

# CONTINUING EDUCATION COURSE – **GUIDELINES FOR SUBMISSION**

(Please follow these guidelines when submitting a continuing education course for approval.)



Attn: Education Sub-Committee

**Massachusetts Board of Registration of Real Estate Brokers & Salespersons**

1000 Washington Street, Suite 710, Boston, MA 02118-6100

617-727-2373 • [realestateboard@mass.gov](mailto:realestateboard@mass.gov)

## **GUIDELINES FOR SUBMISSION OF COURSE OUTLINE**

### **1. General Instructions**

- 1.1 SUBMISSION APPLICATION:** Please provide all information as requested in the Submission Application. Incomplete applications cannot be considered and will be returned.
- 1.2 COURSE FORMAT AND SUBMISSION:** The course **MUST** be submitted electronically in Microsoft Word format using a 12-point typeface. The outline should be entirely single-spaced except double-spaced between sections.
- 1.3 COURSE OUTLINE:** Course outline should be in appropriate outline form (*recommend: two (2) to three (3) 8 ½ X 11 pages*). The writer of the course should remember that this is an outline and not a script.
- 1.4 TIMED OUTLINE:** The course must provide for two (2) hours of class instruction time. Each section in the course outline should identify the recommended amount of time to be allocated to the teaching of the content of that section with the entire course timed for two (2) hours of class instruction time.

### **2. The Submission Application**

- 2.1 RESUMÉ OF COURSE WRITER:** This should be a summary of the credentials of the writer submitting the course with particular focus on the course writer's experience and/or credentials in the topical content of the submitted course.
- 2.2 COURSE PURPOSE, RELEVANCE OR OBJECTIVE:** All proposed courses should be directly relevant to the professional practice of real estate for licensees. The writer must specify how the content of the course serves the needs of the real estate consumer and enhances the professional real estate practice development.
- 2.3 RELEVANT STATUTES AND/OR REGULATIONS:** It is required that all state and/or federal statutes and/or regulations be cited, as relevant, in the course outline and listed at the end of the course outline. (*e.g. M.G.L. c. 186, § 15B or 940 CMR 3.17 (3)*).
- 2.4 SUGGESTED HANDOUTS:** All suggested handouts should be listed at end of course outline and a copy of each to be provided with the course outline. It is suggested but not required to provide a PowerPoint document for the course.
- 2.5 RELEVANT JUDICIAL CASE STUDIES:** All relevant judicial cases must be listed and cited at the end of the course outline. A one-page summary of each of the applicable judicial cases for class handout is encouraged but not required.
- 2.6 IDENTIFY ANY EXISTING RELATED C/E COURSES BY OFFICIAL COURSE NUMBER AND TITLE:** Please identify any existing approved C/E courses with similar content or related topical area in the Submission Application form (*e.g. If you are writing a course on Buyer Agency then you must list the following existing related courses: Seller Agency RE01R06, Dual Agency RE49R05, Facilitator RE 51R06, and Brokerage Relationships*).

# CONTINUING EDUCATION COURSE - **SUBMISSION APPLICATION**

(Include this completed form with course outline and please follow attached guidelines.)



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NOTE: This form may be continued onto one separate second page and attached hereto. Please print in blue or black ink.

1. TITLE OF COURSE: \_\_\_\_\_

2. COURSE # (If existing course) \_\_\_\_\_

3. SUBMITTED BY: Name: \_\_\_\_\_

Instructor Number: \_\_\_\_\_

School name and number: \_\_\_\_\_

Address: \_\_\_\_\_ City/town, State, Zip: \_\_\_\_\_

Tel: (daytime) \_\_\_\_\_ E-Mail (Required): \_\_\_\_\_

4. RESUMÉ OF COURSE WRITER:

5. COURSE PURPOSE, RELEVANCE OR OBJECTIVE:

6. LIST ALL RELEVANT STATUTES AND/OR REGULATIONS:

7. IDENTIFY AND ATTACH COPIES OF ALL SUGGESTED HANDOUTS FOR THIS COURSE, INCLUDING BUT NOT LIMITED TO A COURSE POWERPOINT PRESENTATION:

8. LIST ANY RELEVANT JUDICIAL CASE STUDIES (include actual case references):

9. IDENTIFY ANY EXISTING RELATED C/E COURSES BY OFFICIAL COURSE NUMBER AND TITLE:

10. COPYRIGHT WAIVER:

I \_\_\_\_\_, attest that I am the legal owner of the materials for the course and/or supplemental material titled above, they are not in violation of any copyright laws and are submitted by me to the Massachusetts Board of Registration of Real Estate Brokers and Salespersons ("Board"). I authorize the Board to use all or any part of this course and material referenced herein for the purpose of incorporating it into the Massachusetts approved curricula for the required continuing education of Massachusetts Real Estate Brokers and Salespersons. I fully understand that I waive any copyright claim to this course in connection with its use and publication by the Board.

SIGNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_