

## FREC Distance Education Checklist

Please use this document to determine what information you are required to submit to the Florida Department of Business and Professional Regulation when you are applying to offer a Florida Real Estate Commission (FREC) educational course.

For courses offered via **distance education**:

COURSE TYPE	CHECKLIST
<p><b><u>Sales Associate Pre Licensure</u></b></p> <ul style="list-style-type: none"> <li>• These courses can only be offered by Real Estate Schools licensed pursuant to Chapter 475.451, Florida Statutes.</li> <li>• Courses are approved for a maximum of 63 hours.</li> <li>• All courses must be based on the FREC I syllabus available online at:  <a href="http://RealEstateCommission-Education-MyFloridaLicense.com">Real Estate Commission – Education – MyFloridaLicense.com</a></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed DBPR RE 18 application.</li> <li><input type="checkbox"/> One copy of the course material.</li> <li><input type="checkbox"/> Timeline justifying the hours requested on your application. (50 minute hours)</li> <li><input type="checkbox"/> Learning objectives (3-per hour)</li> <li><input type="checkbox"/> Two end of course examinations (multiple choice) and answer keys reflecting the page number where the answers can be found.</li> </ul>
<p>Aside from the standard course application requirements distance education course must also meet the following requirements</p>	
<p>1. Distance learning necessitates a high level of self-direction and should, therefore, require students to read, conduct research, complete timed exams and similar assignments, designed to measure the student's competency relative to the required subject matter objectives. Distance learning study must be offered on a classroom hour per classroom hour basis.</p>	
<p>2. Schools must demonstrate that the credit hours awarded for distance learning are appropriate to the course offered. The schools may accomplish this objective by demonstrating that students engaged in distance learning have acquired the knowledge, skills, and/or competencies that are at least equivalent to those acquired by students enrolled in classroom studies. Pre-licensure courses shall not be offered by correspondence methods, except by reason of a hardship as defined by rule.</p>	
<p>3. The provider must demonstrate that the technical processes used in the delivery of the course operate correctly and the instructional strategies its use supports</p>	
<p>4. The Provider must have in place alternative plans for the provision of uninterrupted learner services and technical support in the event of primary system failure</p>	
<p>5. The provider must have policies and technical processes in place to verify and document student identity for enrollment, course participation and course completion.</p>	
<p>6. Course submissions shall include a detailed course timeline, and the provider shall make the timeline available to students prior to enrollment.</p>	
<p>7. The provider must present evidence by means of an objective study that the stated course hours are consistent with actual hours required to complete the course</p>	
<p>8. The provider must describe in detail the objective method used to ensure students receive only the allotted time to complete the end-of-course examinations.</p>	
<p>9. The provider must demonstrate that the permitted instructors and technical staff are available during normal business hours for student assistance. Instructors and technical assistance hours must be made available to students and posted in a prominent location.</p>	

10. Pre-licensing courses must conform to the Course I and Course II syllabus. Courses must include learning objective for each session of the syllabus. The course school must describe the method of assessment of the student's performance periodically throughout the course of instruction.
11. Post-Licensing courses must include learning objective for each session of the syllabus. The course provider must describe the method of assessment of the student's performance periodically throughout the course of instruction.
12. End-of-Course examinations shall not include aids such as, but not limited to, hint, back, or retry functionality's. The provider must demonstrate that there is a reasonable method in place to prevent duplication of the end of course examination. Students shall not take the end-of-course exam without satisfactorily completing all sections of the syllabus
13. The provider must require the student to submit a statement that includes "I certify that I personally completed all assignments and have not duplicated any portion of the end of course examination" prior to the taking of the final examination
<b>For detailed information concerning course and exam content please refer to Rule 61J2-3.008 Florida Administrative code.</b>

<b>COURSE TYPE</b>	<b>CHECKLIST</b>
<b><u>Sales Associate Post Licensure</u></b> <ul style="list-style-type: none"> <li>• These courses can be offered by Real Estate Schools licensed pursuant to Chapter 475.451, Florida Statutes, and approved providers.</li> <li>• Courses are approved for a maximum of 45-hours and a minimum of 15-hours.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed DBPR RE 18 application.</li> <li><input type="checkbox"/> Completed DBPR RE 20 application for each instructor that will be involved in the delivery of the course. (this is a requirement for approved providers only, licensed real estate schools do not need to fulfill this requirement)</li> <li><input type="checkbox"/> Course application fee: \$80 (this is a requirement for approved providers only, licensed real estate schools do not need to fulfill this requirement)</li> <li><input type="checkbox"/> One copy of the course material.</li> <li><input type="checkbox"/> Timeline justifying the hours requested on your application. (50 minute per hour)</li> <li><input type="checkbox"/> Learning objectives (3-per hour)</li> <li><input type="checkbox"/> Two end of course examinations (multiple choice) and answer keys reflecting the page number where the answers can be found.</li> </ul>
Aside from the standard course application requirements distance education course must also meet the following requirements	
1. Distance learning necessitates a high level of self-direction and should, therefore, require students to read, conduct research, complete timed exams and similar assignments, designed to measure the student's competency relative to the required subject matter objectives. Distance learning study must be offered on a classroom hour per classroom hour basis.	

2. Schools must demonstrate that the credit hours awarded for distance learning are appropriate to the course offered. The schools may accomplish this objective by demonstrating that students engaged in distance learning have acquired the knowledge, skills, and/or competencies that are at least equivalent to those acquired by students enrolled in classroom studies. Pre-licensure courses shall not be offered by correspondence methods, except by reason of a hardship as defined by rule.
3. The provider must demonstrate that the technical processes used in the delivery of the course operate correctly and the instructional strategies its use supports
4. The Provider must have in place alternative plans for the provision of uninterrupted learner services and technical support in the event of primary system failure
5. The provider must have policies and technical processes in place to verify and document student identity for enrollment, course participation and course completion.
6. Course submissions shall include a detailed course timeline, and the provider shall make the timeline available to students prior to enrollment.
7. The provider must present evidence by means of an objective study that the stated course hours are consistent with actual hours required to complete the course
8. The provider must describe in detail the objective method used to ensure students receive only the allotted time to complete the end-of-course examinations.
9. The provider must demonstrate that the permitted instructors and technical staff are available during normal business hours for student assistance. Instructors and technical assistance hours must be made available to students and posted in a prominent location.
10. Pre-licensing courses must conform to the Course I and Course II syllabus. Courses must include learning objective for each session of the syllabus. The course school must describe the method of assessment of the student's performance periodically throughout the course of instruction.
11. Post-Licensing courses must include learning objective for each session of the syllabus. The course provider must describe the method of assessment of the student's performance periodically throughout the course of instruction.
12. End-of-Course examinations shall not include aids such as, but not limited to, hint, back, or retry functionality's. The provider must demonstrate that there is a reasonable method in place to prevent duplication of the end of course examination. Students shall not take the end-of-course exam without satisfactorily completing all sections of the syllabus
13. The provider must require the student to submit a statement that includes "I certify that I personally completed all assignments and have not duplicated any portion of the end of course examination" prior to the taking of the final examination
<b>For detailed information concerning course and exam content please refer to Rule 61J2-3.020 Florida Administrative code.</b>

COURSE TYPE	CHECKLIST
<p><b><u>Broker Pre Licensure</u></b></p> <ul style="list-style-type: none"> <li>• These courses can only be offered by Real Estate Schools licensed pursuant to Chapter 475.451 Florida Statutes.</li> <li>• Courses are approved for a maximum of 72 hours.</li> <li>• All courses must be based on the FREC II syllabus available online at:  <a href="http://RealEstateCommission-Education-MyFloridaLicense.com">Real Estate Commission – Education – MyFloridaLicense.com</a></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed DBPR RE 18 application.</li> <li><input type="checkbox"/> One copy of the course material.</li> <li><input type="checkbox"/> Timeline justifying the hours requested on your application. (50 minute hours)</li> <li><input type="checkbox"/> Learning objectives (3-per hour)</li> <li><input type="checkbox"/> Two end of course examinations (multiple choice) and answer keys reflecting the page number where the answers can be found</li> </ul>
<p>Aside from the standard course application requirements distance education course must also meet the following requirements</p>	
<p>1. Distance learning necessitates a high level of self-direction and should, therefore, require students to read, conduct research, complete timed exams and similar assignments, designed to measure the student's competency relative to the required subject matter objectives. Distance learning study must be offered on a classroom hour per classroom hour basis.</p>	
<p>2. Schools must demonstrate that the credit hours awarded for distance learning are appropriate to the course offered. The schools may accomplish this objective by demonstrating that students engaged in distance learning have acquired the knowledge, skills, and/or competencies that are at least equivalent to those acquired by students enrolled in classroom studies. Pre-licensure courses shall not be offered by correspondence methods, except by reason of a hardship as defined by rule.</p>	
<p>3. The provider must demonstrate that the technical processes used in the delivery of the course operate correctly and the instructional strategies its use supports</p>	
<p>4. The Provider must have in place alternative plans for the provision of uninterrupted learner services and technical support in the event of primary system failure</p>	
<p>5. The provider must have policies and technical processes in place to verify and document student identity for enrollment, course participation and course completion.</p>	
<p>6. Course submissions shall include a detailed course timeline, and the provider shall make the timeline available to students prior to enrollment.</p>	
<p>7. The provider must present evidence by means of an objective study that the stated course hours are consistent with actual hours required to complete the course</p>	
<p>8. The provider must describe in detail the objective method used to ensure students receive only the allotted time to complete the end-of-course examinations.</p>	
<p>9. The provider must demonstrate that the permitted instructors and technical staff are available during normal business hours for student assistance. Instructors and technical assistance hours must be made available to students and posted in a prominent location.</p>	
<p>10. Pre-licensing courses must conform to the Course I and Course II syllabus. Courses must include learning objective for each session of the syllabus. The course school must describe the method of assessment of the student's performance periodically throughout the course of instruction.</p>	
<p>11. Post-Licensing courses must include learning objective for each session of the syllabus. The course provider must describe the method of assessment of the student's performance periodically throughout the course of instruction.</p>	

12. End-of-Course examinations shall not include aids such as, but not limited to, hint, back, or retry functionality's. The provider must demonstrate that there is a reasonable method in place to prevent duplication of the end of course examination. Students shall not take the end-of-course exam without satisfactorily completing all sections of the syllabus
13. The provider must require the student to submit a statement that includes "I certify that I personally completed all assignments and have not duplicated any portion of the end of course examination" prior to the taking of the final examination
<b>For detailed information concerning course and exam content please refer to Rule 61J2-3.008 Florida Administrative code.</b>

<b>COURSE TYPE</b>	<b>CHECKLIST</b>
<p><b><u>Broker Post Licensure</u></b></p> <ul style="list-style-type: none"> <li>• These courses can be offered by Real Estate Schools licensed pursuant to Chapter 475.451 Florida Statutes and approved providers.</li> <li>• Courses are approved for a maximum of 60-hours and a minimum of 15-hours.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed DBPR EE 18 application.</li> <li><input type="checkbox"/> Completed DBPR 20 application for each instructor that will be involved in the delivery of the course. (this is a requirement for approved providers only, licensed real estate schools do not need to fulfill this requirement)</li> <li><input type="checkbox"/> Course application fee: \$80.00 (this is a requirement for approved providers only, licensed real estate schools do not need to fulfill this requirement)</li> <li><input type="checkbox"/> One copy of the course material.</li> <li><input type="checkbox"/> Timeline justifying the hours requested on your application. (50 minute hours)</li> <li><input type="checkbox"/> Learning objectives (3-per hour)</li> <li><input type="checkbox"/> Two end of course examinations (multiple choice) and answer keys reflecting the page where the answers can be found.</li> </ul>
Aside from the standard course application requirements distance education course must also meet the following requirements	
1. Distance learning necessitates a high level of self-direction and should, therefore, require students to read, conduct research, complete timed exams and similar assignments, designed to measure the student's competency relative to the required subject matter objectives. Distance learning study must be offered on a classroom hour per classroom hour basis.	
2. Schools must demonstrate that the credit hours awarded for distance learning are appropriate to the course offered. The schools may accomplish this objective by demonstrating that students engaged in distance learning have acquired the knowledge, skills, and/or competencies that are at least equivalent to those acquired by students enrolled in classroom studies. Pre-licensure courses shall not be offered by correspondence methods, except by reason of a hardship as defined by rule.	

3.	The provider must demonstrate that the technical processes used in the delivery of the course operate correctly and the instructional strategies its use supports
4.	The Provider must have in place alternative plans for the provision of uninterrupted learner services and technical support in the event of primary system failure
5.	The provider must have policies and technical processes in place to verify and document student identity for enrollment, course participation and course completion.
6.	Course submissions shall include a detailed course timeline, and the provider shall make the timeline available to students prior to enrollment.
7.	The provider must present evidence by means of an objective study that the stated course hours are consistent with actual hours required to complete the course
8.	The provider must describe in detail the objective method used to ensure students receive only the allotted time to complete the end-of-course examinations.
9.	The provider must demonstrate that the permitted instructors and technical staff are available during normal business hours for student assistance. Instructors and technical assistance hours must be made available to students and posted in a prominent location.
10.	Pre-licensing courses must conform to the Course I and Course II syllabus. Courses must include learning objective for each session of the syllabus. The course school must describe the method of assessment of the student's performance periodically throughout the course of instruction.
11.	Post-Licensing courses must include learning objective for each session of the syllabus. The course provider must describe the method of assessment of the student's performance periodically throughout the course of instruction.
12.	End-of-Course examinations shall not include aids such as, but not limited to, hint, back, or retry functionality's. The provider must demonstrate that there is a reasonable method in place to prevent duplication of the end of course examination. Students shall not take the end-of-course exam without satisfactorily completing all sections of the syllabus
13.	The provider must require the student to submit a statement that includes "I certify that I personally completed all assignments and have not duplicated any portion of the end of course examination" prior to the taking of the final examination
<b>For detailed information concerning course and exam content please refer to Rule 61J2-3.020 Florida Administrative code.</b>	

COURSE TYPE	CHECKLIST
<p><b><u>Continuing Education</u></b></p> <ul style="list-style-type: none"> <li>• These courses can be offered by Real Estate Schools licensed pursuant to Chapter 475.451 Florida Statutes and approved providers. Only Licensed Real Estate Schools are allowed to offer the Florida Law Update courses.</li> <li>• Specialty Courses are approved for a maximum of 8-hours and a minimum of 2-hours.</li> <li>• Ethics and Business Practices is approved for 3-hours.</li> <li>• Core Law is approved for 3-hours.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed DBPR RE 18 application.</li> <li><input type="checkbox"/> Completed DBPR RE20 application for each instructor that will be involved in the delivery of the course. (this is a requirement for approved providers only, licensed real estate schools do not need to fulfill this requirement)</li> <li><input type="checkbox"/> Course application fee: \$80.00 (this is a requirement for approved providers only, licensed real estate schools do not need to fulfill this requirement)</li> <li><input type="checkbox"/> One copy of the course material.</li> <li><input type="checkbox"/> Timeline justifying the hours requested on your application. (50 minutes per hour)</li> <li><input type="checkbox"/> Learning objectives (3-per hour)</li> <li><input type="checkbox"/> 5-End of course examinations (multiple choice) and answer keys reflecting the page number where the answers can be found</li> </ul>
<p>For detailed information concerning course and exam content please refer to Rule 61J2-3.009 Florida Administrative code.</p>	