



CONTINUING EDUCATION COURSE APPLICATION

State of Utah
Department of Commerce
Division of Real Estate

Please complete (type or neatly print) and submit this **form**, the **items listed below**, and **non-refundable fee** (\$75 for Real Estate and \$75 for Appraisal) to the Utah Division of Real Estate by fax, mail, or in person at the address below.

****APPLICATIONS MUST BE SUBMITTED NOT LESS THAN 30 DAYS PRIOR TO THE DATE OF THE FIRST CLASS****

OFFICE USE ONLY	
Date Reviewed _____	By _____
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved
Certification _____	Exp. _____

<input type="checkbox"/> Check	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Make checks payable to: Utah Division of Real Estate			
Card # _____	Expires _____		
Signature _____			

Industry: Appraisal - \$75 Real Estate - \$75 Credit Hours Requested: _____

Course Title: _____

Course Description: Traditional Classroom Distance Education (online) Course Credit: Core Elective

**Course Date(s): _____ Continuing Education Provider ID # _____

Contact Person: _____ Ph: _____

Company: _____ Fax: _____

Address: _____

Website: _____ Email: _____

- CE Instructor Application or copy of the Instructor Certification for each proposed course instructor.
Instructor License #: _____
- A copy of the written policy and procedure for ensuring student attendance during class time.
- For Distance Education approval, submit instructions for accessing and reviewing the course.
- A timed course outline that provides a subject matter description for **each 15 minute interval**, using the following format.

Provide learning objectives that indicate how the course will improve the licensee's ability to protect and serve the public.
(If requesting core credit please be specific as to why this course should be approved as core credit):

Licensee will be able to: _____

Licensee will be able to: _____

Licensee will be able to: _____

Licensee will be able to: _____

I have read and understand the administrative rules governing continuing education. I agree to allow the course to be audited on an unannounced basis by the Division. I also agree to not market for a specific company, professional service, or personal sales products.

Signature _____ Date _____