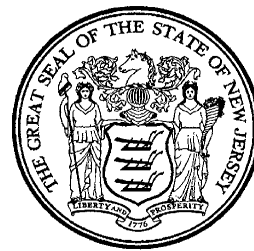




**State of New Jersey**  
**Department of Banking and Insurance**  
**Real Estate Commission**  
 P.O. BOX 328  
 TRENTON, NJ 08625-0328  
 PHONE: (609) 292-7272 FAX: (609) 292-0944  
 Main Website: www.dobi.nj.gov



**Mandatory Continuing Education (MCE)**

# PROVIDER "APPLICATION GUIDE"

**IMPORTANT NOTE:** Completion of this form is required by N.J.A.C. 11:5-12. The submission of false information will result in a denial of the application and may subject you to sanctions by the New Jersey Real Estate Commission. See N.J.S.A. 45:15-16.2g and N.J.A.C. 11:5-12:15.

**PLEASE NOTE: All provider applicants must review N.J.A.C. 11:5-12.6 thru 12.9 for instructor requirements & responsibilities.**

**GENERAL INSTRUCTIONS**

- A.)** An applicant seeking approval as a NJ real estate continuing education provider shall apply on the forms provided by the New Jersey Department of Banking and Insurance, Real Estate Commission (REC), Education section, and submit them with the appropriate fee.
- B.)** Application information is labeled two ways: "**Public**" and "**NJ REC only**". Any items labeled "**NJ REC only**" will be kept confidential and will not be viewable or accessible by the public.
- C.) PROVIDER TYPE: 1.)**
  - If you are already a licensed New Jersey Real Estate School providing Broker courses, check the box marked "Real Estate Pre-Licensing + CE"
  - If you are a "NJ Public Adult or Higher Education" institution as established in Title 45, check the 3<sup>rd</sup> box
  - All other applicants, check "Real Estate CE"
- D.) PROVIDER TYPE: 2.)** - Provide the business name which is to be recorded as the official name of the provider and any trade or alternate name under which the provider will operate.
- E.) COORDINATOR INFORMATION: 8.)** - List the name of the primary contact for this registered entity
- F.) SATELLITE LOCATIONS: 14.)** – It is understood that Continuing Education courses may be held at various locations. However, if you have a standing contract with a particular location, please list that information.  
**EXAMPLE:** ABC Correspondence Company offers classes three times a year at the Atlantic City Convention Center. The Atlantic City Convention Center would be listed as the satellite location.
- G.) COURSE DELIVERY METHOD: 14.)** - Provide a description of the type(s) of courses to be provided as:

i) Classroom Learning and/or In-Person	<b>NOTE:</b> If "in-person" courses are offered, the address(es) and a description of the known location(s) where courses will be offered must be submitted to the NJREC immediately.
ii) Distance learning	
iii) Type of distance learning (Other:)	

- H.)** For all Continuing Education (CE) related questions, contact the New Jersey Real Estate Commission (NJREC) , Education section at **609-292-7272** or by e-mail at **realestate@dobi.state.nj.us**

MAIL ALL REQUESTED FORMS & FEES IN ONE SINGLE PACKAGE (NOT INDIVIDUALLY) TO:

**NEW JERSEY REAL ESTATE COMMISSION**  
**20 West State Street**  
**P.O. Box 328**  
**Trenton, New Jersey 08625-0328**  
**Attn: NJREC Education section, 7<sup>th</sup> floor**

**NOTE: Make all fees payable to the "State Treasurer of NJ". (No personal checks or cash.)**