
- Miscellaneous

VII. Fair Housing

10 MINUTES

- Protected Classes
- Exceptions - 80/20, 55 & older
- Review advertisements
- Equal Housing Opportunity Poster - Requirement reminder

CORE COURSE HANDOUT – RESOURCE CONTACT INFORMATION

September 2019

NH Board of Manufactured Housing	603-271-0606	https://www.oplc.nh.gov/manufactured-housing/index.htm
US Consumer Finance Protection Bureau (CFPB)		https://www.consumerfinance.gov/
NH Department of Environmental Services (DES)	603-271-3503	https://www.des.nh.gov/
US Department of Housing and Urban Development (HUD)	202-727-0167	https://www.hud.gov/
NH Department of Justice – Consumer Protection	603-271-3643	https://www.doj.nh.gov/consumer/
NH Department of Revenue Administration	603-271-2191	https://www.revenue.nh.gov/
NH Human Rights Commission	603-271-6339	https://www.nh.gov/hrc/
Internal Revenue Service (IRS)	800-829-1040	https://www.irs.gov/
NH Banking Department	603-271-3561	https://www.nh.gov/banking/
NH General Court (To check status of House and Senate Bills)		http://gencourt.state.nh.us/bill_Status/
NH Housing Finance Authority (NHHFA)	603-472-8623	https://www.nhhfa.org/about
NH Insurance Department	603-271-2261	https://www.nh.gov/insurance/
NH Legal Assistance		https://www.nhla.org/
NH Office of Strategic Initiatives	603-271-2155	https://www.nh.gov/osi/planning/programs/fmp/
New Hampshire Real Estate Commission (NHREC)	603-271-2219	https://www.oplc.nh.gov/real-estate-commission/index.htm
Links for NH Legal Aid		https://nhlegalaid.org/resources
State of New Hampshire		https://www.nh.gov/index.htm
US Environmental Protection Agency (EPA)	800-372-7341	https://www.epa.gov/