



**IREC use only**

Course ID #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Approved: \_\_\_\_\_

**\$25**

# COURSE RENEWAL APPLICATION

**\$25**

Return this completed form to the Commission, along with the \$25 renewal fee prior to the course expiration date. Recertification is not effective until the Commission has formally approved the application. Failure to obtain approved renewal of course certification prior to its expiration date will result in no credit being given for the course if its certification has expired prior to the conclusion of the course. (Idaho Code 54-2037)

**A. COURSE INFORMATION:** Course Title: \_\_\_\_\_

Course ID: \_\_\_\_\_ Course Expiration Date: \_\_\_\_\_

**B. COURSE SUBMITTER INFORMATION:** Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**C. Are you satisfied with the current website course description displayed on the course schedule?**

Yes  No (if no, attach a new course description; max 200 characters)

Have any of the materials changed since the previous certification?

Yes (if yes, attach a summary of the changes)  No

If changes are considered significant (10% or greater), the course cannot be renewed and must be submitted on a new course application.

**D. IREC 100% Attendance Policy - LIVE COURSES ONLY**

A current IREC 100% Attendance Policy must be included with the materials provided to students. Policy can be located at [irec.idaho.gov](http://irec.idaho.gov).

Attendance Policy revision date: \_\_\_\_\_

**E. REQUIRED ATTACHMENTS - Incomplete applications will be immediately returned without processing.**

Checklist	REQUIRED ATTACHMENTS	IREC Use Only
	\$25 non-refundable application fee (check or credit card authorization form)	
	Summary of any changes made to the course since the previous certification, if applicable	
	A copy of the <b>most current</b> course evaluations students have completed	
	Copy of contact information, if any changes	
	Change to website course description, if applicable	
<b>ONLINE COURSES ONLY</b>		
	Provide current course completion time studies for Idaho licensees	
	Current ARELLO Distance Education Certification	
No other documentation needs to be submitted.		

F. By signing, the applicant represents and warrants that the applicant is the author or owner of all materials submitted, or has a license or is authorized to use any materials which applicant does not own. The applicant agrees to recognize and not infringe upon any copyright or other intellectual property rights of others.

The applicant also certifies that the information provided on this form is true and correct to the best of their knowledge and belief.

\_\_\_\_\_  
Applicant Signature

**REFUND POLICY:** Because of rising costs associated with issuing a refund, it is the policy of the Idaho Real Estate Commission to refund overpayments of under \$25 only if requested in writing within 30 days of the Commission's receipt of the overpayment. Overpayments of \$25 or more will be automatically refunded to the licensee. There will be a \$20 fee assessed for each check returned for insufficient funds.