

**APPLICATION PROCEDURES FOR APPROVAL OF  
PROVIDERS AND ACTIVITIES AS  
NEBRASKA REAL ESTATE CONTINUING EDUCATION  
DELIVERED IN A DISTANCE EDUCATION FORMAT**

Persons or institutions seeking approval to offer continuing education activities should read the following before filling out the various application forms so as to familiarize themselves with the procedures involved with submitting an application(s) pursuant to Sections 81-885.49 through 81-885.54 of the Nebraska Real Estate License Act and Title 299, Chapter 7 of the Rules and Regulations of the Nebraska Real Estate Commission.

**ARELLO DISTANCE EDUCATION CERTIFICATION REQUIRED**

Title 299 Chapter 7 Section 003.02 sets forth the following; "Continuing education activities offered in a distance education format must be certified by the Association of Real Estate License Law Officials. A student must complete the distance education activity within one year of the date of enrollment. Distance education as it is used in this chapter shall mean courses in which instruction does not take place in a traditional classroom setting but rather through other media where instructor and student are separated by distance and sometimes by time." (Emphasis added) *ARELLO Certification must encompass the entire delivery stream. If a combination of Primary or Developer/Secondary provider are involved all entities must have achieved Certification.*

THE AMERICANS WITH DISABILITIES ACT (ADA)

Real Estate Educators have responsibilities under the ADA. Any private entity that offers courses (activities) or examinations related to licensing for professional or trade purposes must offer such courses (activities) or examinations in a place and manner accessible to all persons, or offer alternative but equal arrangements. This may include the provision of auxiliary aids and services for persons with disabilities. For more information please contact your Equal Employment Opportunity Commission.

GENERAL APPROVAL REQUIREMENTS

**Each application for continuing education approval consists of all of the following, 1-4, and must be received in the Commission Office at least 30 days in advance of the program being offered for credit.**

- 1) Submit the **Activity Sponsor Application (DE-1)** with a copy of the **ARELLO Certification Summary Sheet** for each entity involved in the delivery stream.
- 2) Include the **Activity Application (DE-2)** along with an **outline** of the subject matter to be covered in the continuing education activity, including a time allotment schedule. Note: No continuing education activity can be less than a total of three clock hours. Activities are approved in 3-hour increments based on a 50-minute hour.

Learning objectives must be incorporated into continuing education activity outlines. These should reflect the goals your activity has been developed to meet. Time allotments should also reflect these goals and objectives.

Also requested is a reference to major resource materials upon which the activity relies. If these cannot be simply denoted, please include copies of these resources at time of application.

- 3) **Access to the actual activity.**

4) Submit a copy of the **proposed continuing education activity completion certificate (See Example DE-3)**, which can be no larger than 8 ½ inches by 11 inches and provides for the following information:

- a) The name, identification number and license type of the licensee.
- b) The title of the continuing education activity including its Nebraska Real Estate Commission assigned 4-digit activity approval/content number.
- c) The date(s) on which the activity was completed.
- d) The name of the Provider.
- e) A statement that the licensee fully completed the activity and the number of hours for which the continuing education activity has been approved.
- f) The fact that the program is approved by the Nebraska Real Estate Commission must be clearly stated.
- g) All information on activity completion certificates must be printed in ink and filled out completely **prior to distributing to students.**

#### EVALUATION OF ACTIVITIES AND INSTRUCTORS

All Providers must have a system of evaluation by students in which the activity and instructor is evaluated at the end of each offering. The completed evaluation forms, as mandated by the ARELLO Certification, on each activity/instructor must be kept on file four years from the date the student completes the offering and may be requested at any time by the Commission.

#### REQUIRED CONTINUING EDUCATION

Six (6) continuing education hours out of the twelve required every two years must be in designated subject matter. (This was increased from 3 hours effective for the 2011-2012 continuing education period.) The Commission will determine which subject matter will meet this requirement and will recognize appropriate activities by adding an "R" to the four-digit activity content number which is assigned to each activity approved. Current designated subject matter are:

- The NE Real Estate License Act (a study in part, or whole)
- The NE Real Estate Trust Acct. Manual (a study in part, or whole)
- The NE Landlord/Tenant Act
- Fair Housing/ADA
- Ethical Decision-Making/Studies of Codes of Ethics
- Agency Relationships (must not conflict with NE statute and regs)
- Preparing a Broker Price Opinion (BPO) or Certified Market Analysis (CMA)
- Environmental Concerns
- Contracts
- Real Estate Settlement Procedures Act (RESPA)
- Finance

#### 4-DIGIT ACTIVITY CONTENT NUMBER

Licensees are prohibited from receiving credit for duplicating activities or course content within four years. Required activities (R-courses) are an exception to this, these may be duplicated in each subsequent 12-hour requirement. In order to assist licensees in identifying potential duplication concerns a 4-digit course content number is assigned to each activity upon approval. This number must appear in references to the approved activity i.e. marketing, scheduling, completion certificates, etc.

#### TERM OF APPROVAL

ARELLO Certification must be maintained for activities to remain approved by the Nebraska Real Estate Commission. Initial Nebraska Approval is valid for a three year period and at the end of that time a provider may apply for renewal of approval for another three years.

### SIGNIFICANT CHANGES TO APPROVED ACTIVITY

Should significant changes take place in the subject matter of the continuing education activity during the three year period of approval then the activity must be submitted to the Commission office for review and approval at the same time it is submitted to ARELLO. (See Form DE-4)

### POST APPROVAL REQUIREMENTS

After initial approval of a continuing education activity the provider needs to supply to the Real Estate Commission or maintain records of the following:

- 1) Records shall be established and maintained by each provider on each individual student for four years. (See Example DE-5) Specifically included in the records must be the:
  - a) Name and identification number of the licensee.
  - b) Address of the licensee at the time the activity(ies) was completed.
  - c) The title of the activity completed with its activity content number.
  - d) The date the activity was completed.
  - e) The number of approved credit hours of each separate activity.

2) Within ten days after the conclusion of an approved activity the provider must electronically submit to the Commission office a listing of the attendee(s) in alphabetical order by last name (if plural). Tools will be provided to successfully submit continuing education verification lists electronically. The following will be received by email upon approval of a program.

1. The Instructions and the Required List Format information.
2. The "Read Only" Excel Spreadsheet template specific to each Provider.
3. Step-by-Step Instructional Video.

Data collected on the spreadsheet must include the licensees' License I.D. number, Last and First names, Provider name, date the activity was completed, activity content number and number of hours of credit.

**LICENSEES RELY UPON THESE UPLOADS TO RECEIVE CREDIT FOR THEIR ATTENDANCE AT PROGRAMS. ACCURACY ON THE SPREADSHEET IS CRITICAL!** If information on this spreadsheet is not accurate it will result in licensees not receiving credit for their attendance in your programs. Under no circumstance should a report be received in the Commission office beyond 10 days of the program. Chronic failure to submit timely and accurate reports will result in a Show Cause Hearing before the Commission as to why approval as an education Provider should not be rescinded.

I.D. numbers: Every time a license is issued i.e. upon initial issuance and annually upon license renewal, a Receipt Card will be provided to a Nebraska licensee. The licensee's I.D. number appears on this card. Although the license number will remain the same as long as the license is renewed, it is recommended that licensees be advised to refer to this card and verify the number when registering for an activity.

Rosters, which include I.D. numbers, may be purchased from the Commission upon the execution of a Privacy Agreement with the Commission. Please contact the Commission for further information.

### RENEWAL OF APPROVAL

Providers of ARELLO-Certified Distance Education continuing education activities will need to maintain ARELLO Certification and renew the Nebraska approval of continuing education every three years for activities which they wish to continue offering.

A renewal packet will be mailed to each provider in January regarding the activity(ies) due for renewal sometime that year. (See Form DE-8) This packet will request pertinent information regarding the activity(ies) due for renewal and a current ARELLO CERTIFICATION SUMMARY SHEET. This renewal application will then be reviewed and action will be taken by the Commission.

## **GUIDELINES FOR CONTINUING EDUCATION ACTIVITIES**

Continuing education providers must follow the procedures for approval of providers, activities, and instructors outlined in the Nebraska Real Estate License Act and Title 299 NAC Chapter 7. The following subject matter is generally considered acceptable for continuing education activities, but providers are encouraged to create new activities to meet the changing demands of the real estate market. Addressing listed subject matter in an activity does not guarantee approval by the Nebraska Real Estate Commission.

Approvable subject matter includes, but is not limited to, the following:

1. Agency
2. Auctions of real estate
3. Broker price opinions and comparative market analyses
4. Commercial real estate sales and leasing
5. Compliance with federal and state real estate laws
6. Computers - utilization to serve the consumer
7. Condominiums and cooperatives
8. Contracts used in real estate transactions
9. Counseling the real estate client
10. Diversity, i.e. respecting cultural differences
11. Environmental concerns, i.e. radon, lead-based paint, etc.
12. Ethical practices in real estate
13. Fair Housing/ADA
14. Farm and ranch real estate sales and leasing
15. Housing and Urban Development programs
16. Land use planning and zoning, i.e. site assessments, feasibility studies, etc.
17. Landlord/Tenant Act
18. Legal issues in real estate e-commerce
19. Legislative changes that affect real estate (not pending legislation)
20. Property inspections, i.e. wood-destroying insects, furnace/AC, whole house, etc.
21. Property management
22. Real estate accounting and taxation, including exchanges of real property
23. Real estate development, construction, and energy conservation methods
24. Real estate finance
25. Real estate investment
26. Real estate mathematics
27. Real estate relocation
28. Real estate securities and syndications
29. Risk reduction
30. Technology used to meet the clients' needs
31. Title issues
32. Trust accounts
33. Water and waste management

Revised August, 2011

<b>REAL ESTATE CONTINUING DISTANCE EDUCATION ACTIVITY SPONSOR APPLICATION</b>
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SPONSOR NAME \_\_\_\_\_ DATE \_\_\_\_\_

SPONSOR ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

WEBSITE \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

TITLE OF CONTACT PERSON \_\_\_\_\_

**SCHOOL OWNERS/DIRECTORS**

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

ATTENDANCE MONITORING POLICY: Provide a statement explaining how you intend to verify student identity and monitor 100% participation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADMISSION/REFUND POLICY: Provide a statement explaining your admission policy and how refunds are to be made.

\_\_\_\_\_  
\_\_\_\_\_

   N/A I have enclosed the activity sponsor application fee (if applicable). -over-

Revised July 2018

EXAM and RE-EXAM PROCEDURES (if applicable): Provide a statement explaining your exam procedure and your policy for make-up exam(s).

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METHOD OF RECORD MAINTENANCE: Provide a statement explaining your procedure for maintaining all continuing education records for a minimum of four years.

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**THE AMERICANS WITH DISABILITIES ACT (ADA) . Any private entity that offers courses or examinations related to licensing for professional or trade purposes must offer such courses or examinations in a place and manner accessible to all persons, or offer alternative but equal arrangements. This may include the provision of auxiliary aids and services for persons with disabilities. For more information please contact your Equal Employment Opportunity Commission.**

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I hereby certify that all information supplied herein and on all attachments is true and accurate and that this program will be conducted in compliance with the Americans with Disabilities Act (ADA). I attest that the sponsor of this activity has not had a real estate education certification revoked by any regulating entity of any state or jurisdiction.

SIGNATURE OF CONTACT PERSON: \_\_\_\_\_

DATE: \_\_\_\_\_

<p style="text-align: center;"><b>REAL ESTATE COMMISSION DISTANCE EDUCATION ACTIVITY APPLICATION</b></p>
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ACTIVITY SPONSOR: \_\_\_\_\_

ACTIVITY TITLE: \_\_\_\_\_

DELIVERY METHOD: \_\_\_\_\_

TOTAL HOURS OF ACTIVITY: \_\_\_\_\_ REQUESTED CE HOURS: \_\_\_\_\_

ENCLOSED WITH THIS APPLICATION IS:

N/A the Activity application fee

(if applicable)

fee amount \$ \_\_\_\_\_

a copy (or description) of all activity materials

a copy of the final exam and answer key (if applicable)

a copy of the completion certificate

a copy of all proposed advertising

all other applicable fees

LIST MAJOR REFERENCE MATERIALS USED IN THE DEVELOPMENT OF THIS ACTIVITY:

\_\_\_\_\_  
\_\_\_\_\_

THE INSTRUCTOR(S)/SUBJECT MATTER EXPERT(S) FOR THE ACTIVITY WILL BE:

\_\_\_\_\_  
\*\*THE MAIN BENEFIT TO THE CUSTOMERS/CLIENTS OF THE LICENSEE WHO COMPLETES THIS ACTIVITY WILL BE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF ACTIVITY SPONSOR: \_\_\_\_\_

DATE \_\_\_\_\_

-over-

<p><b>Time:</b></p>	<p><b>DETAILED CONTENT OUTLINE</b> Break into approximately 15-minute segments as indicated by time equivalency studies.</p>	<p><b>LEARNING OBJECTIVES</b> Please provide a minimum of 3 to 5 learning Objectives for every 3 hours of your activity. A Learning Objective defines: <b>"WHAT WILL THE STUDENT BE ABLE TO DO UPON COMPLETION OF THIS ACTIVITY?"</b></p>
<p>SAMPLE:</p>		
<p>5 minutes</p>	<p>Five fiduciary responsibilities of an agent to his client</p>	<p>The student will be able to define either verbally or in writing the 5 fiduciary responsibilities an agent has to his client and give an example of how each of the 5 responsibilities could be applied in a real estate transaction.</p>
<p>10 minutes</p>	<p>a. confidentiality</p>	
<p>10 minutes</p>	<p>b. obedience</p>	
<p>5 minutes</p>	<p>c. loyalty</p>	
<p>5 minutes</p>	<p>d. accounting</p>	
<p>15 minutes</p>	<p>e. disclosure</p>	





EXAMPLE OF  
ACTIVITY COMPLETION  
CERTIFICATE

Attendees Name John Jaston ID# \_\_\_\_\_

License Type: (salesperson or broker)

Continuing Education Activity Completed \_\_\_\_\_

Easements (4-digit activity content number)

Number Hours Activity Approved for 3 hours

Date(s) completed May 6, 2002

Name of Provider Activity Provider, Inc.

Name of Instructor/Subject Matter Expert Lee S. Hold

I certify that the above named licensee did complete this continuing education activity for (# hours) granted by the Nebraska Real Estate Commission.

\_\_\_\_\_  
Signature of Administrator  
or Instructor

THIS IS JUST AN EXAMPLE, YOU MAY USE ANOTHER FORMAT  
AS LONG AS ALL REQUIRED INFORMATION IS INCLUDED.

SUBMISSION FOR  
CHANGE IN AN APPROVED  
CONTINUING EDUCATION ACTIVITY

NEBRASKA REAL ESTATE COMMISSION  
P.O. Box 94667  
Lincoln, NE 68509-4667  
402-471-2004

PLEASE TYPE OR PRINT IN INK.

Date \_\_\_\_\_

Title of Activity \_\_\_\_\_ (Activity Content Number) \_\_\_\_\_

Name of Provider \_\_\_\_\_

Date Change will be Effective \_\_\_\_\_

Description of change in subject matter and difficulty level if level has changed because of the change described:

ATTACH COPY OF ACTIVITY OUTLINE  
THAT REFLECTS THE ABOVE DESCRIBED CHANGE

\_\_\_\_\_  
Signature of Administrator

Office Use Only  
Do Not Write In This Space

Received \_\_\_\_\_ 1st Offer Date \_\_\_\_\_

To Commission \_\_\_\_\_ Expiration \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

EXAMPLE OF  
RECORD TO BE KEPT ON  
INDIVIDUALS BY  
A PROVIDER

Licensee's Name - Jaston, John S.      ID#      903211

Address: 201 S. Canton, Lincoln, NE 68510

Activity Completed & Hours	Date
1. Easements (#0000) - 3 hrs	5/6/02
2.	
3.	
4.	
5.	
6.	

THIS IS JUST AN EXAMPLE, YOU MAY USE ANOTHER FORMAT  
AS LONG AS ALL REQUIRED INFORMATION IS INCLUDED.

Revised July 2018

Example DE-6

EXAMPLE OF  
LIST TO BE SENT  
TO COMMISSION OFFICE  
WITHIN 10 DAYS

The following is a complete and accurate list of the person(s) who completed the approved activity entitled Easements (#0000) offered through (Activity Provider, Inc.) on (date).

Ahern, John E.	801 N. Wanton, Lincoln	876310
Conn, Charles C.	1215 S. Gypsum, Lincoln	962176
Jaston, John S.	201 S. Canton, Lincoln	903211
Mystic, Connie M.	RR 2, Malcolm	874998
Waring, G. Thomas	1004 Garrett, Des Moines, IA	644437

I certify that all persons listed above were in attendance for the full three hours for which the above activity is approved.

Sincerely,

I.M.King

Administrator  
Activity Provider, Inc.

THIS IS JUST AN EXAMPLE, YOU MAY USE ANOTHER FORMAT  
AS LONG AS ALL REQUIRED INFORMATION IS INCLUDED.

RENEWAL OF APPROVAL  
CONTINUING EDUCATION ACTIVITY

NEBRASKA REAL ESTATE COMMISSION  
P.O. Box 94667  
Lincoln, NE 68509-4667  
402-471-2004

PLEASE TYPE OR PRINT IN INK

Date \_\_\_\_\_

Name of Provider \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone (     ) \_\_\_\_\_

**Names of Approved Continuing Education Activity(ies) submitted for Renewal. Attach copies of outlines with time allotments and ARELLO Summary Sheet for all entities involved in the delivery stream and for all activities for which renewal is sought.**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Name(s) of those approved continuing education activities for which renewal of approval will not be sought.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Names of Approved Subject Matter Experts and activity(ies) for which they will be available.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Have any adverse actions or disciplinary actions been taken by any regulatory or licensing authority against your institution in any matter?

\_\_\_\_\_ No

\_\_\_\_\_ Yes, if yes explain fully

Has your approval to offer continuing education activities or pre-license courses been revoked or suspended by any real estate regulatory body?

\_\_\_\_\_ No

\_\_\_\_\_ Yes, if yes explain fully

I hereby certify that all information contained above and on all attachments is true and correct.

Signature of Administrator \_\_\_\_\_

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Office Use Only  
Do Not Write In This Space

Received \_\_\_\_\_

Approval Date \_\_\_\_\_

To Commission \_\_\_\_\_

Expiration \_\_\_\_\_

Comments \_\_\_\_\_

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## **Statutory References to Continuing Education**

### **81-885.49. Continuing education and training; purpose.**

The purpose of sections [81-885.49](#) to [81-885.54](#) is to establish requirements for continuing education and training of real estate brokers and salespersons who are licensed in order to maintain and improve the quality of real estate services provided to the public.

### **81-885.50. Continuing education and training; terms, defined.**

As used in sections [81-885.49](#) to [81-885.54](#), unless the context otherwise requires:

- (1) Commission shall mean the State Real Estate Commission;
- (2) Licensee shall mean a natural person who is licensed by the commission as a real estate broker or salesperson; and
- (3) Two-year period shall mean twenty-four months commencing on January 1 following either the date of licensing of the real estate broker or salesperson or March 8, 1985, whichever is later, and each succeeding twenty-four-month period.

### **81-885.51. Continuing education and training; evidence of completion.**

In each two-year period, every licensee shall complete twelve hours of approved continuing education activities and six hours of broker-approved training. Evidence of completion of such continuing education and training activities for the two-year period shall be submitted to the commission pursuant to rules and regulations adopted and promulgated by the commission.

### **81-885.52. Continuing education and training; certify activities.**

(1) The commission shall certify as approved continuing education activities those courses, lectures, seminars, or other instructional programs which it determines would protect the public by improving the competency of licensees. The commission may require descriptive information about any continuing education or training activity and refuse approval of any continuing education or training activity which does not advance the purposes of sections [81-885.49](#) to [81-885.54](#). The commission shall not approve any provider of continuing education or training courses, lectures, seminars, or other instructional programs unless such provider meets the standards established by the commission.

(2) The commission shall certify the number of hours to be awarded for participation in an approved continuing education activity, based upon contact or classroom hours or other criteria prescribed by rule and regulation of the commission.

(3) The commission may certify the number of hours to be awarded for successful completion of a course delivered in a distance education format, based upon the number of hours which



would be awarded in an equivalent classroom course or program or other criteria prescribed by rule and regulation of the commission.

**81-885.53. Continuing education and training; licensee; requirements.**

Except for inactive licensees, the commission shall not renew a license or issue a new license to any licensee who has failed to comply with the requirements of sections [81-885.49](#) to [81-885.54](#). Inactive licensees may renew their licenses at the end of the two-year period without having completed the hours of continuing education and training activities required by section [81-885.51](#) for each two-year period. Inactive licensees shall not be activated until the licensee has satisfactorily completed the total number of deficient hours of continuing education activities and filed evidence of such completion with the commission, except that no inactive licensee shall be required to make up more than the number of hours of continuing education required by section [81-885.51](#) for a two-year period.

**81-885.54. Continuing education and training; rules and regulations.**

The commission shall adopt and promulgate rules and regulations necessary for the effective administration of sections [81-885.49](#) to [81-885.54](#) pursuant to the Administrative Procedure Act. Such rules and regulations may include, but not be limited to, the establishment of minimum standards for schools, courses, and instructors.

*NOTE: These Rules became effective October 14, 2011.*

**Title 299 - NEBRASKA REAL ESTATE COMMISSION**

**Chapter 7 - CONTINUING EDUCATION ACTIVITIES; REQUIRED HOURS; APPROVAL; RESTRICTIONS; DENIAL; REVOCATION; APPEAL PROCESS; RECORD KEEPING.**

**001** Of the twelve hours of continuing education required in Section 81-885.51 of the Nebraska Real Estate License Act, six hours in each two-year period shall be taken in continuing education activities which are derived from material covering ethical decision-making or federal or state laws, rules, or regulations dealing with or pertaining to real estate or real estate transactions, and which are approved and designated by the Commission as meeting this six-hour requirement.

**001.01** Continuing education activities approved under this Section are not subject to the duplication provision as set forth in Section 003.07 of this Chapter, except that continuing education activities approved under this Section and which are of the same content, or if in the opinion of the Commission so similar as to be indistinguishable in content, cannot be duplicated within the same two-year continuing education period.

**002** The six hours of training required in Section 81-885.51 of the Nebraska Real Estate License Act may be fulfilled by satisfactorily completing training activities approved by the licensee's designated broker and recognized by the Commission **OR** by satisfactorily completing Commission approved continuing education activities **OR** by some combination of both. Training activity shall be required to be met and submitted as provided in the License Act and these regulations beginning in calendar year 2012.

**003** Qualifications for approval of continuing education activities shall be as stated herein.

**003.01** A continuing education activity offered in the State of Nebraska shall be qualified for approval if the Real Estate Commission determines that:

**003.01A** The continuing education activity contributes to the maintenance and improvement of the quality of real estate services provided by real estate licensees to the public; and

**003.01B** An in-class continuing education activity must consist of at least three in-class clock hours but no more than eight in-class clock hours in any one day of instruction. In the case of a continuing education activity delivered in a distance education format there must be at least the content equivalent of three in-class clock hours, and certification pursuant to 299 NAC 7-002.02. An in-class clock hour is defined as 60 minutes in length; and

**003.01C** The provider has submitted a complete application as prescribed by the Real Estate Commission at least thirty days prior to the beginning of the continuing education activity; and

**003.01D** All instructors have met the qualification standards as established by the Real Estate Commission; and

**003.01E** The provider has met the provisions of all other applicable state laws.

**003.02** Continuing education activities offered in a distance education format must be certified by the Association of Real Estate License Law Officials. A student must complete the distance education activity within one year of the date of enrollment. Distance education as it is used in this chapter shall mean courses in which instruction does not take place in a traditional classroom setting but rather through other media where instructor and student are separated by distance and

sometimes by time.

**003.03** Courses taken by salesperson licensees toward meeting the broker pre-license requirements, with the exception of Real Estate Principles and Practices or its equivalent courses, may be used toward meeting the continuing education requirement and also as meeting the pre-license broker requirement.

**003.04** In addition to continuing education activities directly approved by the Real Estate Commission, the Commission shall accept:

**003.04A** Continuing education activities approved to meet the continuing education requirements for renewal of a salesperson or broker license in another real estate jurisdiction and taken outside the State of Nebraska.

**003.04B** Instruction by instructors of approved continuing education activities toward meeting the continuing education requirement. The same restrictions of usage as set forth in Title 299, Chapter 7, Section 003 will apply.

**003.04C** Reviews of continuing education activities that are provided in a distance education format and have been submitted for approval as provided in this Chapter when the appointed reviewer, who must meet the same qualification standards established for continuing education instructors, successfully completes the activity and provides a report prescribed by the Commission.

**003.04D** The Commission shall have no obligation to accept a continuing education activity otherwise considered acceptable under this subsection if the activity has been identified by the Commission as unacceptable according to Nebraska continuing education criteria.

**003.04E** Written affirmation from non-resident licensees that they have met the current continuing education requirement in their state of residence.

**003.05** Licensees may use appraisal continuing education approved by the Nebraska Real Estate Appraiser Board toward their salesperson or broker continuing education requirement, when taken during the applicable two-year period for their salesperson or broker license.

**004** The following activities shall not be approved as continuing education and cannot be used toward meeting the continuing education requirement:

**004.01** Those which are specifically examination preparation in nature.

**004.02** Those which deal with office or business skills, such as typing, speed reading, memory improvement, body language, motivation and similar activities.

**004.03** Those which are completed by a challenge examination (testing-out of the activity).

**004.04** Sales promotion or sales meetings held in conjunction with a brokerage firm's general business.

**004.05** Orientation courses for licensees held by trade organizations.

**004.06** Continuing education activities taken prior to approval date of the continuing education activity.

**004.07** Continuing education activities of the same content, or if in the opinion of the Commission

an activity is so similar as to be indistinguishable in content, cannot be used for a minimum of four years after the activity was taken to be applied toward meeting the continuing education requirement, except that activities meeting the required hours set forth in Section 001 of this Chapter may be repeated but not in the same two-year continuing education period.

**004.08** Broker licensees cannot retake courses taken as part of their pre-license requirement and use them toward meeting their continuing education requirement except as provided in Title 299, Chapter 7, Section 003.07.

**004.09** Continuing education activities taken to make up a deficiency of the continuing education requirement from a previous continuing education period may not be used toward the current period's continuing education requirement.

**005 Qualifications for recognition of training activities shall be as stated herein.**

**005.01** A training activity offered in the State of Nebraska shall be recognized by the Real Estate Commission pursuant to Section 81-885.51 if the Real Estate Commission determines that:

**005.01A** The training activity directly relates to real estate services provided by real estate licensees to the public; and

**005.01B** The training does not materially misstate elements of the Real Estate License Act or other provisions of the law; and

**005.01C** A training activity must consist of at least one sixty minute hour. In the case of a training activity delivered in a distance education format there must be at least the content equivalent of one sixty-minute hour; and

**005.01D** The provider has submitted a complete application as prescribed by the Real Estate Commission at least thirty days prior to the beginning of the training activity.

**005.02** The Commission shall have the authority to require additional information regarding training content in order to determine eligibility.

**005.03** The Commission may determine that an activity submitted to meet the training requirement would more appropriately be recognized as continuing education because the level of complexity or legal nature of the training requires a more detailed review of the subject matter as provided in these regulations for continuing education.

**006** The following activities cannot be used toward meeting the training requirement:

**006.01** Those which are specifically examination preparation in nature.

**006.02** Those which are completed by a challenge examination (testing-out of the activity).

**006.03** Orientation courses for licensees held by trade organizations.

**006.04** Training activities taken prior to the Commission's recognition date of the training activity.

**007** The Commission shall notify applicants in a timely manner, in writing, whether an application is approved or denied. If an application is denied, the denial notice shall state the reason(s) for denial. This section applies to initial submittals of applications for approval of training activities, and providers, activities, and instructors of Nebraska real estate continuing education; resubmittals of continuing education activities for reapproval every three years; and resubmittals of activities due to substantial changes in the activities.

**008** Approved continuing education activities shall be resubmitted by the provider for approval and reviewed every three years by the Commission unless substantial changes are made in the activity prior to that time.

**009** If substantial changes are made, the activity shall be submitted by the provider for review and approval, and may not be offered prior to receiving notice that the altered activity has been approved.

**010** Decisions of the Real Estate Commission to deny approval of training activities or continuing education providers, activities, or instructors may be reviewed by the Commission when such review is requested within twenty days of notification of said decision. The Real Estate Commission may at any time re-evaluate an approved training activity or continuing education provider, activity, or instructor. If a basis for consideration of revocation of approval is found, the Commission shall notify said provider by mail at least twenty business days prior to said hearing on the revocation.

**011** Providers of approved training or continuing education activities shall be governed by the provisions of this Section in addition to any other applicable statutes or rules and regulations.

**011.01** The provider shall submit to the Commission a notice of the scheduling of an approved activity prior to offering the activity. The notice shall be submitted in a form prescribed by the Commission. This subsection shall not apply to distance education activities offered in an independent study format.

**011.02** Successful completion of an approved training or continuing education activity requires full-time attendance at the activity.

**011.03** A completion certificate, not larger than 8 ½ by 11, must be issued to each student upon completion of the activity and shall include such information required by the Commission.

**011.04** In the case of students using a pre-license broker course toward both pre-license and continuing education as set forth in Title 299, Chapter 7, Section 002.03, upon request by the student a separate continuing education completion certificate will be issued by the provider upon completion of the course in addition to the pre-license proof of completion.

**011.05** Records shall be maintained by each provider on each individual student for four years. Said records to include: name and real estate license identification number of the student; residence or business address of the student; the title of the activity completed in full; the number of training or continuing education hours granted the activity; the date the student completed the activity; and, activity content numbers for continuing education activities.

**011.06** A verification listing of the attendees at an approved training or continuing education activity who have met the requirements of completion as established by the Commission pursuant to Section 81-885.52 of the Nebraska Real Estate License Act shall be submitted to the Commission, in the current format specified by the Commission, within ten business days of the conclusion of the activity.

**011.07** By January 31st of each year all approved providers shall submit to the Commission a chronological list to include the title, number of hours granted, date, location, instructor and number of attendees for each training or continuing education activity conducted during the preceding year.

**012** Nothing in this Chapter shall be construed to preclude training or educational offerings sponsored, or conducted, by the Real Estate Commission from being accepted toward meeting the continuing education requirement of the Nebraska Real Estate License Act.

Laws 1985, LB 101, §10; RS 1943, §81-885.54, R.S. Supp., 1985. Effective date March 7, 1985.