

APPLICATION PROCEDURES FOR APPROVAL OF PROVIDERS, ACTIVITIES, AND INSTRUCTORS OF NEBRASKA REAL ESTATE CONTINUING EDUCATION ACTIVITIES

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.

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, CE-1-CE-6, and must be received in the Commission Office at least 30 days in advance of the activity being offered for credit.

1) Submit the **Activity Sponsor/Provider Application (CE-1)** and Activity Application (CE-2) including all required attachments at least thirty days in advance of the initial offering.

2) Part of the **Activity Application (CE-2)** is an outline of the subject matter to be covered in the continuing education activity, including a time allotment schedule which includes a breakdown of in-class time and break time. Note: No continuing education activity can be less than a total of three clock hours and no more than nine clock hours of instruction may be offered in any one day. Activities are approved in three-hour increments based on a fifty-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.

Each activity outline must also include a rating of the activity as it relates to a "degree of difficulty" as applied to salespersons and brokers. Each activity should be rated: "Basic", "Intermediate", or "Advanced" based upon the following definitions.

Basic: These activities will be edifying for all licensees, regardless of their level of experience. Because, rather than review, emphasis is on mastery and topic updates.

Intermediate: These activities build beyond the basic by introducing new material. Topics are specific and the curriculum is detailed.

Advanced: These activities are specialized and challenging. They go beyond the introduction of new material at an intermediate level. At this level, mastery and proficiency are the targeted outcomes.

3) Submit **individual instructor approval applications (See Form CE-3)** for all known instructors that will be used in the activity(s) to be offered with the completed Form CE-1 and Form CE-2 **OR**, in the case of institutions which offer continuing education activities on a national scope and who have established minimum criteria for their instructors, include the criteria and a certification that these criteria are strictly adhered to in the selection and use of instructors. Submit the completed Certification of Compliance Instructor Approval Policy form **(See Form CE-4)**

4) Submit a copy of the **proposed continuing education activity completion certificate (See Example CE-5)**, which can be no larger than 8 1/2 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 offered.
- d) The name of the Provider.
- e) A statement that the licensee was in attendance for an amount of time specified.
- f) A statement indicating satisfactory completion of the examination must appear on the certificates of courses indicating non-optional examinations as a part of the activity outline.
- g) The fact that the program is approved by the Nebraska Real Estate Commission must be clearly stated.
- h) All information on activity completion certificates must be printed in ink and filled out completely prior to distributing to students.**

5) **A schedule of the initial and any or all subsequent offerings** of the continuing education activity that have been scheduled at time of application shall be included with the Course Application. If a schedule has not been established by the time of application, then the Provider must submit to the Commission office a schedule in advance of the scheduled date of the offering. Information to be included: Provider Name; Title of Activity and Activity Content

Number; Date(s) of Offering; Beginning and Ending Times, including Time Zone and A.M. or P.M.; location where Offering; and the Instructor's Name. An example is provided as CE-6.

6) 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 evaluation form must accompany the application.** Completed evaluation forms on each activity/instructor must be kept on file four years from the end of 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. 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 Law (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
- Safety (licensee and/or client and consumer)

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

Initial 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. (See Form CE-9)

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 changes to the activity must be submitted to the Commission office for review and approval in advance of offering the altered activity. (See Form CE-7)

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) Scheduling information regarding the approved activity. You may either submit the schedule manually or electronically.

- If you wish to manually provide the schedule to our office, the record shall include: Provider name, Title of the activity including activity content number, the instructor, the date and specific location of the activity and the beginning and ending time including AM or PM must be submitted to the Commission office in advance of the offering date. (See Example CE-6)
- If you wish to submit the schedule electronically to our office, you must log into the Education Portal and enter the information required. This option will be available once the provider, instructor and course have all been approved by the Commission.

2) Records shall be established and maintained by each provider on each individual student for four years. (See Example CE-8) 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(ies) completed with its activity content number.
- d) The date(s) the activity was offered.
- e) The number of hours the licensee attended each separate activity.

3) Within 10 days after the conclusion of an approved activity the provider must electronically submit to the Commission office a listing of the attendees. Upon approval, tools will be provided to successfully submit continuing education verification lists electronically. The following will be sent to the provider by email upon approval:

- a. The Education Provider Portal Instructions located on our website at:
<https://nrec.nebraska.gov/pdf/edproviderportalinstructions.pdf>
- b. Sample File Format to submit course verification lists. This provided within the portal - https://nrec.igovsolution.net/online/CEDetails/CE_Format.csv?2020

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

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 and on-site Proctors be advised to refer to this card and verify the number when registering students. A "CE Lookup Search" option is available in the "Import List" tab on the Education Provider Portal to verify the licensee's name and number.

Rosters, which include I.D. numbers, may be purchased from the Commission's website located at: <https://nrec.igovsolution.net/online/Labels/Requestor> . Please contact the Commission Office for further information.

Attendance And Participation Standards

Standards to be provided to all students on or before the start of the education activity:

1. Administrators and instructors shall take steps to ensure that all students comply with the following participation standards:
 - a. A student shall direct his/her attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction including but not limited to: Shopping, attending social gatherings or events, driving, ongoing communications, whether in person or via telecommunications or other internet-based services, watching or listening to television or other video or audio presentations other than the classroom activity.
 - b. A student shall refrain from engaging in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class, including but not limited to: Personal or business conversations, talking on cell phones, repeatedly interrupting instruction with off topic comments or anything else that significantly distracts from the learning environment.
2. Instructors shall deny course credit and may dismiss a student from class for failure to comply with the student attendance participation standards prescribed in Paragraph (1) (a) & (b) of this Rule.
3. Instructors who deny course credit based upon this standard shall notify the student at the time of disqualification and maintain a record of the student who did not receive the course credit as well as a brief explanation of the reason for the course credit being denied

INSTRUCTOR APPROVAL REQUIREMENTS

Approved continuing education activities can only be taught by instructors who meet the qualification standards cited below.

- 1) A Masters degree, which is directly related to the subject matter being taught.

OR

- 2) A Bachelors degree, provided the degree is in an area traditionally associated with the subject matter of Real Estate, such as Business, Economics, Marketing, Accounting, Finance and the like, and *experience in real estate as evidenced by a valid Broker's license or three years of licensed real estate experience as a salesperson.

OR

- 3) A highly qualified professional with a generally recognized professional designation, such as an American Society of Appraisers (ASA), Certified Commercial Investment Member (CCIM), Certified Property Manager (CPM), Graduate, Realtor's Institute (GRI), Member Appraisal Institute (MAI), Residential Member (RM) of the American Institute of Real Estate Appraisers, Senior Residential Appraiser (SRA) and two years of education from a post-secondary institution.

OR

- 4) A Bachelors degree in education and valid certification in their resident jurisdiction and extensive real estate *experience as evidence by a valid Broker's license or three years of licensed real estate experience as a salesperson.

OR

- 5) Satisfactory completion of a Real Estate Commission sponsored instructor workshop in the subject matter field to be taught and extensive real estate *experience as evidence by a valid Broker's license or three years of licensed real estate experience as a salesperson.

OR

- 6) Extensive instructional background in real estate education and have *experience in real estate as evidenced by a valid Broker's license or three years of licensed real estate experience as a salesperson.

OR

- 7) A Designated Real Estate Instructor of the Real Estate Educators Association and experience in the area of instruction.

*There may be continuing education activities where experience not requiring a real estate license could be substituted in the standards for instructors, such as mortgage loan officers for an activity in the area of financing.

Applications for instructor approval must accompany the Approval Application, for continuing education activities so that it can be determined that they meet the qualification standards, or as stated in Number 2 of the General Approval Requirements, a Certification of Compliance. (See Form CE-4)

If instructors are changed after initial approval of the activity, then the new instructor must be submitted to the Commission prior to the first time that instructor teaches so that compliance with the qualification standards can be determined. (See Form CE-3)

RENEWAL OF COURSE APPROVAL

Providers of continuing education activities will need to renew the approval of continuing education activities which they wish to continue offering every three years.

A renewal packet will be emailed to each provider in December regarding the activity(s) due for renewal during the following year. (See Form CE-9) This packet will request pertinent information regarding the activity(s) due for renewal. 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. Real Estate Settlement Procedures Act (RESPA)
30. Risk reduction
31. Safety (licensee and/or client and consumer)
32. Technology used to meet the clients' needs
33. Title issues
34. Trust accounts
35. Water and waste management

STATUTORY REFERENCES FOR 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.

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 (a) 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, (b) three hours shall be required in each two year period in a property management course or courses approved and designated by the Commission as meeting this requirement for all licensees who provide property management services during such two year period, or who supervise a licensee or licensees who provide property management services during such two year period, and (c) three hours shall be required in courses on teams or team leadership which are approved and so designated by the Commission for all team members, team leaders, and designated brokers who supervise teams within 180 days after being designated a team member or team leader, or in the case of a designated broker within 180 days of the creation of any team under the broker's supervision.

001.01 Continuing education activities approved under this Section are not subject to the duplication provision as set forth in Section 004.07 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.

001.02 For purposes of this chapter property management shall mean and include: Acting under a written contract as a third party for a landlord or owner of property in the collection and or holding of rent, deposits, or other monies from tenants for the benefit of the property owner.

001.03 Continuing education activities required under Section 001(c) of this section shall meet the education requirements for the two year continuing education period in which they are taken and the ensuing two year continuing education period. Team members, team leaders and designated brokers who supervise teams shall complete the required team training a minimum of once every four years.

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 and recognized by the Commission **OR** by satisfactorily completing Commission approved continuing education activities **OR** by some combination of both.

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 nine 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 50 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 via electronic means with real time visual and audio interaction between instructor and student shall qualify as classroom education if the instructor or a proctor can continuously view all participating students on their monitor or other viewing device or screen, or otherwise demonstrate to the Commission's satisfaction the capability to track and record the presence and participation of students.

003.03 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 the criteria provided in Sec. 003.02 have not been met.

003.04 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.

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

003.05A 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.

003.05B 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.

003.05C 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.

003.05D 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.

003.05E Written affirmation from non-resident licensees that they have met the current continuing education requirement in their state of residence.

003.06 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.

003.07 Licensees may use continuing education approved as Mandatory Continued Legal Education by the Nebraska Supreme Court if subject matter of such meets the requirements of Title 299, Chapter 7, Section 003.01A.

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 004.07.

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 Training activity shall be approved in one-hour increments. A training activity approved for one hour of training credit must consist of at least one sixty minute hour of instruction. A training activity approved for 2 or more hours of training credit must consist of 50 minutes of instruction for each hour of training credit. In the case of a training activity delivered in a distance education

format there must be the content equivalent of the time requirements stated in this section; 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 and training 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 Upon renewal, as provided in sec. 008, above, approved providers shall submit a list of current approved instructors they wish to renew for the education and training activities.

010 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.

011 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.

012 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.

012.01 Successful completion of an approved training or continuing education activity requires full-time attendance at the activity. Guidelines for what constitutes full time attendance at a training or continuing education activity shall be developed and published by the Commission and provided to all students at or prior to the start of any instructional activity by the provider.

012.02 A completion certificate, not larger than 8 1/2 by 11 inches, must be issued to each student upon completion of the activity and shall include such information required by the Commission.

012.03 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.

012.04 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.

012.05 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.

013 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 1973, LB 68, §7; RS 1943, §81-885.07 (5) R. S. Supp., 1974. Effective date September 2, 1973.

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

Laws 2016, LB678, §3: RS 1943, §81-885.56 R.S. Cum. Supp., 2016, Effective Date, October 1, 2016.

Laws 2016, LB678, §4: RS 1943, §81-885.24 R.S. Cum. Supp., 2016, Effective Date, October 1, 2016.

CE Forms Available Online at: <https://nrec.nebraska.gov/licensing-forms/ceproviderinfo.html>