

LOUISIANA REAL ESTATE COMMISSION

P. O. Box 14785, Baton Rouge, LA 70898, or
9071 Interline Avenue, Baton Rouge, LA 70809
Telephone: (225) 925-1923 or 1-800-821-4529 (in state only)

Education Vendor Application - Part Two - Course Approval Application

Course Registration Fee: \$15.00
(Company or Personal Check Accepted.)

Action: _____

By: _____

Submit a separate Course Approval Application for each approval request.
Include a detailed content outline, applicable registration fee, and instructor
resume.

NAME: _____

Vendor Number (if applicable) _____ Telephone Number: _____

Address: _____
Street or PO Box
City State Zip Code

Course Title: _____

Type of Approval Requested: _____ Continuing Education _____ Post Licensing

If applying for Post Licensing credit, please indicate: _____ Salesperson _____ Broker

Course Length: Total Clock Hours: _____ Education Credit Hours Requested: _____

Course Level: _____ Beginning _____ Intermediate _____ Advanced

Presentation Method: _____ Live Presentation _____ Distance Learning (List Type)

Program Objectives: List benefits to the licensee and the consumer. _____

Prerequisites for Admission: _____

Attendance Records:

- 1. Where located? _____
- 2. Who will maintain attendance records? _____
- 3. Method used to verify attendance: _____
- 4. Refund Policy: _____

Instructors: Please list the name of each person authorized to instruct this course, if approved.
Attach a resume for any proposed instructor who is not currently state certified. If the instructor is
state certified, please indicate their instructor certificate number.

Name: _____ Name: _____

Name: _____ Name: _____

I certify that the information contained in this application and any supplementary information
submitted for the purpose of obtaining approval is true and correct to the best of my knowledge. I
understand that upon approval of this course, the Commission is authorized to attend and monitor this
course for compliance with state regulations.

Submitted by: _____ Date: _____

For: _____