

REAL ESTATE AGENCY

DIVISION 20

863-020-0025

Board Approval of Continuing Education Provider Qualification

- (1) A person not otherwise qualified under OAR 863-020-0020(1)(a) through (g) seeking the Board's approval as an applicant for certification must petition the Board under this rule.
- (2) The person must submit a petition for approval to the Agency on an Agency-approved form at least 21 days before the scheduled Board meeting at which the applicant wishes the Board to act. The petition must include the following:
 - (a) The petitioner's name, address, and phone number.
 - (b) Sufficient information about the petitioner named in the application to allow the Board to determine whether the petitioner qualifies for certification, including specifics about one or both of the following:
 - (A) Petitioner's demonstrated expertise and experience in providing educational courses to real estate licensees;
 - (B) Petitioner's demonstrated experience and expertise in at least two course topics eligible for continuing education credit under OAR 863-020-0035(4)(a)-(gg).
 - (c) Attestation by the petitioner that the petitioner knows and understands:
 - (A) The responsibilities of a continuing education provider under OAR 863-020-0050;
 - (B) The requirements of an instructor under ORS 696.186 and the information required on a continuing education instructor form under OAR 863-020-0060.
- (3) If the Board approves the petition, the Agency will mail a letter to the petitioner confirming the Board's approval, and the petitioner may apply for certification as a course provider under OAR 863-020-0030.