

Pre-Licensing Course Re-Accreditation Information and Instructions

Please make every effort to submit the new application, payment, and documents well in advance of the course's expiration date. If the course's accreditation period has expired it cannot be scheduled or advertised prior to re-accreditation, without including the information that the course is pending NHREC re-accreditation and may or may not be re-accredited.

An approval letter will be e-mailed to you once a course has been re-accredited.

E-Mail or Mail to the Commission office:

- A copy of the printout from the NH Secretary of State's office showing your company is in good standing. 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
 - Time devoted to each topic
- Copy of all study materials, handouts, power point, even if the material has not changed etc.
- The appropriate Instructor Acknowledgement Form(s).
 - 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 RE- ACCREDITATION OF 40 Hour Pre -LICENSING 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 Public Address: _____ 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 Pre-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, 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