



ARKANSAS STATE BOARD OF PRIVATE CAREER EDUCATION

612 SOUTH SUMMIT STREET, SUITE 102

LITTLE ROCK, AR 72201-4740

PHONE (501) 683-8000

EMAIL sbpce@mail.state.ar.us

FAX (501) 683-8020

FORM 1260

NAR ETHICS REQUIREMENT- REAL ESTATE CONTINUING EDUCATION APPLICATION FOR COURSE APPROVAL

Complete this form to offer a 3 hour CE program to cover Ethics as required by NAR. This program cannot be advertised or offered until the Arkansas State Board of Private Career Education and local ARA Boards grant approval.

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS (LOCATION) \_\_\_\_\_ CITY STATE ZIP

ADDRESS (MAILING) \_\_\_\_\_ CITY STATE ZIP

TELEPHONE NUMBER \_\_\_\_\_ TOLL FREE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

COURSE TITLE ETHICS FOR NAR COST OF CE COURSE TO STUDENT \$ \_\_\_\_\_

INSTRUCTORS--Has the instructor(s) for this particular outline previously been approved? YES \_\_\_\_\_ NO \_\_\_\_\_ If NO, submit Form 3040 - INSTRUCTOR REGISTRATION FORM with appropriate fee.

According to Regulation XXV Real Estate Section C. Real Estate General Requirements:

- (1) Time devoted to breakfasts, luncheons, and/or dinners offered during a class shall not be counted as continuing education.
(2) No more than 120 continuous minutes of education may be offered without a minimum ten (10) minute break.
(3) No more than 50% or 150 minutes of a six (6) classroom hour course may be presented by a panel discussion or by a guest speaker(s).
(4) An approved instructor shall determine satisfactory completion of a course.
(5) Prior to each class the following statement shall be read: NO BEEPERS, PHONES, OUTSIDE READING MATERIALS, OR ANYTHING OTHER THAN COURSE MATERIALS WILL BE ALLOWED IN ANY REAL ESTATE CONTINUING EDUCATION CLASS.
(6) Not less than 300 minutes of instruction shall be conducted or supervised by an approved instructor(s) for a course to be counted for continuing education.
(7) The instructor or sponsor shall provide a copy of the Real Estate Continuing Education course outline as approved by SBPCE to each student taking the course.
(8) The instructor has the authority to ask for photo identification of any person to determine that the correct person is in attendance.
(9) Post-licensure education shall only be presented by classroom instruction.
(10) Any real estate class that is offered and has an attendance of over forty (40) participants shall have on file an approved monitoring plan with the Arkansas Real Estate Commission.
(11) Not less than 48 hours prior to offering a real estate continuing education or post-licensure class the Board Staff shall be notified, on the form and in the manner prescribed, of not less than the location and start time of the course.
(12) No more than six (6) classroom hours of post-licensure education shall be offered in one (1) day without a minimum of a thirty (30) minute break between modules.
(13) No more than one and a-half (1 1/2) modules of post-licensure education shall be offered in one day.

I certify that I have presented true statements throughout this application form and attachments submitted herewith to the best of my knowledge and belief. I understand that it is my responsibility to provide the appropriate local board(s) with an attendance list within two (2) weeks of offering the program in addition to the Real Estate Commission.

Typed Name of Official \_\_\_\_\_ Title \_\_\_\_\_

Signature of Official \_\_\_\_\_ Date \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

My Commission Expires \_\_\_\_\_

Notary Public

BOARD USE ONLY CK OR MO# DATE OF CK/MO REC'D \$



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**TOPIC OUTLINE**

**A COMPLETED COPY OF THIS PAGE MUST BE SUBMITTED FOR EACH TOPIC TO BE PRESENTED**

AREC TOPIC NUMBER   9   AREC TOPIC TITLE **Ethics and Professionalism in Real Estate**

TOTAL LENGTH OF TIME TO BE ALLOCATED FOR THIS TOPIC **3 CLASSROOM HOURS (150 MINUTES)**

The outline for Real Estate Continuing Education shall be submitted in Learning Objective style. List the learning objectives for the topics to be covered and provide the time allocated for the Learning Objective. For objectives that have more than 30 minutes allocated a brief outline shall be listed following the objective.

<u>LEARNING OBJECTIVES</u>	<u>TEACHING METHOD</u>	<u>TIME ALLOCATED TO COVER OBJECTIVE</u>
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