

NEW HAMPSHIRE REAL ESTATE COMMISSION  
121 South Fruit Street, Suite 201, Concord, NH 03301  
1/2020

**Re-Accreditation Post Licensing and Optional Post Licensing Course 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.

New Rule Requirements

Rea 403.01

(c) A salesperson renewal applicant as defined in Rea 403.01(b), who is applying for his or her first renewal, shall complete post-licensing continuing education courses as designated by the commission to meet the applicant's 12 hours of continuing education elective courses in addition to the core course.

(d) The 12 hours of post-licensing continuing education in Rea 403.01(b) shall consist of accredited courses from one each of four approved post-licensing course topics, and may include one or more additional accredited courses from approved optional post-licensing course topics.

***A salesperson renewal applicant as defined in Rea 403.01(b), who is applying for their first renewal,***

Rea 302.03(a) *A post-licensing course shall meet or exceed the commission's learning objectives in one of the following four required course topics:*

1. *P & S contracts;*
2. *Ethical Behavior;*
3. *Disclosure Forms; or*
4. *Agency*

*The optional courses topics:*

1. *Fair Housing*
2. *New Construction*
3. *Advertising*
4. *Conflict and Dispute Resolution*
5. *Negotiations; and*
6. *Broker Agreements*

(b) Courses for each of the topics shall:

1. Be accredited for a minimum of 2 hours and no more than 3 each;
2. Meet or exceed the commission's learning objective for that course;  
*Note: There are no specific learning objectives written in the current rules for the optional courses, however this will be changed before the 2 year period is up (2/1/2022)*  
and
3. Be taught either in-class or by internet live-class, pursuant to the following:
  - a. An internet live-class shall have live video and audio feeds of all participants that will allow real time visualization and communication among all participants; and

- b. The Course instructor shall only issue a completed course affidavit to a live-class attendee who was present by video and audio throughout the course.

See the full requirements by accessing our website at; <https://www.oplc.nh.gov/real-estate-commission/laws-rules.htm>

Please follow Steps 1 & 2 below:

**Step 1 - E-Mail or Mail** to the Commission office:

- Detailed current timed course outline which includes the following:
  - Any changes or updates to the course
  - If there are “*no changes*” indicate this
- Copy of all course 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, if new. Include other documentation as needed to substantiate applicant’s qualifications pursuant to Rea 302.01 d.
- Provider policies regarding attendance and cancelations:
  - 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.*”
  - Attendance and tardiness policies including:
    - A statement about your method of tracking attendance and tardiness (**see below for internet Live-class requirements**).
    - Information on how tardiness is dealt with.
    - A clear and complete description of attendance records for any class or internet live-class course in accordance with the requirement stated below.
  - Refund and cancellation policies including:
    - Reasons for cancellation and how students are notified
    - How refund of registration fee is handled.

**Step 2 - Mail** – The completed Application form and \$100 evaluation fee per course. Multiple courses maybe put on one application. One check, made payable to: Treasurer, State of New Hampshire, may be submitted for multiple applications. You may also pay by credit card by either faxing or mailing a completed credit card slip, please DO NOT EMAIL the CC form.

### Internet Live- Class

An internet live-class shall have live video and audio feeds of all participants that will allow real time visualization and communication among all participants; and

The Course instructor shall only issue a completed course affidavit to a live-class attendee who was present by video and audio throughout the course.

Please submit along with your policies a description of how you will meet the above requirement.

### 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 and information and payment is submitted. The courses will be scheduled for review in accordance with the date the completed package and full payment is received in OPLC.

Please contact Dawn Marier at [dawn.marier@oplcnh.gov](mailto:dawn.marier@oplcnh.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 Date \_\_\_\_\_  
Amount Received \_\_\_\_\_  
Check Number \_\_\_\_\_  
Date Approved \_\_\_\_\_  
Course Number \_\_\_\_\_

**APPLICATION FOR Re-ACCREDITATION  
OF POST LICENSING or POST LICENSING OPTIONAL COURSE**

**Name of Course Provider:** The 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 \_\_\_\_\_ Website \_\_\_\_\_

**Course Title** \_\_\_\_\_

Required Topic Category:      P&S Contracts      Ethical Behavior      Disclosure Forms      Agency     

Optional Category:      Fair Housing      New Construction      Advertising      Conflict & Dispute Resolution  
     Negotiations      Broker Agreements

Course Number: \_\_\_\_\_ Course Expiration Date: \_\_\_\_\_ Any Changes?      Yes      No

Method(s) of Delivery \_\_\_\_\_

(Class, internet live-class) ***For each internet live-class shall have a live video and audio feed of all participants that will allow real time visualization and communication for all participants, and the course instructor shall only issue a completed course affidavit to an internet live-class attendee who was present by video and audio throughout the course.***

Location(s) \_\_\_\_\_

Names of all instructors \_\_\_\_\_

\*\*\*\*\*

**See Information/Instructions for Post Licensing 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, 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](http://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.

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Receipt Date \_\_\_\_\_  
Amount Received \_\_\_\_\_  
Check Number \_\_\_\_\_  
Date Approved \_\_\_\_\_  
Course Number \_\_\_\_\_

**APPLICATION FOR Multiple Re-ACCREDITATION  
OF POST LICENSING or POST LICENSING OPTIONAL COURSE**

**Name of Course Provider:** The 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 \_\_\_\_\_ Website \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Expiration Date: \_\_\_\_\_ Any Changes? \_\_\_\_\_ Yes \_\_\_\_\_ No

Course Number: \_\_\_\_\_ Course Expiration Date: \_\_\_\_\_ Any Changes? \_\_\_\_\_ Yes \_\_\_\_\_ No

Course Number: \_\_\_\_\_ Course Expiration Date: \_\_\_\_\_ Any Changes? \_\_\_\_\_ Yes \_\_\_\_\_ No

Course Number: \_\_\_\_\_ Course Expiration Date: \_\_\_\_\_ Any Changes? \_\_\_\_\_ Yes \_\_\_\_\_ No

Method(s) of Delivery \_\_\_\_\_

(Class, internet live-class) ***For each internet live-class shall have a live video and audio feed of all participants that will allow real time visualization and communication for all participants, and the course instructor shall only issue a completed course affidavit to an internet live-class attendee who was present by video and audio throughout the course.***

Location(s) \_\_\_\_\_

Names of all instructors \_\_\_\_\_