

## CONTINUING EDUCATION COURSE

# GUIDELINES FOR SUBMISSION OF COURSE OUTLINE

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



**Submit to:**

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

*Attn:* Education Sub-Committee • [realestateboard@mass.gov](mailto:realestateboard@mass.gov)

### 1. Submission application:

Please provide all information as requested in the Submission Application. Incomplete applications cannot be considered and will be returned.

### 2. Course content:

- a. The writer of the course should remember that this is an outline and not a script.
- b. The content should provide for 2 hours of instruction time
- c. First paragraph should state the objective of the course
- d. All proposed courses should be directly relevant and within the scope of the real estate 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.

### 3. Course format:

- a. The course **MUST** be submitted electronically in Microsoft Word ■ Format using a 12-point Times New Romans typeface.
  - The outline should be entirely single-spaced except double-spaced between sections.
  - Section layout should be 1.a.i with use of bullets when appropriate
- b. If you are revising an **EXISTING** CEU Course- You must provide a redlined version
- c. Course outline should be in appropriate outline form (recommend: two (2) to three (3) pages letter size).

### 4. Additional material (to be included at the end of the outline):

- a. Reference material and/or suggested handouts, when appropriate.
- b. Relevant statutes and/regulations: 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)).
- c. Relevant judicial case studies: as relevant, in the course outline and listed at the end of the course outline
- d. Identify existing related CE courses (by number and title): if you are aware of other courses covering a similar topic, please identify them at the end of the outline. (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).



**SUBMISSION APPLICATION**

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

**Submit to:**

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

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1. Title of proposed course: \_\_\_\_\_

2. COURSE # and title (If updating an existing course) : \_\_\_\_\_

3. SUBMITTED BY:

- Name: \_\_\_\_\_
- Tel: \_\_\_\_\_
- E-Mail (Required): \_\_\_\_\_
- Do you have a real estate license? Y \_\_\_ N \_\_\_
  - If yes: Real Estate Salespersons or Brokers License Number \_\_\_\_\_
- Are you an approved Real Estate Instructor in MA? Y \_\_\_\_\_ N \_\_\_\_\_
- Statement of qualification (attached): 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.

4. Course outline attached. Checklist; ● Did you follow format instructions?

- Is the course objective at the top?
- Did you list at the end, when appropriate :  
Relevant statutes and/or regulations, Judicial case studies, and Existing related CE Courses

5. 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: \_\_\_\_\_