



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

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BULLETIN NO. 22-10

TO: REAL ESTATE SCHOOLS, REAL ESTATE SCHOOL DIRECTORS, REAL ESTATE SCHOOL INSTRUCTORS, PROSPECTIVE REAL ESTATE SCHOOL STUDENTS, AND OTHER INTERESTED PARTIES

FROM: MARLENE CARIDE, COMMISSIONER

RE: ONLINE PRELICENSURE COURSES

On March 30, 2020, Bulletin No. 20-09 was issued, which temporarily permits licensed real estate schools to offer prelicensure courses via live-remote instruction in response to the COVID-19 pandemic.¹ Bulletin No. 20-09 also addresses the impact pandemic related disruptions may have on license applications and testing under the authority of Exec. Order No. 103 (March 9, 2020) ___ N.J.R. ___ (“EO 103”).

The response from prospective/current students as well as licensed schools and instructors to the availability of live-remote prelicensure courses during the COVID-19 pandemic has been extremely positive. As a result, the purpose of this bulletin is to provide notice to real estate schools, directors, instructors, and prospective/current students that effective August 29, 2023, prelicensure courses may be offered online on a permanent basis. At that time, courses may be offered online via on-demand and live-remote instruction. This bulletin does not impact Bulletin No. 20-33, Remote Testing for Prospective Real Estate Licensees.

- **Prelicensure Courses:** All courses must continue to meet the regulatory requirements set forth in N.J.A.C. 11:5-2.1(f) and (g). In addition, courses delivered by on-demand instruction must also receive Distance Education Certification by the Association of Real Estate License Law Officials (“ARELLO”). Information regarding ARELLO’s Certification process is available here: <https://www.arello.org/programs/distance-education/>.

¹ In general, courses may be provided on-line in two ways – live-remote or on demand. Courses taught by live-remote instruction are delivered at a scheduled time with a live instructor that is separated from the student geographically. Courses taught via on-demand instruction are available to students at any time.

- **Instructor Licensing:** All instructor-applicants must meet the requirements set forth in N.J.A.C. 11:5-2.2(k). Information regarding instructor qualifications and licensing is available here: https://www.state.nj.us/dobi/division_rec/licensing/forms/recinst.pdf.
- **Schools - Main Office Location:** All schools must have a main location that contains their administrative offices, records and a dedicated telephone number that students use to contact the school and administrative staff. The main office does not have to be located in New Jersey.
- **Schools - Teaching Location(s):** As part of the school licensing process, a school may elect to license one designated location where courses are offered in-person. The location must meet the requirements set forth in N.J.A.C. 11:5-2.2(f)1. A school may elect to license additional teaching locations, which must also meet those same requirements and be separately licensed.
- **Student Policy:** All schools are required to submit their policy regarding satisfactory course completion, the issuance of the Course Completion Certificate, the conditions for the dismissal of a student, refunds and the final exam policy with their license application. In addition, schools that offer online instruction, both live-remote and on-demand, must also provide their policy regarding the availability of technical support for students and how and when students are able to contact technical support staff. Any change in the school policies described above must be disclosed to the Commission with 10 business days, in writing or on a form prescribed by the Commission.
- **Record Retention and Inspection:** All schools must maintain student records at their main office location. These records must be maintained for not less than three years after a student matriculates. These records must be available for inspection within 48 hours of a request made by the Commission.
- **Solicitation:** All schools must continue to play an active role in ensuring the total separation between the instructional activity conducted by the school and the solicitation of students to seek employment for a particular real estate brokerage, regardless of how course instruction is delivered.

Questions regarding the application and licensing process for schools and instructors may be directed to realestate@dobi.nj.gov.

11/30/2022

Date

Marlene Caride
Commissioner

Bulletins/AR REC Prelicensure (Remote)