



CERTIFIED CONTINUING EDUCATION PROVIDER CHECKLIST

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This form consists of a checklist of a Certified Continuing Education Provider's responsibilities under OAR 863-020-0050. ***This is intended to be a guide; this is not a required record.***

When offering a course eligible for real estate continuing education credit, you as the Certified Continuing Education Provider must comply with all of the following requirements.

- Ensure the course is within the scope of one or more [course topics](#) listed in OAR 863-020-0035(3) or is the three-hour Law and Rule Required Course "LARRC" approved by the Board pursuant to OAR 863-022-0055. The Agency will not determine whether individual courses or classes are within the scope of an eligible course topic.
- Identify to real estate licensees which course topic(s) the offered course covers or whether the course is the three-hour Law and Rule Required Course "LARRC" under 863-022-0055, the Advanced Real Estate Practices course under OAR 863-022-0020, or the Brokerage Administration and Sales Supervision course under OAR 863-022-0025.
- Ensure the minimum length of the course is one hour as required under OAR 863-020-0007.
- Assign a four-digit identifying course number to the course. (Any assignment of four numbers is acceptable; each course must have its own number; letters are not considered numbers.)
- Ensure the course meets the [learning objective requirements](#) contained in OAR 863-020-0045. The Agency does not review or approve learning objectives.
- Ensure that the instructor who teaches a continuing education course offered for credit:
 - meets the [requirements](#) set forth in ORS 696.186, and
 - has completed and signed the Continuing Education Instructor Qualifications Form as required by OAR 863-020-0060.
- Obtain a copy of the completed and signed [Continuing Education Instructor Qualifications Form](#) for your records per OAR 863-020-0050 and OAR 863-020-0060.
- Maintain [records](#) of each offered course as required by ORS 696.184(c) and OAR 863-020-0055 for three years from the date the course was provided.
- Upon completion of the course, provide each licensee who attends the course a completed [Certificate of Attendance](#) that includes the information required under OAR 863-020-0050(5), including licensee name and license number.

Visit the Agency's website at www.rea.state.or.us for further information of statutes and rules applicable to Certified Continuing Education Providers.