



**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

NEW HAMPSHIRE REAL ESTATE COMMISSION

**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** 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 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.
    - 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.

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 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:** \_\_\_\_\_ **Website:** \_\_\_\_\_  
 for the public if different

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**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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**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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### ***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>

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**I. INTRODUCTION**

**5 MINUTES**

- a. Overview of NHREC website
  - b. License Law & Administrative Rules are available on the NHREC website
- II. LICENSE APPLICATION AND RENEWAL FORMS 15 MINUTES**
- a. Print forms from NHREC website
  - b. Take care to use the correct form
  - c. Read carefully, answer all questions, and complete entire form
  - d. Answer carefully
  - e. Character references
  - f. Education credit affidavits for internet courses
- III. LICENSE LAW, RULES 60 MINUTES**
- a. Notices sent to licensees by e-mail RSA 331-A:7 VII
  - b. Mailing postcard renewal notices RSA 331-A:19 I
  - c. Change of Address RSA 331-A:17; Rea 404.02
  - d. Advertising RSA 331-A:16 IV
  - e. On-site Principal or Managing Broker; Branch Offices RSA 331-A:16
    - i. Commission Decisions on Appointment Centers
  - f. Broker Supervision RSA 331-A:16
  - g. Escrow RSA 331-A:13; Rea 702.01, 702.02
  - h. Inactive Status - No referrals RSA 331-A:12-a
  - i. Expired License – No brokerage activity; Lapse of License RSA 331-A:18
  - j. Expired Principal Broker or Firm – Consequences
  - k. Out-of-State Licensees, liability for NH brokers; Cooperating Agreements RSA 331-A:22-a; Rea 703.01
  - l. Personal Assistants
  - m. Electronic Signatures and Recordkeeping
  - n. Other areas as needed
- IV. AGENCY - Existing Regulations & Practice 45 MINUTES**
- a. Agency relationships & responsibilities RSA 331-A:25-a-b-c-d-e-f
    - i. Seller Agency
    - ii. Buyer Agency
    - iii. Sub-agency
    - iv. Disclosed Dual Agency – Four requirements Rea 701.01g 1-4
    - v. Designated Agency
    - vi. Facilitator
  - b. Brokerage Relationship Disclosure Rea 701.01
    - i. First Business Meeting
  - c. Brokerage Contracts Rea 404.04
  - d. Limited brokerage service/Fee for service (including entry only listings)
  - e. Ministerial Acts
  - f. Other related areas as needed
- V. PROPERTY DISCLOSURE 25 MINUTES**
- a. Rea 701.02
  - b. Explicit Disclosure Requirements Rea 701.03, 701.04, 701.05
  - c. Disclosures and Notices RSA 477:4
  - d. Lead Paint and review of Federal Lead Paint Form
  - e. Condominium Act RSA 356:B
    - i. Non-binding Reservations/AG Approval
    - ii. Unit Owners Association/Condo Fees
  - f. Condominium Questionnaire - Lender Requirements
  - g. Megan's law - Challenges for licensees
  - h. Use of phrase "I don't know"
  - i. Site Assessments RSA 483-B:4, RSA 485-A:39



- j. Environmental issues as changes occur

**VI. OTHER ISSUES**

**20 MINUTES**

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

**VII. FAIR HOUSING**

**10 MINUTES**

- a. Protected Classes
- b. Exceptions - 80/20, 55 & older
- c. Review advertisements
- d. Equal Housing Opportunity Poster - Requirement reminder

**RESOURCE INFORMATION**

<b>Name of Organization</b>	<b>Phone</b>	<b>Email address</b>
State of New Hampshire		<a href="https://www.nh.gov/index.htm">https://www.nh.gov/index.htm</a>
NH Real Estate Commission	603-271-2152	<a href="https://www.oplc.nh.gov/real-estate-commission/education.htm">https://www.oplc.nh.gov/real-estate-commission/education.htm</a>
NH Board of Manufactured Housing	603-271-2152	<a href="https://www.oplc.nh.gov/manufactured-housing/index.htm">https://www.oplc.nh.gov/manufactured-housing/index.htm</a>
NH Board of Home Inspectors	603-271-2152	<a href="https://www.oplc.nh.gov/home-inspectors/index.htm">https://www.oplc.nh.gov/home-inspectors/index.htm</a>
NH Board of Real Estate Appraisers	603-271-2152	<a href="https://www.oplc.nh.gov/real-estate-appraisers/index.htm">https://www.oplc.nh.gov/real-estate-appraisers/index.htm</a>
New Hampshire Housing		<a href="https://www.nhhfa.org/">https://www.nhhfa.org/</a>
New Hampshire Environmental Services	603-271-3503	<a href="https://www.des.nh.gov/">https://www.des.nh.gov/</a>
New Hampshire Dept of Justice Consumer		<a href="https://www.doj.nh.gov/consumer/sourcebook/index.htm">https://www.doj.nh.gov/consumer/sourcebook/index.htm</a>
New Hampshire Human Rights Commission	603-271-6339	<a href="https://www.nh.gov/hrc/">https://www.nh.gov/hrc/</a>
NH General Court Quick Bill Search		<a href="http://www.gencourt.state.nh.us/bill_status/quick_search.html">http://www.gencourt.state.nh.us/bill_status/quick_search.html</a>
New Hampshire Realtors Association	603-225-5549	<a href="http://www.nhar.org/">http://www.nhar.org/</a>
New Hampshire Governor’s Commission on Disability	1-800-852-3405	<a href="https://www.nh.gov/disability/">https://www.nh.gov/disability/</a>
New Hampshire State Office for Veterans	1-800-622-9230	<a href="https://www.nh.gov/nhveterans/index.htm">https://www.nh.gov/nhveterans/index.htm</a>
<b>Federal Resources</b>		
US Department of Housing HUD	1-202-708-1112	<a href="https://www.hud.gov/">https://www.hud.gov/</a>
US Consumer Finance Protection Bureau		<a href="https://www.consumer.gov/">https://www.consumer.gov/</a>
US Department of Environmental Protection		<a href="https://www.epa.gov/">https://www.epa.gov/</a>



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**Post Licensing FAQ**

1. Q – I renew on February 10<sup>th</sup>, 2022. Do I need the Post Licensing CE?  
A – Yes, anyone who was licensed on or after February 1, 2020 is required to complete the Post Licensure CE elective courses for their first renewal
2. Q- If I renew in December but my license doesn't expire until February, can I be grandfathered?  
A – No, if your original license was issued after February 1, 2020, it does not matter when you actually submit your renewal, you must follow the Post Licensing Continuing Education Requirements.
3. Q – The rules state that the post licensure courses must be taken in a classroom setting, does this include the Core?  
A – No, the core was not part of the Post Licensing Requirements for in class settings.

**Rea 403.01 Continuing Education Requirements.**

(a) All active and inactive renewal applicants shall complete a minimum 3- hour continuing education core course that has been accredited by the commission pursuant to Rea 302.01

4. Q – I was licensed yesterday, when can I start earning my Core and Post Licensing Continuing Education?  
A – A licensee can begin taking education for their renewal the day after they are licensed. This is the same timeframe that is given to all licensees.

**Rea 403.01 Continuing Education Requirements.**

(f) All applicants, when submitting an application for renewal of a broker or salesperson license prior to the expiration date of the license, **shall have completed the continuing education required .... within the current 2-year license period**

5. Q - Does the rule require the new licensee to take all 4 topics or just 1 of the 4?  
A - Must take all 4 required topics.

**Rea 403.01 Continuing Education Requirements.**

(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.

6. Q - Does the Post Licensing requirement impact All new licensees or just new Salesperson licensees?

A- Only salespersons are required to take the new post licensing.

**Rea 403.01 Continuing Education Requirements.**

(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.

7. Q – Would this impact newly licensed individuals that came over through reciprocity?

A - The rule does not distinguish between first time renewal licensees who obtained by reciprocity or not, therefore, all first-time renewal licensees are required to complete post-licensing.

**Rea 403.01 Continuing Education Requirements.**

(a) All active and inactive renewal applicants shall complete a minimum 3- hour continuing education core course that has been accredited by the commission pursuant to Rea 302.01.

(b) All renewal applicants whose licenses are on active status, and inactive licensees who are applying to have their licenses placed on active status, shall complete an additional 12 hours of continuing education elective courses accredited by the commission pursuant to Rea 302.01.

(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.

8. Q – I am a broker who received my reciprocal license after February 1, 2020, do I need to do the post licensure courses?

A – No, 403.01 (c) specifically states “A Salesperson applicant...”

**Rea 403.01 Continuing Education Requirements.**

(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.

9. Q – This is my first renewal but I am renewing inactive, do I still have to take all the post licensing Continuing Education?

A – No, you are only required to take the core if you are renewing inactive. However, when you return to an active status, you must complete the post licensure courses before you apply for activation of an inactive license. (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.

**Rea 403.01 Continuing Education Requirements.**

(b) All renewal applicants whose licenses are on active status, and inactive licensees who are applying to have their licenses placed on active status, shall complete an additional 12 hours of continuing education elective courses accredited by the commission pursuant to Rea 302.01.

(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.