APPLICATION FOR COURSE APPROVAL

(Circle One): New Provider (25P-1020)  Approved Provider

Sponsor Name: ________________________________________________________________

Mailing Address: _____________________________________________________________

City/State/Zip: ___________________________ Phone No. ( ) ______________________

Fax No. ( ) ___________________________ E-mail: ________________________________

Web: ______________________________ Contact Person: __________________________

Course Title: _____________________________________________________________

Instructors: ________________________________________________________________

Format of Delivery: (Internet and Webinar courses require ARELLO/CDEI Certification)

(Circle type): Classroom (CR)  Internet (I)  Paper/Pencil (PP)  Webinar (W)

Course Length (Hours): __________(50 minute classroom clock hours)

Purpose of Course: __________________________________________________________

__________________________________________________________________________

How will this course improve professionalism: __________________________________

__________________________________________________________________________

Revised 10/27/11
List other Professions/Commissions for which Sponsor is seeking continuing education credit:

Cite the Tennessee Real Estate Commission TCA or Rule which complies with pre-license or continuing education credit. The requirements for courses can be found in Rule 1260-5-.03.

Include with this completed application the appropriate fee:

☐ Comprehensive Timed Outline for Entire Course
☐ Course Materials for Paper/Pencil Courses
☐ Completed Instructor Information for each instructor
☐ An anticipated schedule of course presentations (Rule 1260-5-.03(1)(b) & 1260-5.06)
☐ ARELLO or CDEI Certification required for Internet Courses

☐ Fee for the course relative to the number of continuing education hours and instructor(s) requested:

- Course NOT exceeding (8) hours $25.00
- Course from 9 – 30 hours $50.00
- Course exceeding (30) hours $100.00
- Instructor(s) $25.00

By my signature I confirm all information in this application packet to be correct. I shall ensure that all course completion information will be provided to the Tennessee Real Estate Commission within (10 working days in the appropriate electronic format. I shall also submit to the Commission student evaluations of the course(s) via electronic format with the submission of course completion information.

_____________________________  ________________________
Signature of Contact person listed on page (1)  Date

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