



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

**Elective Course Re-Accreditation Information and Instructions**

A course that has been submitted for review 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** 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
  - A short course description
- Copy of all study materials, handouts, power point, 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.

### 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.

Distance Learning: Elective continuing education courses require a test with a minimum of 25 questions, and licensees must pass with a grade of 80% or better to complete the course and receive educational credit. If the course requires students to master each section by passing a quiz (with atleast 80%) before continuing onto 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 course 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.

If you are submitting multiple courses which have all the below in common:

- same accreditation period
- same number of credit hours
- 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.

Please contact NHREC at [customer.support@oplcnh.gov](mailto:customer.support@oplcnh.gov) if you need additional information or have any questions.

<https://www.oplc.nh.gov/real-estate-commission/education.htm>



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**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: \_\_\_\_\_ Website: \_\_\_\_\_

for the public if different

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Course Title: \_\_\_\_\_

Total Hours of Course \_\_\_\_\_ Credit Hours Requested \_\_\_\_\_

Method(s) of Delivery: \_\_\_\_\_ Fee charged: \_\_\_\_\_

(live class, live internet, correspondence)

Location(s) of Courses: \_\_\_\_\_

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

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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](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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**APPLICATION FOR RE- ACCREDITATION OF MULTIPLE ELECTIVE COURSES**

**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: \_\_\_\_\_ Website: \_\_\_\_\_

for the public if different

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| Course Title | Course # | Course Title | Course # |
|--------------|----------|--------------|----------|
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|              |          |              |          |

Expiration Date: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Approved Hours: \_\_\_\_\_ Fee Charged: \_\_\_\_\_

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

(live class, live internet, correspondence)

Location(s) of Courses: \_\_\_\_\_

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

**See Information/Instructions for Elective Course Accreditation for details about material to be submitted along with this form.**



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**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 titled \_\_\_\_\_,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

We plan to offer this course as: **live class**  **Real-time internet live-class**  *AND/OR*  
as a distance learning course by: **correspondence booklet**  **audio**  **video**  **computer disk**   
*AND/OR internet delivery*

Names of individuals who have permission to teach this course for your school/company under your accreditation: \_\_\_\_\_

**I further certify:**

- That all the course materials are up to date and that nothing in this course conflicts 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## 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 titled \_\_\_\_\_, 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:  live class  Real-time internet live-class  AND/OR as a distance learning course by:  correspondence booklet  audio  video  computer disk  AND/OR internet delivery

### 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 conflicts 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, can teach the course, and have sufficient knowledge of the subject to answer students' questions on this material.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**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: **live class**  **Real-time internet live-class**  *AND/OR* as a distance learning course by: **correspondence booklet**  **audio**  **video**  **computer disk**  *AND/OR* **internet delivery**

Names of individuals who have permission to teach this course for your school/company under your accreditation: \_\_\_\_\_

**I further certify:**

- That all the course materials are up to date and that nothing in this course conflicts 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**PART Rea 302 QUALIFICATIONS**

Rea 302.01 Programs of Study Accreditation and Re-accreditation.

(a) Any individual applying for accreditation or any firm applying for accreditation to instruct a real estate pre-licensing or continuing education course shall submit to the commission documents substantiating the applicant's qualifications to instruct such course, including, but not limited to (b), (c), and (d) below. If the commission or its designee has any questions or needs further information prior to approving or denying the accreditation, it shall schedule the applicant to appear before the commission or its designee to address such questions or provide such information.

(b) All individuals applying for accreditation as a pre-licensing education instructor shall demonstrate the following:

(1) Brokerage experience qualifications or other qualifications found by the commission to be equivalent to an active license with a minimum of 3 years of on-going experience in real estate brokerage in New Hampshire; and

(2) Teaching experience qualifications or other qualifications found by the commission to be equivalent to the following:

a. Documentation of at least 72 hours of teaching, speaking or presentation experience;  
or

b. Demonstration of teaching, speaking or presentation skills, such as, but not limited to a one hour unedited video or DVD recording which depicts the applicant teaching pre-licensing material that includes New Hampshire state-specific material; and

(3) Demonstration of subject matter knowledge before the commission as necessary to substantiate the qualifications or information submitted, pursuant to Rea 302.01(a).

(c) All individuals applying for accreditation as a core continuing education instructor shall demonstrate the following:

(1) Brokerage experience qualifications or other qualifications found by the commission to be equivalent to an active license with a minimum of 3 years of on-going experience in real estate brokerage in New Hampshire within 3 years of the date of application; and

(2) Teaching experience qualifications or other qualifications found by the commission to be equivalent to the following:



- a. Documentation of at least 72 hours of teaching, speaking, or presentation experience; or
- b. Demonstration of teaching, speaking or presentation skills, such as, but not limited to a one hour unedited video or DVD recording which depicts the applicant teaching New Hampshire core course material; and

(3) Demonstration of subject matter knowledge before the commission as necessary to substantiate the qualifications or information submitted, pursuant to Rea 302.01(a).

(d) All individuals applying for accreditation as an elective continuing education instructor shall demonstrate the following:

(1) Experience qualifications or other qualifications found by the commission to be equivalent to one of the following:

- a. A degree from an accredited institution with a major related to the subject matter of the course within 3 years prior to the date of application;
- b. A certification from an accredited institution related to the subject matter of the course within 3 years prior to the date of application; or
- c. Two years of on-going work experience or teaching experience or a combination of both within the previous 3 years of the date of application that is related to the subject matter of the course; and

(2) Either of the following:

- a. Documentation of at least 15 hours of teaching, speaking or presentation experience or other qualifications found by the commission to be equivalent; or
- b. Demonstration of teaching, speaking or presentation skills, such as, but not limited to a one hour unedited video or DVD recording which depicts the applicant teaching material on the subject matter of the course.

(e) All individuals or firms shall apply for re-accreditation of pre-licensing, core, and elective continuing education courses within 2 years from the date of original accreditation or re-accreditation.

(f) All accredited individuals, institutions or organizations shall submit notice of any substantive changes to accredited courses to the commission during the 2- year accreditation or reaccreditation period