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|  | **State of New Jersey****Department of Banking and Insurance****Real Estate Commission****P.O. BOX 328****TRENTON, NJ 08625-0328****PHONE: (609) 292-7272/(609)940-7391****FAX: (609) 292-0944****Main Website:** [**www.dobi.nj.gov**](http://www.dobi.nj.gov) |  |  |  |  |  |  |  |  |  |  |
|  |  | **C** |  |  |  |  |  |  |  |  |
|  |  | (Course Reference Number) |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |
|  |  | **CE COURSE APPLICATION** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **APPLICATION FEE** | **ONLY PAYMENT TYPES ACCEPTED** | **CASH RECEIPT NO.** | **RECEIPT DATE (mm/dd/yy)** |
| **$200.00** (non-refundable) |  [ ]  Business Check | [ ]  Certified Check |  |       |
|  |  [ ]  Cashier’s Check | [ ]  Money Order |  |  |
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|  | **- DO NOT WRITE ABOVE THIS LINE - FOR AUTHORIZED NJREC USE ONLY -** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **All fees to be made payable to “State Treasurer of NJ”. No personal checks, cash or credit cards accepted.** |  |
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| **1** | **COURSE CATEGORY:** |  |
|  | [ ]  **CORE** |  | **[ ]  ETHICS** |  | [ ]  **ELECTIVES** |  | [ ]  **FAIR HOUSING** |  |
|  |  |  |  |  |  |  |  |  |
|  | Specify below the core topic area to which the course primarily relates. |  | Ethics can be defined as the critical, structured examination of how people and institutions should behave. Course content must be relevant to the professional development of a real estate licensee. |  | Specify below the elective topic area to which the course primarily relates. |  | Fair HousingNJ-LAD(Law Against Discrimination)**\*\*Must include a minimum of 1 Hour NJ Specific Content** |  |
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|  | **CORE TOPIC AREAS** | **ELECTIVE TOPIC AREAS** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **ETHICS** | **[ ]**  | **LAND USE** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **AGENCY** | **[ ]**  | **FINANCING** (Mortgage alternatives) |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **DISCLOSURE** | **[ ]**  | **SEASONAL RENTALS** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **REAL ESTATE LICENSEE STATUTES/RULES** | **[ ]**  | **REAL ESTATE VALUATION** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **FAIR HOUSING/NJ LAW AGAINST DISCRIMINATION** | **[ ]**  | **PROPERTY MANAGEMENT** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **LEGAL REQUIREMENTS ON ESCROW MONIES & FINANCIAL RECORDKEEPING** | **[ ]**  | **COMMERCIAL REAL ESTATE PROPERTY** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **NJ & FEDERAL ENVIRONMENTAL LAWS/RULES PERTINENT TO THE PRACTICE OF REAL ESTATE BROKERAGE** | **[ ]**  | **FORECLOSURES SHORT-SALE TRANSACTIONS** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **LEGAL ISSUES** (For example: Listing Agreements, Sales Contracts, Leases, Attorney Review, Forms of Ownership and Deed Restrictions) | **[ ]**  | **REQUIREMENTS OF & TRANSACTIONS SUBJECT TO THE REAL ESTATE FULL DISCLOSURE ACT & THE NJ REAL ESTATE TIMESHARE ACT** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **[ ]**  | **REAL ESTATE LICENSEE SAFETY** | **[ ]**  | **SPECIFIC ASPECTS OF** **RESIDENTIAL REAL ESTATE TRANSACTIONS (SARRET):** |  |
|  | **[ ]**  | **REAL ESTATE FINANCIAL LITERACY AND PLANNING** |  | **SARRET Topic Area:** |       |  |
|  |  | (Real Estate Licensee: Personal Finance Planning) |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | **COURSE DELIVERY METHOD (Select all that apply):** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | [ ]  | **CL** (Classroom Learning) | [ ]  **VIDEOCONFERENCING** | [ ]  **ON-LINE (Must include details about a timing mechanism)** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | [ ]  | **WB** (Webinar) | [ ]  **OTHER:** |  |  |
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| **3** | **COMPLETE COURSE TITLE:** **(As it appears on any course materials and/or advertisements):** |  |  |  |  |
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| **4** | **COURSE TEXTBOOK:** |       |  |
|  | (If applicable) |  |  | [Complete textbook name, author(s) name, published edition number, and ISBN#] |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** |     | **6** | **DESCRIPTION OF MATERIALS** (to be distributed to participants. Attach additional pages, if needed)**:** |  |
|  | **Total Credit Hours** **(in whole hours)** |  |       |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | **DISTANCE LEARNING CE COURSES ADDITIONAL REQUIREMENTS** (Attach additional sheets, if necessary): |  |
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|  | **a.** | Indicate how you have verified that the time required for a student of average ability to complete the course is at least equal to the number of credit hours to be assigned to the course, e.g. – the results of studies or field tests or other means. |  |
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|  | **b.** | What provision is made for handling equipment failures, including hardware or software failures or transmission interruptions, and provide appropriate instructor and/or technical support, as necessary, to enable students to satisfactorily complete the course in the event of such failure or interruption. |  |
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|  | **c.** | Describe procedures that provide reasonable assurance of student identity and verification that the student receiving the continuing education credit for completing the course is actually the individual who performed all of the work required to complete the course. |  |
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|  | **d.** | Describe the mechanism for inactivity so that a student is not credited when not actively participating in the program. |  |
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| **8** | **Describe the course relevance to the Real Estate brokerage practice:** |  |
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| **9** | **Has course content been approved in NJ in the past? If YES, please provide course ID number.** | **C** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** | **Is a student required to pass a comprehensive examination in order to receive credit for having taken the course?** [ ]  **YES** [If **YES**, see N.J.A.C. 11:5-12.12(b)] [ ]  **NO** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11** | **Is this course ARELLO approved? [ ]  YES [ ]  NO** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | If **YES**, please provide the ARELLO approval number: |       |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12** | **Is course already approved in another State by the agency exercising regulatory authority over the real estate licensees of that State: [ ]  YES [ ]  NO** |  |
|  | If **YES**, please list the State name and reference number: |       |  |       |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **(State Initials)** |  | **(State Reference Number)** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Provider Information:** |  |
|  |  |  |  |  |  |
| **13** |       |  |
|  | **(Entire Legal Business Name)** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **14** | **“PROVIDER” ID (if applicable):** | **P** |  |  |  |  |  |  |  |  |  | **LICENSE REF. #****(if applicable):** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **15** |       |  |       |  |       |  |       |  |
|  | **Public -** (Business Street Address) - Line 1 |  | (City) |  | (State) |  | (Zip Code) |  |
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| **16** |       |  |       |  |
|  | **Public** - (Business Phone # with Area Code) |  | **Public** (Business Website) |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **17** |       |  |       |  |       |  |
|  | **Public** - (County) |  | **NJREC only** - (Cell phone with area code) |  | **NJREC only** - (**Personal E-Mail, must be completed**) |  |
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| **18** | **COURSE CREATION** |  |
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|  | The following details represent the information content an acceptable Continuing Education (CE) course may contain: |  |
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|  | **[ ]**  | **COURSE TITLE** |  |
|  | **[ ]**  | **DETAILED TIMED OUTLINE (MANDATORY) – See Below, SAMPLE #1 at bottom of page.** |  |
|  | **[ ]**  | **STATEMENT OF OBJECTIVES** (should be stated in the form of specific learning outcomes, e.g. “Upon successful completion of this course, students will be able to...”) |  |
|  | **[ ]**  | **STEPS FOR ACCOMPLISHING THESE OBJECTIVES** |  |
|  | **[ ]**  | **STUDENT REQUIREMENTS FOR SUCCESSFUL COMPLETION OF THE COURSE** |  |
|  | **[ ]**  | **RULES CONCERNING STUDENT ABSENCE AND/OR TARDINESS** |  |
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|  | **SAMPLE #1** |  |

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| **COURSE TITLE:** |  |
| **TIME ALLOTMENT** | **CONTENT** | **LEARNING OBJECTIVES** | **TEACHING METHODS** |
| 20 minutes | Buyer Agency (defined, creation of, advantages, disadvantages, disclosure of | Define Buyer Agency; List types of Buyers the Agent should represent as a Buyer’s Agent | Lecture and Town Hall |
| 15 minutes | Buyer Agency agreements (exclusive and non-exclusive) | List points in transaction when prompt disclosure of Buyer Representation must be made; Select the most appropriate for the Buyer Agency relationship | Group discussion |
| 15 minutes | Disclosed Dual Agency (defined, creation of, advantages, disadvantages, disclosure of) | Define Dual Agency and its limitations | Lecture |
| 10 minutes | **BREAK TIME** |
| 25 minutes | Undisclosed Dual Agency (defined and creation of) | Recognize ways in which disclosed Dual Agency can be created accidentally | Lecture |
| 25 minutes | WORKSHOP: Scenarios or recognizing breaches of fiduciary duties in agency relationships | Analyze the scenarios and identify common errors in the proper disclosure and practice of agency law | Case studies and group discussion Provide case studies |
| 10 minutes | SUMMARY: Question and Answer |  |  |
| **TOTAL TIME: 120 MINUTES (or 2 HOURS)** |