

Approved:

Sponsor No.:

Course No.:

Expiry Date:

**Mailing Address:**

**Tennessee Real Estate Commission**

**500 James Robertson Parkway**

**Nashville, TN 37243**

**(615) 741-2273 or (800) 342-4031**

**Education Fax: (615) 401-7639**



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

\_\_\_\_\_

\_\_\_\_\_

List other Professions/Commissions for which Sponsor is seeking continuing education credit:

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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.

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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.

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Signature of Contact person listed on page (1)

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Date