



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
7 Eagle Square, Concord, NH 03301-2412
Phone: 603-271-2152

REAL ESTATE EDUCATION
COURSE ACCREDITATION CHECKLIST

(Although not required, to avoid administrative delays, please complete and submit this checklist with the requested application and supporting documents, as well as the fee required by Rea 301.02(j))

I. For all applicants:

- Completed Application (Paper)
- Fee of \$100.00 (per Rea 301.02(j))
- For each instructor, Application for Accreditation as an Instructor (unless already accredited for proposed course)
- Detailed Course Outline, which include a short course description and time allocated for each topic
- Letter of Explanation, if applicable
- Copy of all study materials, handouts, PowerPoints, or similar documents proposed to be utilized during the course.
- For an applicant that is an entity:
 - A copy of the legal document that authorizes the Authorized Individual identified above to sign the application on the applicant's behalf; and
 - Confirmation from the New Hampshire secretary of state's office that the entity applying for licensure is in good standing and authorized to do business in New Hampshire.