



IREC use only

Course ID #: _____
Receipt #: _____
Approved: _____

CONTINUING EDUCATION ELECTIVE \$50 COURSE APPLICATION \$50

This application is for certification of any course to be offered for Idaho real estate license continuing education credit pursuant to Idaho Code 54-2036. Submit this form and all required attachments **AT LEAST** two (2) months prior to the date of the first course offering (Idaho Code 54-2036(1)). **All certified courses must be offered through an IREC-certified provider in order for licensees to receive CE credit.**

All course applications are reviewed by the Education & Licensing Director. Status of this application will NOT be given by phone or e-mail. Written notification will be mailed within 10 days of the Education & Licensing Director's decision. You may also check IREC's Education Lookup for updated information. **INCOMPLETE APPLICATIONS WILL BE IMMEDIATELY RETURNED WITHOUT PROCESSING.**

A. COURSE INFORMATION

Title: _____ Hours: _____
(must be unique, not the same as an existing certified course) (1 hour minimum)

Identify the course delivery method (**ARELLO® or IDECC® Distance Education Certification is required for all online courses**):

☐ Live ☐ Online ☐ Remote

Reviewer and Student Access - Reviewer access should allow IREC to move freely throughout the course without having to pass any assessments. Student access should be set up to demonstrate exactly what a student will see when taking the course. Assessment passing scores should be set to match the required scores students must achieve.

Reviewer Access: _____
(web address) (user name) (password)

Student Access: _____
(web address) (user name) (password)

Is this course required to earn one of the professional designations listed in the Commission's Education & Certification Policy? If you are unsure, please consult the Designation list on the IREC website.

☐ NO ☐ YES (if "yes", identify the professional designation) _____

If you answered "YES", STOP HERE. DO NOT SUBMIT THIS APPLICATION. CONTACT IREC FOR INFORMATION.

B. PROPOSED COURSE SCHEDULE

Is this course scheduled? ☐ NO ☐ YES

If you answered yes, please give the date, location, and provider of the class (pursuant to Idaho Code 4-2036(1), applications must be received not less than 2 months prior to the first scheduled course offering):

Date _____ Location _____ Provider _____

C. PERSON SUBMITTING THIS COURSE

Contact Name: _____

Business Name (if any): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

D. COURSE DESCRIPTION FOR POSTING ON THE EDUCATION LOOKUP (maximum 200 characters): IREC reserves the right to modify the course description if more than 200 characters are used.

E. Approved topics for continuing education (Rule 402). Continuing education is to assure that licensees possess the knowledge, skills, and competency necessary to function in the real estate business in a manner that protects and serves the public interest, or that promotes the professionalism and business proficiency of the licensee. **The knowledge and skills taught in an elective course must enable licensees to better serve real estate consumers.**

Please select a topic—your course materials must support your selection.

Approved Topics - as they pertain to real estate brokerage practice and actual real estate knowledge			
	a. Real estate ethics		l. Real estate inspections
	b. Legislative issues that influence real estate practice		m. Property management
	c. Real estate law; contract law; agency; real estate licensing law and administrative rules		n. Timeshares, condominiums and cooperatives
	d. Fair housing; affirmative marketing; Americans with Disabilities Act		o. Real estate environmental issues and hazards, including lead-based paint, underground storage tanks, radon, etc.
	e. Real estate financing, including mortgages and other financing techniques		p. Water rights
	f. Real estate market measurement and evaluation		q. Brokerage office management and supervision
	g. Land use planning and zoning; land development; construction; energy conservation in building		r. Use of technology
	h. Real estate investment		s. Licensee safety
	i. Accounting and taxation as applied to real property		t. Negotiation skills
	j. Real estate appraising		u. Business success
	k. Real estate marketing procedures		
	Other topics that directly relate to real estate brokerage practice pursuant to Rule 402.01 (please specify):		

F. COURSE PRESENTATION OUTLINE

Attach a timed course outline in the format below. Show each major segment of your course, and give a detailed breakdown of sub-topics. Identify all non-instruction periods (i.e., breaks, lunch, final exam time, etc.) Include all requested information and specific learning objectives* that begin with action verbs describing cognitive behavior. (See page 4 of this application for a list of cognitive action verbs included in Blooms's Taxonomy.)

***Learning objectives describe what the student will be able to do at the end of the section, NOT what the instructor will be teaching or doing.**

EXAMPLE

# Minutes for each segment	Subject content of each segment	*Learning Objective-What will the student be able to do after this segment?	Teaching method
20 minutes	Applying It to Real World	Identify the types of agency allowed through your broker's agency policy.	Group Exercise/ Case Studies
15 minutes	Your Broker's Policy	Evaluate the effects of your broker's agency policy on your day to day real estate practice	Lecture/Group Discussion
10 minutes	BREAK		
15 minutes	Present the Brochure	Explain the agency disclosure brochure to a potential buyer or seller	Participant role play

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

Checklist	REQUIRED ATTACHMENTS	IREC Use Only
	\$50 non-refundable application fee (check or credit card authorization form)	
	Unique course title	
	Timed Course Outline with properly formatted learning objectives (Section F)	
Attachments may be submitted as hard copy(ies), on a thumb drive or CD-ROM along with this original, notarized application.		
LIVE COURSES ONLY		
	Current IREC 100% Attendance Policy (see irec.idaho.gov for the most current version)	
	Visual aids used during the course (slides, videos, audio recordings, etc.)	
	Instructor Guide (any materials used in teaching the course that are not part of the student guide)	
	Student Guide (including handouts, any activities, etc.)	
ONLINE COURSES ONLY		
	Full exam item bank and answer keys	
	Current ARELLO Distance Education Certification	
	Copy of print view of course materials	

NOTE: Your application can only be evaluated based on the materials you submit. We cannot assume anything so if it's part of the course, you must include it with the application. Provide all handouts and other information you plan to use. We will send a written decision within ten (10) business days by email after the Education & Licensing Director has reviewed the course. Course approval or denial information will not be given over the phone.

By signing below, Applicant represents and warrants that 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 further understands that this course must only be offered for Idaho continuing education credit when presented through an Idaho certified course provider.

SIGNATURE REQUIRED:

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.

Your timed course outline must contain action verbs from this list. Action verbs such as “understand” that are not included on this list may not be used.

Bloom’s Taxonomy Action Verbs

Definitions	Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
Bloom’s Definition	Remember previously learned information.	Demonstrate understanding of the facts.	Apply knowledge to actual situations.	Break down objects or ideas into simpler parts and find evidence to support generalizations.	Compile component ideas into a new whole or propose alternative solutions.	Make and defend judgments based on internal evidence or external criteria.
Verbs	<ul style="list-style-type: none"> • Arrange • Define • Describe • Identify • Label • List • Match • Name • Order • Outline • Recognize • Relate • Recall • Repeat • Reproduce • Select • State • Enumerate 	<ul style="list-style-type: none"> • Cite • Classify • Defend • Describe • Discuss • Distinguish • Estimate • Explain • Express • Extend • Generalize • Give example(s) • Identify • Illustrate • Indicate • Infer • Locate • Paraphrase • Predict • Recognize • Restate (in own words) • Rewrite • Review • Select • Summarize • Translate 	<ul style="list-style-type: none"> • Act • Apply • Articulate • Change • Chart • Choose • Compute • Demonstrate • Discover • Employ • Establish • Illustrate • Implement • Interpret • Manipulate • Modify • Operate • Practice • Predict • Prepare • Produce • Relate • Report • Schedule • Show • Sketch • Solve • Use • Utilize • Write 	<ul style="list-style-type: none"> • Analyze • Appraise • Breakdown • Calculate • Categorize • Compare • Contrast • Criticize • Diagram • Differentiate • Discriminate • Distinguish • Examine • Identify • Illustrate • Infer • Model • Outline • Point out • Prioritize • Question • Relate • Select • Separate 	<ul style="list-style-type: none"> • Adapt • Anticipate • Arrange • Assemble • Categorize • Collect • Collaborate • Combine • Compile • Comply • Compose • Construct • Create • Design • Develop • Devise • Explain • Formulate • Generate • Incorporate • Modify • Plan • Prepare • Rearrange • Reconstruct • Relate • Reorganize • Revise • Rewrite • Set up • Summarize • Tell • Write 	<ul style="list-style-type: none"> • Appraise • Assess • Attach • Choose • Compare • Conclude • Contrast • Critique • Decide • Defend • Describe • Discriminate • Estimate • Evaluate • Explain • Justify • Interpret • Relate • Predict • Rate • Select • Summarize • Support • Value