LOUISIANA REAL ESTATE COMMISSION

VENDOR GUIDE TO REAL ESTATE CONTINUING EDUCATION
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This guide was created by the Louisiana Real Estate Commission to assist education vendors in conducting business in a manner that complies with the requirements of the Louisiana Real Estate License Law and the Commission Rules and Regulations. Step-by-step procedures for all common vendor activities are contained herein, as well as answers to frequently asked questions.

Vendors are encouraged to use this guide to create live and online courses that will strengthen the knowledge and skills licensees need to practice real estate in a legal and professional manner and that provide updates and information about emerging concepts and trends in the real estate industry.

It is important to note that the content of this guide may be subject to change, as commission policies and procedures change and laws and rules are amended. As such, the official, most current version of this guide shall be that which is maintained on the commission website at www.lrec.state.la.us. See the Education tab and Schools/Vendors/Instructors Only.
Real estate education vendors are required to register a designated contact person with the LREC. The designated contact person is responsible for ensuring that the operations of the vendor, and all training locations, adhere to the requirements of the Louisiana Real Estate License Law and the rules and regulations of the LREC.

The designated contact person must supply the LREC with their personal signature for verification purposes. The LREC will hold the designated contact person accountable for violations committed by the vendor.

The designated contact person is responsible for disseminating information pertaining to amendments in the license law, rules and regulations, or policies and procedures of the LREC to all staff, instructors, and employees.

The LREC shall be notified in writing within 10 days if the designated contact person for a real estate education vendor is changed.

**Reference §5507. Designated Contact Person; Duties**
MyLREC allows you to retrieve information specific to your certificate and to perform related transactions. Vendors can use MyLREC to access current and past payment records, current certificate, renewal forms, and important emails sent from LREC staff.

To access MyLREC, simply click on the MyLREC icon (pictured below) near the bottom of each page at www.lrec.state.la.us.

For your convenience, you can log in with the same user ID and password that you currently use to access your LREC-assigned email account. Below is a preview of the MyLREC log in page:

Upon logging in, you will be taken to your account where you can take advantage of the available functions.

If you have questions about MyLREC, please contact the LREC at info@lrec.state.la.us.
Courses must cover a real estate or real estate related topic and must directly contribute to the accomplishment of the primary purpose of continuing education, which is to help assure that licensees possess the knowledge, skills and competence necessary to function in the real estate business in a manner that protects and serves the public interest. The knowledge or skills taught in a course must enable licensees to better serve real estate consumers and the subject matter must be directly related to real estate practice. Any unique Louisiana laws, rules or customary practices relevant to the course subject matter must be appropriately addressed. The substantive information to be presented must be appropriate to accomplish continuing education objectives, and the time allotments must be appropriate for the proposed subject matter.

**Application Form and Fee**
Every course offered for real estate continuing education/post licensing credit must be approved by the commission prior to being offered. All courses must be a minimum of two hours, which may include time devoted to exams if they are a required part of the course. Time devoted to meals or refreshments cannot be counted as instruction time.

Vendors are encouraged to use the commission’s [online course approval portal](#) to complete and file a course approval application with the commission for each course that will be offered for credit.

Vendors must remit the processing fee for course approval application to the commission following submission. It is the responsibility of the vendor to ensure that they are using the current fee schedule as it is periodically revised.

**Methods of Instruction**
Courses can be taught as either of the following:
- **Live Presentation** - A course that is led by an instructor and held in a physical location,
- **Distance Learning** - interactive Internet-based instruction
  - Vendors must submit courses to the commission for content approval prior to offering any course.
  - Following commission approval of course content, vendors must submit the course to ARELLO for certification of the delivery method. Loss of ARELLO certification for courses automatically results in suspension of commission approval of said course.

**Processing Time**
The commission shall approve or deny a course approval application within 45 calendar days after it is received. Once the commission has completed the review process, a determination letter will be sent.

Regarding how far in advance to submit course approval applications, if you have a tentative “class date” in mind, allow sufficient time for processing and review by commission staff, for correcting any potential problems in course materials, and finally for adequate advertising of your course offering. Bear in mind that applications are processed in order of receipt, **don’t assume** your application will be “top priority” - there may be several new course applications ahead of yours.

Incomplete applications or a request from the commission for additional information may be cause for delay beyond 45 calendar days.
Course Approval
The commission will assign a tracking number to each approved course, which must be used along with the approved course title on all forms, documents, reports, and/or correspondence filed with the commission.

Course Expiration
Approved courses expire on December 31 unless a vendor has renewed their vendor certification. If a vendor’s certification expires, the commission will not accept credit for courses presented after the expiration date.

Vendors cannot amend the title or outline of any approved course without first obtaining the written approval of the commission. All requests to amend a course must be accompanied by the new course outline and the processing fee.

It is the responsibility of the vendor to amend each course as necessary to provide for any applicable law or rule change that is enacted during the course approval period. A fee is not be required when a course is amended to accommodate a law or rule change.

Course Content Recertification
Vendors will be notified in writing if recertification of course content is necessary.

Other Requirements and Conditions
• The applicant should make and retain a copy of each course approval application submitted to the commission. The completed application and all material submitted become the property of the commission.

Course Denial
Once a course has been submitted by provider and review has begun, fees associated with course approvals are non-refundable.

If deficiencies are discovered by the reviewer, the commission will notify the vendor in writing, with a breakdown of deficiencies. The provider will then have 45 days to respond to the written notice before the course will be withdrawn from the review process and fee forfeited. Depending on the deficiencies outlined, the new course submission will be assigned to a different reviewer.

Decisions made by course reviewers, or as a result of a course audit are appealable. Appealable action is limited to four (4) grounds as follows:

1. The reviewer failed to consider all the evidence and documentation presented in favor of a vendor’s application or audit documentation.
2. The reviewer acted erroneously by disregarding its own Standards & Guidelines.
3. There was a bias demonstrated by the reviewer.
4. The evidence provided to the reviewer at the time of the decision was materially in error.

The vendor must contact the LREC Executive Director, in writing, of the intention to petition, along with accompanying supporting documentation, for a review of the decision no later than 30 calendar days from the date the vendor was notified of the adverse decision by the reviewer. The petition must be based on one of the grounds cited above and justification for the request must be provided.

The Executive Director will review a copy of the application, accompanying documentation, including any appended program responses, the letter of notification of the reviewer’s action, and the written request which states the grounds for the appeal. The Executive Director will have full access to all other documents and records sent to the reviewer during the certification process.
The Executive Director can either uphold the original decision made by the reviewer(s) or instruct another course of action as necessary. The vendor will be notified in writing of the decision within 10 days. If the vendor wishes to appeal the decision of the Executive Director, they may do so by making a final appeal within 30 days of denial, in writing, to the LREC Chair for consideration in a formal hearing before the full commission.

The LREC Chair shall place the formal appeal on the agenda no later than 45 days after the formal appeal has been submitted. Appeals will be handled as administrative, rather than judicial, hearings. During any hearing, the vendor and reviewer(s) shall have the following rights:

1. To be represented by a representative(s) of their choice.
2. To be present during any hearing.
3. To present oral testimony keeping within any established time limits.

If the vendor waives personal appearance, the matter will be handled solely on documentation submitted.

The LREC deliberations following the conclusion of any hearing and its subsequent decision process will be in open session.

The full commission may take one of two actions:

1. Affirm the decision of the Executive Director and its reviewer(s), or
2. Reconsider the original decision and vote for other action.

In either case the LREC Chair will provide a reason(s) for its actions and notify the vendor in writing within 45 days following the meeting. If the LREC Chair affirms the prior decisions of the Executive Director and the reviewer(s), there is no further course of action available to the vendor. **The decision is final.**

**Reference §5529. Continuing Education Courses and §5533. Methods of Instruction**
MANDATORY COURSE

Each year, the commission mandates one or more four-hour continuing education course topic(s) and curriculum that licensees shall complete during each license period as a requirement for license renewal. Vendors are made aware of topics and provided with curriculum outlines through LREC paper mail and email correspondence. Licensees must take at least one four-hour mandatory course each year.

Although the commission provides an outline for the approved topic(s), real estate education vendors must apply for course approval prior to offering the mandatory course(s) for credit. There shall be no substitute curriculum for the mandatory course(s), including any previously approved course that is similar in name and/or content, without prior commission approval.

Instructors who plan to teach the mandatory course(s) must first complete the annual Instructor Development Workshop (IDW), which is developed specifically for LREC mandatory course topics. Completion of a prior year IDW cannot be substituted for completion of the current year’s workshop.

The following guidelines are to be followed if course materials for the mandatory CE course are developed by the course provider.

When developing the mandatory topic course, a course provider must produce the following:

(1) Instructor Guide
(2) Student Materials
(3) Narrative Details of the substantive information to be presented in the course.

The Instructor Guide must include:

- Detailed course outline
- Time allotment for each major topic and breaks
- Detailed learning objectives for each major topic
- Instructional methods/aids to be used.

The Student Materials must:

Provide, in narrative or text form, all the information to be presented in the course. In other words, the Student Materials must contain the Narrative Details of the substantive information to be presented in the course. This requirement shall not be satisfied by providing students with only a course outline or with print copies of a PowerPoint presentation.

The Narrative Details must:

Be current, accurate, explanatory of the topics covered, consistent with course learning objectives, grammatically correct, logically organized, and presented in an easy-to-read format. The scope and depth of the information presented must be appropriate in view of the course learning objectives and time allotments. The quality of the student materials should be comparable to that of professionally produced educational materials.
Write Instructional (Learning) Objectives

Benefits of learning objectives to students:

Learning objectives are important because they define the knowledge or skills the student should have at the end of each lesson. Students need to know what they are expected to learn and how they will demonstrate they have learned the material.

Learning objective benefits for the instructor:

Instructors need to be able to set goals – generally in the form of learning objectives. Clear learning objectives will help the instructor plan activities, establish priorities, and manage time throughout the course.

Requirements for learning objectives

Learning objectives are formulated by defining the key points of the course and identifying specific concepts that students should focus on and understand.

Learning objectives should be specific to the course material. Simply having a learning objective stating, “the student will be a better real estate agent” is insufficient. Courses submitted with generic learning objectives will not be approved.

Unclear learning objective:

The student will understand Louisiana Rules and Regulations.

Sufficient Learning Objective:

The student will be able to identify the three types of escrow accounts and explain the purpose and function of each account, as well as acceptable procedures in utilizing each.

Determine Proposed Time Allotments and Instructional Methods/Aid

After the detailed outline is complete, the next step in mandatory CE course development involves creating the additional Instructor Guide requirements into the course material. Specifically, this step includes determining the time allotments for each major topic, deciding when to break, and selecting the appropriate instructional delivery method(s) and/or instructional aid(s) to employ.

The commission requires the proposed course involve a minimum of four (4) classroom hours of instruction on acceptable subject matter. Furthermore, a classroom hour is defined as 50 minutes of instruction and 10 minutes of break time. In determining time allotments and breaks, consider the difficulty of the material.

Regarding instructional methods/aids, unless the applicant can demonstrate that straight lecture is the most effective instructional method for the course, the Instructor Guide must provide for the use of appropriate variety of instructional methods and instructional aids intended to enhance student participation, attentiveness, and learning. Examples of instructional methods and instructional aids that may be appropriate include, but are not limited to, class discussion, role-playing, in-class work assignments, overhead transparencies and/or PowerPoint presentations, and video recordings.
Write Course Narrative and Assemble Student Materials and Instructor Guide

Mandatory CE course development is writing the course narrative and assembling the Student Materials and Instructor Guide. Student materials should describe, in narrative or text form, details of the substantive information to be presented in the course.

The Student Materials should be, in essence, a textbook which is used by the students and the instructor. This requirement is not fulfilled by simply providing students course outline and/or printed copies of PowerPoint slides. Additionally, an Instructor Guide must be provided containing the detailed course outline into which all other required Instructor Guide elements have been inserted: time allotments and break placement, learning objectives for each major topic, instructional methods/aids to be employed, as well as any other additional instructor notes.

In writing the detailed course narrative, be aware the substantive information to be presented must be provided in sufficient detail to demonstrate the information is current, accurate, complete, and otherwise appropriate. The education/experience level of the instructor(s) will not suffice as a substitute for narrative details, and commission staff will make no assumptions about the specific information that will be presented. Every course must be fully developed prior to approval. This does not mean that the materials must contain every word to be spoken by the instructor; however, all key points to be made/discussed must be addressed in sufficient depth for commission staff to determine the information is current and accurate, and the instructional level is appropriate. An outline with an occasional sentence or phrase is NOT sufficient. A listing of key points in incomplete sentence form is NOT sufficient. The requirement for details of the substantive information in narrative form means exactly what it says -- A DETAILED NARRATIVE!

The easiest way to assure the narrative is written with adequate detail is to use the specific instructional objectives and the detailed outlines already developed, and imagine that you are writing course material for someone other than yourself to use in teaching the course. It would probably also help to assume the other hypothetical instructor is less knowledgeable about the subject matter than you are. As an additional goal, you might strive to produce materials of such caliber that they will become resource/reference materials for licensees for years to come.

When assembling the Instructor Guide and Student Materials, please remember these materials must be submitted as two separate documents. In assembling your Instructor Guide and Student Materials, you should include appropriate cover pages, tables of contents, and acknowledgment pages for each document. If copyrighted materials are to be used in the proposed course, the commission requires the course developer to obtain the specific permission of the copyright holder for such use and the materials must be used in a form approved by the copyright holder. Additionally, appropriate citations for copyrighted materials should appear in the course materials. Similarly, even if you use materials that are in the public domain (not copyrighted), appropriate credits should be included.

Proofread Materials

The course reviewer’s duty is to evaluate the content in each continuing education course. The reviewer’s responsibilities do not include proofreading and editing course materials. It is incumbent upon the vendor and instructor to proofread and edit course materials before submission. Rough drafts of courses will not be accepted.

If the reviewer notices continuous errors (spelling, grammar, editing, etc) the course will be returned to the vendor for correction before being approved.

**Reference §5531. Mandatory Courses**
INSTRUCTOR APPROVAL

Vendors may not hire an instructor to teach a post licensing or continuing education course unless that person has been approved by the commission. In order to acquire instructor approval from the commission, a completed Vendor Certification of Instructor Qualifications form must be submitted by the vendor. This form requires the vendor to attest the instructor’s knowledge and teaching experience meet the standards mandated by the commission.

Vendors are cautioned they will be held accountable for verifying the eligibility of an instructor, who is later determined to be unqualified. Documentation supporting eligibility of an instructor’s qualifications must be maintained by vendors and be submitted to the commission upon request.

A separate form must be filled out for each course taught by an instructor as they are approved per course.

The form also allows the vendor to name a supplemental course instructor who will work under the direct supervision of the approved primary course instructor. The supplemental instructor is limited to no more than 25 percent of the total course instruction. In instances where there is more than one supplemental course instructor, the supplemental course instructors shall be limited to a combined total of no more than 25 percent of the total course instruction.

A letter confirming receipt of the verification form will be mailed to vendors.
Make fees payable to the Louisiana Real Estate Commission in the form of a personal or company check, cashier's check, or money order. Please do not send cash through the mail.

**IMPORTANT:** This approval is limited to the specific instructor and course title named herein. The instructor shall not be eligible to instruct a different course title until such time that a separate application and fee are submitted by the vendor.

Vendor Name______________________________________________________ LCE No. __________________

Course Instructor ____________________________________________________

Course Title _________________________________________________________________________________________________ Tracking No. (if assigned) ___________

**INSTRUCTOR QUALIFICATIONS** (must meet at least one of the qualifications in each category):

**Knowledge**

- A professionally recognized real estate designation in the applicable field of instruction
- Bachelor’s degree in the field of instruction plus at least three (3) years full-time experience in the field of instruction
- Six (6) years full-time experience in a profession, trade or occupation in the applicable field

**Experience**

- Teaching experience consisting of at least 25 hours
- A properly credentialed instructor of real estate courses who is or has been engaged in the practice of teaching; or as evidenced by a professional designation such as, but not limited to, a designated real estate instructor; or approved by a college’s or university’s governing body to teach
- Has completed a real estate commission approved course in instructor training or other professionally recognized instructor development workshop of no less than four (4) hours within the previous 12 months

**SUPPLEMENTAL INSTRUCTORS:**

Vendors may choose a supplemental instructor to assist in instruction of the herein named course. In accordance with the Rules and Regulations, supplemental instructors cannot teach more than 25% of the course.

Supplemental Instructor: _________________________________ Supplemental Instructor: _________________________________

**VENDOR ACKNOWLEDGEMENT AND ATTESTMENT:** I acknowledge that the herein named vendor shall maintain documentation that supports submission of this certification of instructor's qualifications and that said documentation shall be submitted to the Louisiana Real Estate Commission upon request. Furthermore, I hereby attest that the course instructor for whom this application is submitted meets at least one of the instructor qualifications in each category, as set forth herein.

Vendor or Authorized Representative Signature: __________________________________________

Print Name: __________________________________________ Date: __________________

9071 Interline Avenue • P.O. Box 14785 • Baton Rouge, LA 70898-4785 • (225) 925-1923 • (800) 821-4529 (LA only)

VCIQ 10/2015
Vendors cannot advertise a course until such time that a course approval application has been submitted, processed, and approved by the commission.

Courses that have already been approved cannot be advertised or scheduled unless the vendor’s certification has been renewed for the year in which the course is being offered.

Advertisements made by vendors shall not be false or misleading. Advertisements shall state that the vendor is certified by the commission and shall include the vendor certification number (LCE#).

The commission may require a vendor to furnish proof of any advertising claims. The commission may order the retraction of advertising that violates the provisions of the rules and regulations. Such retractions shall be published in the same manner as the original claim and shall be paid for by the vendor.

Advertising violations may result in a monetary penalty as prescribed by the commission in the Education Compliance Schedule.

**Reference §5505. Real Estate Vendor Certifications; Initial and Renewal Certificates, §5519. Vendor Advertising, and § 5525. Course Approval; Applications and Procedures**
The commission mandates that vendors issue certificates to students containing the following information:

1. name of the student as licensed;
2. real estate license number;
3. course title as approved by the commission;
4. course instructor name;
5. course tracking number;
6. date of course completion;
7. number of credit hours completed;
8. indication of delivery method.
9. signature of authorized representative;
10. complete name of the real estate education vendor;
11. vendor certification number;
12. vendor address.

In order to ensure compliance with this requirement, the commission has developed a mandated certificate for all vendors to use when issuing credit for continuing education and post licensing courses. Use of the mandated certificate is effective February 1, 2016.

The certificate can be obtained by contacting the Education Division. It is the responsibility of the vendor to ensure that they are using the current version of the certificate, as it may be subject to change.

Failure to use the LREC-mandated certificate may result in a monetary penalty as prescribed by the commission in the Education Compliance Schedule.

**Reference §5535. Certificates of Completion**
REAL ESTATE CONTINUING EDUCATION/POST LICENSING CERTIFICATE

ATTENDEE: ___________________________ Licensee Name

R.E. LICENSE #: 123456789

(It is the licensee’s responsibility to ensure the above name & license number are exactly as they appear on the real estate license. Failure to provide the accurate information may result in the forfeiture of continuing education credit.)

Title of Course Completed: ___________________________ Course Title as Registered with LREC

(Must be exact title as registered with the Louisiana Real Estate Commission)

Course Instructor: ___________________________ Instructor’s Name

Course Tracking Number: ___________________________ Number Provided by LREC

Date of Completion: ___________________________ MM/DD/YYYY

Credit Hours Received: ___________________________

Method of Completion: Live Presentation: ☐ Distance Learning: ☐

CERTIFIED BY: ____________________________

(Signature of Vendor Representative)

FOR

NAME OF VENDOR: ___________________________ Vendor’s Name as Certified by LREC

LCE # (VENDOR NUMBER): ___________________________ Vendor’s Certification Number provided by the LREC

ADDRESS OF VENDOR: ___________________________ Vendor’s Address

A copy of this certificate is to be provided to the attendee immediately upon completion of course and a duplicate copy retained by the vendor.

Students are not required to submit certificates of completion to the LREC unless requested to do so.

RECEC 10/2015
COURSE REPORTING

The Louisiana Real Estate Commission’s Rules and Regulations require approved education vendors to submit to the Commission seminar/course schedules and monthly attendance reports. The forms are available on our website at www.lrec.state.la.us under the Forms/School, Vendor, Instructor forms section. Forms are to be filed with the Commission as follows:

RF-3 FORM   This report must be submitted to the Louisiana Real Estate Commission at least 10 calendar days prior to the beginning of each month to schedule continuing education courses. If additional continuing education courses are scheduled or approved after the monthly schedule has been submitted to the Commission, a request for an addendum and/or amendment must be submitted for approval.

RF-4 FORM   This report must be submitted to the Louisiana Real Estate Commission by the 15th of the month following a continuing education seminar or course completion. Each course must be submitted separately on the attendance form or via electronic course reporting.

PL-1 FORM   This report must be submitted to the Louisiana Real Estate Commission at least 10 calendar days prior to the beginning of each month to schedule post licensing courses.

PL-2 FORM   This report must be submitted to the Louisiana Real Estate Commission by the 15th of the month following the completion of a post licensing course. Post licensing course completions must be submitted on an attendance form or via electronic course reporting.

Late schedules, attendance reports, addendums and/or amendments will be subject to the Education Compliance Schedule. Forms may be emailed, faxed, mailed, or hand delivered.

Electronic Reporting

Electronic course reporting of attendance is a faster, more efficient method of submitting attendance to the commission. To report attendance electronically, a spreadsheet program such as Microsoft Excel will be needed. Follow these easy steps below:

1. Create a spreadsheet. Course completion information must be entered into the spreadsheet as follows: Vendor Name (column A), course completion date (column B), course tracking number (column C), license number (column D), and licensees last name (column E). Do not use column headings.
2. Once all course completion data has been entered into the spreadsheet, you are ready to save the document. All electronic course reports must be saved in the comma–delimited format or better known as CSV format. Go to the File menu and chose Save As.

Once selected, you will name your file. The file name must be as follows: vendor number, completion date, course tracking number, location city, class times, and instructor.

Example: 9999-12-31-15-0065-Baton Rouge-8-12-John Doe

When reporting an online course completion, the file name must be as follows: vendor number, course tracking number, completion date, and the letter I. The letter I indicates this course was completed via the Internet.

Example: 9999-0065-12-31-15-I

Once the file name has been entered, you will select the Save As Type. This must be the CSV format. You will then click Save.
3. The file will be submitted to the following email: courserreporting@lrec.state.la.us.

ERROR REPORTS

When attendance verification reports (RF-4) are submitted with incorrect information, the Louisiana Real Estate Commission will send the vendor a letter detailing the errors. Vendors have 10 days to submit the corrected information. When discrepancies are found in an electronic attendance report, the electronic file, along with correspondence regarding the error, will be emailed to the vendor’s contact person. When submitting a correction via the electronic reporting, the word “correction” must be added to the file name.

When amendments/addendums are submitted for attendance verification reports, the vendor must provide an explanation of the information being amended or added. Please note that amendments and addendums to course reporting forms may be subject to the Education Compliance schedule.

CONCLUSION

Forms are updated periodically and it is the vendor’s responsibility to ensure the most current course reporting form is utilized. Additional questions regarding the course reporting procedures should be directed to the Education Division.

**Reference §5537. Course Reporting; Schedules and Attendance**
RF-3: CONTINUING EDUCATION COURSE/SEMINAR SCHEDULE

This schedule must be submitted at least 10 days prior to the beginning of each month. Failure to submit it in a timely manner, or any change that is made after the submission deadline, may result in a monetary penalty as prescribed by the Commission in the School and Vendor Compliance Schedule.

Vender Name: ___________________________  LCE Number: _________
Telephone Number: ( ) _______________  Reporting for Month of: ___________________________

1. Course/Seminar Title: ___________________________  Tracking Number: _______
   Class Schedule: Day: _______________  Date: _______________  Time: ____________
   Class Location: ___________________________
   Address, City, State: ___________________________
   Instructor Name(s): ___________________________

2. Course/Seminar Title: ___________________________  Tracking Number: _______
   Class Schedule: Day: _______________  Date: _______________  Time: ____________
   Class Location: ___________________________
   Address, City, State: ___________________________
   Instructor Name(s): ___________________________

3. Course/Seminar Title: ___________________________  Tracking Number: _______
   Class Schedule: Day: _______________  Date: _______________  Time: ____________
   Class Location: ___________________________
   Address, City, State: ___________________________
   Instructor Name(s): ___________________________

4. Course/Seminar Title: ___________________________  Tracking Number: _______
   Class Schedule: Day: _______________  Date: _______________  Time: ____________
   Class Location: ___________________________
   Address, City, State: ___________________________
   Instructor Name(s): ___________________________

Signature of authorized representative: ___________________________  Date: _______
Print name of authorized representative: ___________________________

RF-3 Rev. 05/2015
**RF-4: CONTINUING EDUCATION ATTENDANCE REPORT**

Submit a separate RF-4 report for each course no later than the 15th day of the month following course completion. Failure to submit an RF-4 report in a timely manner, or any change that is made after the submission deadline, may result in a monetary penalty, as prescribed by the Commission in the School and Vendor Compliance Schedule. An RF-4 report submitted for a mandatory topic course shall be accompanied by a $1.00 processing fee per student. Payment may be made by personal or company check, cashier’s check, or money order made payable to the Louisiana Real Estate Commission.

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**Check One:**

- [ ] Live Presentation: Date: ________ Time: ________ Location: ____________________________

- Address, City, State: __________________________________________________________________

- Instructor: ____________________________________________________________________________

- [ ] Distance Learning: Month: __________ Year: ________ [ ] Online [ ] Video

**ROSTER**

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Signature of Authorized Representative ____________________________________________ Date ______________

Print Signature of Authorized Representative ____________________________

LREC RF-4 Rev. 05/2015
**PL-1: POST-LICENSE COURSE SCHEDULE**

This schedule must be submitted at least 10 days prior to the beginning of each month. Failure to submit it in a timely manner, or any change that is made after the submission deadline, may result in a monetary penalty, as prescribed by the Commission in the School and Vendor Compliance Schedule.

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<tr>
<th>Vendor Name:</th>
<th>LCE Number:</th>
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<tr>
<td>Course Title:</td>
<td>Tracking Number:</td>
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<td>Telephone Number: ( )</td>
<td>Month:</td>
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<td>Address, City, State:</td>
<td>Course Location:</td>
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### SCHEDULE

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Signature of Authorized Representative __________________________________________ Date ________________
Print Name of Authorized Representative ________________________________________________

LREC PL-1 Rev. 05/2015
PL-2: POST-LICENSE COURSE ATTENDANCE REPORT

This report must be submitted by the 15th of the month following course completion. Failure to submit it in a timely manner, or any change that is made after the submission deadline, may result in a monetary penalty, as prescribed by the Commission in the School and Vendor Compliance Schedule.

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<td>Telephone Number: (   )</td>
<td>Course Ending Date:</td>
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Delivery Method: □ Live □ Online  Students included in this report shall have completed the course using the same delivery method.

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<tr>
<th>STUDENT NAME</th>
<th>LICENSE NUMBER</th>
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Signature of Authorized Representative ___________________________________________ Date __________

Print Name of Authorized Representative ______________________________________________

LREC PL-2 Rev. 05/2015
Vendors are required to maintain accurate and properly indexed records on all students for at least five years after course completion. The commission can require vendors to produce those records for inspection at any time during that five-year period. Electronic records shall be maintained in a readily available format that does not prohibit, delay, or otherwise impede inspection.

Vendors are required to maintain the following records on each student:

1. complete name, as licensed and address;
2. course title;
3. credit hours received;
4. dates of attendance;
5. test scores and pass/fail indications.

**Continuing Education Audit**

The Investigation Division conducts education audits to verify that licensees have completed the required education. Two types audits are conducted. The post licensing audit verifies that licensees have completed the required post licensing course within 180 days of their initial date of licensure. The continuing education audit verifies that all licensees have completed their annual continuing education requirement.

When licensees are found to be noncompliant, they are required to submit copies of their course completion certificates as proof they completed their education requirement. Education vendors are required to provide any student who requests it with a duplicate copy of his/her course completion records.

The vendor is allowed to determine their own fee for providing the records.

**Reference §5511. Record Keeping**
The commission may inspect any facility used by a real estate education vendor at any time during regular business hours.

Real estate education vendors shall be subject to periodic audits and reviews to ensure that courses are conducted in accordance with the provisions set forth in the commission’s laws and rules.

The commission shall have the authority on its own motion, or following receipt of a complaint, to investigate any real estate education vendor to determine compliance with the Louisiana Real Estate License Law and the rules and regulations of the commission.

Inspections and monitoring shall include, but are not limited to, the following:

- All course materials submitted for approval shall be in the exact format in which they will be offered to licensees for continuing education or post licensing.
- The observation and evaluation of classroom activities, course content, instructor proficiency, and/or the audit of reporting/attendance records.
- Continuing education courses shall be open to all licensees regardless of broker affiliation and/or membership.
- Time devoted to breakfasts, luncheons, dinners, or other refreshments shall not be counted as instruction time.
- Time devoted to questions, answers, and discussions shall not be counted as instruction time.
- It shall be prohibited to use designated course instruction time to teach, promote, advance, encourage, or further personal opinion, information, data, statistics, facts, figures, material, news, reports, intelligence, or knowledge that is not included in the approved course curriculum.
- Real estate education vendors shall provide adequate space, seating, equipment, and instructional material to accommodate the number of enrolled students.
- Courses cannot be held in a brokerage office unless there is a dedicated training room.
- Classroom shall be conducive to learning.

The commission may impose fines, and/or suspend or revoke a vendor certification and/or post-license/continuing education instructor approval for the aforementioned acts committed by a vendor, employee, or approved post-license/continuing education instructor.

**Reference §5509. Inspections and Monitoring of Approved Vendors and Courses**
The commission has the authority to impose fines, and/or suspend or revoke a vendor certification and/or post-license/continuing education instructor approval for the following acts committed by a vendor, employee, or approved post-license/continuing education instructor:

- violation of any rule or regulation promulgated by the commission;
- failure of a real estate vendor contact person to inform post-license/continuing education instructors on changes to the Louisiana Real Estate License Law or commission rules and regulations.
- using designated course instruction time to teach, promote, advance, encourage, or further personal opinion, information, data, statistics, facts, figures, material, news, reports, intelligence, or knowledge that is not included in the approved course curriculum.

Suspension or revocation of a post-license/continuing education instructor approval shall include all courses for which the post-license/continuing education instructor approval has been granted.

The commission maintains a cite and fine Education Compliance Schedule outlining violations and their associated penalties. The current version of the fee schedule is attached. Please note that fees and violations are subject to change.

The commission adheres to this schedule to promote compliance to the rules and does not wish to impose fines for punitive purposes. Therefore, the commission grants a once-per-year waiver. The first violation committed by a vendor during each calendar year will be waived to allow for learning and error correction. Any additional violations will be subject to fines and/or suspension or revocation.

**Reference §5523. Suspension or Revocation of a Vendor Certification or Post-License/Continuing Education Instructor Approval**
RF1, RF3, and PL1

FAILURE TO SUBMIT IN A TIMELY MANNER
$350.00 1-30 days past due
$450.00 31 or more days past due

ADDING CLASSES TO A SUBMITTED RF1
$100.00 5 or more days prior to start of class
$250.00 Less than 5 days prior to start of class

ADDING CLASSES TO A SUBMITTED RF3 AND PL1
$100.00 10 or more days prior to start of class
$250.00 5 to 9 days prior to start of class
$350.00 Less than 5 days prior to start of class

CHANGING INSTRUCTORS ON RF1
$0.00 5 or more days prior to start of class
$25.00 Less than 5 days prior to start of class

CHANGING INSTRUCTORS ON RF3 AND PL1
$0.00 10 or more days prior to start of class
$25.00 Less than 10 days prior to start of class

MISCELLANEOUS CORRECTIONS TO A SUBMITTED RF1, RF3, AND PL1
$50.00 Per submission
Examples include, but are not limited to, wrong class name/tracking number, class time, location, omitted information.

RF2, RF4, and PL2

FAILURE TO SUBMIT IN A TIMELY MANNER
$150.00 1-30 days past due
$350.00 31 or more days past due

Fees do not apply to RF4 and PL2 once the education audit has started. See AUDIT FINDINGS: FAILURE TO REPORT.

MISCELLANEOUS CORRECTIONS TO A SUBMITTED RF2, RF4, AND PL2
$25.00 Per submission
Examples include, but are not limited to, wrong class name/tracking number, class time, location, omitted information.
This does not include cases where the reported last name and license number do not match. In these instances, an error code will be issued, as is the current procedure.

ADVERTISING: VIOLATIONS
$75.00 Per advertisement

AUDIT FINDINGS: FAILURE TO REPORT
$75.00 Per licensee

EDUCATION CERTIFICATES: FAILURE TO INCLUDE MANDATORY FIELDS
$25.00 Per certificate

ERROR CODE: FAILURE TO RESPOND OR CORRECT
$75.00 Per error code letter

Mandatory Course Fees: Failure to Submit
$50.00 20th to end of month
$150.00 Following month
$50.00 Each additional month
What is a vendor?
Any individual or entity certified to conduct a course of education in real estate continuing education subjects in this state. A vendor certification shall be issued for a period of one year and shall expire on December 31 following the date upon which it is issued.

What are the annual continuing education requirements for licensees?
In accordance with R.S. 37:1437.C(6)(a)(i), the annual continuing education requirement is twelve (12) hours. Four (4) of these hours must be completed in the mandatory topic specified by the commission each year. All continuing education hours must be completed prior to submission of license renewal.

How does post licensing education differ from annual continuing education?
Post licensing is a specific 45-hour requirement that must be completed within 180 days from a licensees initial/upgraded license date.

Can a licensee count their post licensing education as annual continuing education?
A new licensee can use their 45-hour post licensing education course to satisfy eight hours of their 12-hour continuing education requirement in the year it is completed. They must still take the commission-approved mandatory course to satisfy the other four required hours of continuing education.

Are students required to submit a copy of their completion certificate to the LREC?
No. Course completion certificates must be retained by the licensee and furnished to the commission if requested.

I submitted a course approval application; can I go ahead and send in the RF-3 course schedule with “pending” in the tracking number field?
Vendors shall not schedule or offer a course prior to receiving course approval and tracking number from the commission.

If my instructor owns their own business, are they allowed to distribute any business information during a continuing education course?
No. Promoting/marketing a business and/or service, solicit or gain business advantage during a LREC approved continuing education course is strictly prohibited.

I am a certified vendor; can I renew my vendor certification online?
Currently, the online renewal process does not apply to vendors. Vendors must renew their certification via the U.S. post office or hand delivery.

If I have a tracking number but have not received the course approval letter, can I advertise my course?
Yes. As long as your course was issued a tracking number, you may advertise the course as approved.

What is the minimum length of a course?
Courses must be a minimum of two hours of instruction. Time devoted to breakfasts, luncheons, dinners or other refreshments shall not be counted as instruction time.
If a student completes the post licensing course prior to obtaining a real estate license, will the student receive credit?
No. The LREC cannot grant post license or continuing education credit toward a license that the student does not have.

Can a licensee receive credit for attending the same course?
Licensees will not receive duplicate credit for attending the same continuing education course from the same vendor in the same year. It is the responsibility of the vendor to advise licensees they will not receive credit for duplicating a course.

Can a licensee count their pre-licensing hours as continuing education?
No, pre-licensing education cannot be used to fulfill continuing education requirements.

Can the $1.00 per person mandatory course attendance fee be paid online?
No, it must be paid with cash, check, or money order.

Can I include exams, discussions, and questions and answers in my course outline?
Classroom hours may include time devoted to exams if the exam is a required part of the course; however, time devoted to discussions and Q & A’s shall not be counted as instruction time.

My real estate company is sponsoring a continuing education getaway; do I have to let agents from other companies attend?
Yes, continuing education courses shall be open to all licensees regardless of broker affiliation or membership.

Most real estate agents drive their potential client(s) to look at houses, so would a course on defensive driving be approved for real estate continuing education?
No, the LREC does not approve self help and/or motivation courses. There are many courses that address subject matter useful to real estate agents but clearly do not meet the course approval standards set forth by the commission.

When do vendors have to renew their certifications?
Vendor certifications are issued for a maximum period of one calendar year and expire annually on December 31 unless an application for renewal is submitted. Vendor certifications shall be renewed annually. Notifications will be sent to the vendor’s LREC-assigned email when it is time to renew their certification.

What happens if a vendor fails to renew their certification?
Failure to renew a vendor certification by December 31 results in the automatic suspension of all course approvals issued under the certification.

Can a vendor renew their certification after December 31?
Applications for delinquent renewal of a vendor certification are accepted, along with a delinquent fee, by the commission until January 31. Failure to renew an expired vendor certification during the prescribed delinquent period of January 1 through January 31 results in the forfeiture of renewal rights. Any real estate vendor that becomes ineligible to renew a vendor certification will have to reapply as an initial applicant.
Chapter 55. Real Estate Vendors; Post-licensing and Continuing Education

§5501. Real estate Vendor Approval; Applications and Procedures

A. This Chapter shall apply to real estate education vendors seeking approval to conduct a course of education in real estate post-license and/or continuing education subjects.

B. Any individual or entity desiring to conduct business in this state as a real estate education vendor shall file an application for certification with the commission.

C. The application shall be in such form and detail as prescribed by the commission and shall be accompanied by all documentation requested therein and the certification fee(s) prescribed in R.S. 37:1443.

D. The commission shall approve or deny a real estate education vendor application within 45 calendar days after it is received. Incomplete applications or a request from the commission for additional information may be cause for delay beyond 45 calendar days.

E. The commission may deny an application for certification as a real estate education vendor for any of the following reasons.

1. The applicant has been convicted of forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud, or theft, or has been convicted of a felony or crime involving moral turpitude in any court of competent jurisdiction.

2. An application contains a false statement of material fact.

3. A professional license or certification held by an applicant has been revoked.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.  

§5503. Surety Bonds

A. Applicants for certification as a real estate education vendor shall submit proof of a five thousand dollar ($5,000) surety bond issued by an insurance company that is authorized to conduct business in Louisiana.

B. Bonds shall be in favor of the state of Louisiana and conditioned for the protection of the contractual rights of students who attend real estate courses offered by the real estate education vendor.

C. Bonds shall remain effective and in force throughout the certification period of the real estate education vendor.
D. Proof of bond renewal shall be provided to the commission annually.

E. Failure to maintain a bond shall be cause for revocation or suspension of a certification.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.


§5505. Real Estate Vendor Certifications; Initial and Renewal Certificates

A. The commission shall issue a real estate education vendor certificate to all applicants approved under this Chapter.

B. The commission shall assign a certificate number that shall be included in all advertisements of approved courses and on all forms, documents, and reports filed with the commission.

C. A vendor certification for an application that is submitted and approved after October 31 may be issued effective January 1 of the following year.

D. A vendor certification shall be issued for a maximum period of one calendar year and shall expire annually on December 31 unless an application for renewal is submitted.

E. Failure to renew a vendor certification by December 31 shall result in the automatic suspension of all course approvals issued under the certification, and the commission shall not accept any post-license education or continuing education courses for credit, if the courses were offered after the expiration of the certification.

F. Applications for delinquent renewal of a vendor certification shall not be accepted by the commission after January 31. Failure to renew an expired vendor certification during the prescribed delinquent period of January 1 through January 31 shall result in the forfeiture of renewal rights. Any real estate vendor that becomes ineligible to renew a vendor certification shall apply as an initial applicant.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.


§5507. Designated Contact Person; Duties

A. All real estate education vendors shall designate a contact person, whose duty it shall be to ensure that the operations of the vendor, and all training locations, adhere to the requirements of the Louisiana Real Estate License Law and the rules and regulations of the commission, and who shall be held responsible to the commission for any violations thereof.

B. The commission shall be notified in writing within 10 days if the designated contact person for a real estate education vendor is changed.

C. The designated contact person shall coordinate and disseminate information pertaining to amendments in the license law, rules and regulations, or policies and procedures of the commission to all staff, instructors, and employees.
§5509. Inspections and Monitoring of Approved Vendors and Courses

A. Real estate education vendors shall provide adequate space, seating, equipment, and instructional material to accommodate the number of enrolled students.

B. The commission may inspect any facility used by a real estate education vendor at any time during regular business hours.

C. Real estate education vendors shall be subject to periodic audits and reviews, as determined by the commission, to ensure that courses are conducted in accordance with the provisions set forth in R.S. 37:1460 and this Chapter. This may include the observation and evaluation of classroom activities, course content, instructor proficiency, and/or the audit of reporting/attendance records.

D. If the real estate education vendor is found deficient in any part of this Section, the commission shall prepare a report specifying the areas of deficiency.

E. Any real estate education vendor that receives a report of deficiencies shall correct the deficiencies by the date designated by the commission and shall submit a signed, written report to the commission that outlines the corrective action.

F. Failure to respond to a report of deficiencies, in accordance with the deadline designated by the commission, may result in payment of a fine, or the suspension or revocation of any certificate for a vendor found to be in violation of this requirement.

§5511. Record Keeping

A. Real estate education vendors shall maintain accurate and properly indexed records on all students for at least five years after course completion and shall produce those records for inspection upon request of the commission. Electronic records shall be maintained in a readily available format that does not prohibit, delay, or otherwise impede inspection.

B. Real estate education vendors shall maintain the following records on each student:

1. complete name, as licensed with the commission, and address;

2. course title, as approved by the commission;

3. credit hours received;
4. dates of attendance;

5. test scores or pass/fail indications.

C. Real estate education vendors shall provide any student who requests it with a duplicate copy of his/her course completion records. The real estate education vendor shall determine any fee associated with providing the records.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq. 

§5513. Post-License and Continuing Education Instructors

A. No person shall act as a post-license/continuing education instructor, and no real estate vendor shall hire or otherwise permit any person to act as a post-license/continuing education instructor, unless that person has been approved by the commission.

B. The application to become approved as a real estate post-license/continuing education instructor shall be in such form and detail as prescribed by the commission and shall be accompanied by any documentation requested therein and the certification fee(s) prescribed in R.S. 37:1443.

1. Approval as a post-license/continuing education instructor shall be required per vendor course and shall not qualify an approved instructor to instruct any other post-license/continuing education courses.

2. The expiration of an approved post-license/continuing education course shall result in the automatic expiration of all instructor approvals issued for that course.

C. The commission shall approve or deny a post-license/continuing education instructor application within 45 calendar days after it is received. Incomplete applications, or a request from the commission for additional information, may be cause for delay beyond 45 calendar days.

D. The commission may deny an application for approval as a post-license/continuing education instructor for any of the following reasons.

1. The applicant has been convicted of forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud, or theft, or has been convicted of a felony or crime involving moral turpitude in any court of competent jurisdiction.

2. An application contains a false statement of material fact.

3. A professional license or certification held by an applicant has been revoked.

4. The applicant fails to meet the minimum requirements prescribed by the commission.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq. 

§5515. Supplemental Post-License/Continuing Education Instructors
A. Real estate vendors may hire or otherwise permit a supplemental course instructor to participate with a primary instructor in the instruction of an approved post-license/continuing education course, provided the supplemental course instructor is named as such in the application for post-license/continuing education instructor submitted by the primary instructor.

B. A supplemental course instructor shall work under the direct supervision of the approved primary course instructor and shall be limited to no more than 25 percent of the total course instruction. In instances where there is more than one supplemental course instructor, the supplemental course instructors shall be limited to a combined total of no more than 25 percent of the total course instruction.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.

§5519. Vendor Advertising

A. Advertising by real estate education vendors shall not be false or misleading.

B. Advertisements shall state that the vendor is certified by the Louisiana Real Estate Commission and shall include the vendor certification number.

C. The commission may require a real estate education vendor to furnish proof of any advertising claims. The commission may order the retraction of advertising that violates the provisions of this Section. Such retractions shall be published in the same manner as the original claim and shall be paid for by the real estate education vendor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.
HISTORICAL NOTE: Promulgated by the Office of the Governor, Real Estate Commission, LR 37:3021 (October 2011).

§5521. Investigations and Hearings

A. The commission shall have the authority on its own motion, or following receipt of a complaint, to investigate any real estate education vendor to determine compliance with the Louisiana Real Estate License Law and the rules and regulations of the commission.

B. If an investigation by the commission determines that a violation has occurred, the commission shall follow the provisions of R.S. 37:1456 and the Louisiana Administrative Procedure Act, R.S. 49:950, et seq.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.
HISTORICAL NOTE: Promulgated by the Office of the Governor, Real Estate Commission, LR 37:3021 (October 2011).

§5523. Suspension or Revocation of a Vendor Certification or Post-License/Continuing Education Instructor Approval

A. The commission may impose fines, and/or suspend or revoke a vendor certification and/or post-license/continuing education instructor approval for the following acts committed by a vendor, employee, or approved post-license/continuing education instructor:
1. violation of any rule or regulation promulgated by the commission;

2. conviction of a felony or entering a plea of guilty or nolo contendere to a felony charge;

3. refusal to appear or testify under oath at any hearing held by the commission;

4. false certification of course attendance hours for any student;

5. suspension or revocation of a salesperson, broker, or timeshare interest salesperson license by the commission;

6. failure of a real estate vendor contact person to inform post-license/continuing education instructors on changes to the Louisiana Real Estate License Law or commission rules and regulations.

7. using designated course instruction time to teach, promote, advance, encourage, or further personal opinion, information, data, statistics, facts, figures, material, news, reports, intelligence, or knowledge that is not included in the approved course curriculum.

B. Suspension or revocation of a post-license/continuing education instructor approval shall include all courses for which the post-license/continuing education instructor approval has been granted.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.

§ 5525. Course Approval; Applications and Procedures

A. Courses approved by the commission for instruction by real estate education vendors shall be classed in the following categories:

1. post-license education;

2. continuing education.

B. Real estate education vendors shall file a course approval application with the commission for each course that will be offered for credit toward renewal of a real estate license. Real estate vendors shall not advertise as approved by the commission, or otherwise schedule or offer a course, prior to receiving course approval from the commission.

C. The course approval application shall be in such form and detail as prescribed by the commission and shall be accompanied by the processing fee prescribed in R.S. 37:1443.

D. The commission shall approve or deny a course approval application within 45 calendar days after it is received. Incomplete applications or a request from the commission for additional information may be cause for delay beyond 45 calendar days.

E. Each course approved by the commission shall remain active for three years and shall expire on December 31 of the third year unless a renewal application for course approval is filed with the commission. The commission shall not accept credit for a non-renewed course that is presented after the date of expiration.
F. The commission shall assign a tracking number to each approved course that shall be used with the approved course title on all forms, documents, reports, and/or correspondence filed with the commission.

G. Real estate education vendors shall not amend the title or outline of any approved course without first obtaining the written approval of the commission.

1. All requests to amend a course shall be accompanied by the new course outline and the processing fee prescribed in R.S. 37:1443.

2. It shall be the responsibility of the real estate education vendor to amend each course as necessary so as to provide for any applicable law or rule change that is enacted during the course approval period. A fee shall not be required when a real estate course is amended to accommodate law or rule changes.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.
HISTORICAL NOTE: Promulgated by the Office of the Governor, Real Estate Commission, LR 37:3021 (October 2011).

§5527. Post License Education Courses

A. Post-license education courses offered by real estate education vendors shall be developed in accordance with the content outline prescribed by the commission.

B. Real estate education vendors shall not issue credit for any post-license education course unless the student has passed an examination on the course content. Post-license hours shall be secured through and reported by one approved vendor.

C. Post-license education courses shall be open to all licensees regardless of broker affiliation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.

§5529. Continuing Education Courses

A. Real estate education vendors may offer continuing education course topics that include, but are not limited to, appraisal, finance, taxes, zoning, Louisiana Real Estate License Law/commission rules and regulations, environmental quality, property management, and federal laws affecting real estate such as HUD and fair housing regulations.

B. Continuing education courses offered by real estate education vendors shall be a minimum of two hours. A classroom hour is defined as sixty minutes, of which fifty minutes are instruction. The prescribed number of classroom hours may include time devoted to examinations if a required part of the course. Time devoted to breakfasts, luncheons, dinners, or other refreshments shall not be counted as instruction time.

C. Licensees shall not receive duplicate credit for attending the same continuing education course from the same vendor in the same year. It shall be the responsibility of the real estate education vendor to advise licensees that credit shall not be awarded for completing duplicate courses within the same license period.

D. Course work completed by licensees through non-approved providers will be considered for credit by the commission on an individual basis. Licensees seeking approval for course work obtained through non-approved
providers shall apply for such approval by submitting documentation of attendance, hours completed, date of attendance, and detailed course content information.

E. Continuing education courses shall be open to all licensees regardless of broker affiliation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.

§5531. Mandatory Courses

A. The commission shall mandate an annual four-hour continuing education course topic and curriculum that licensees shall complete during each license period as a requirement for license renewal.

B. Real estate education vendors shall not offer the mandatory course for credit unless a course approval application has been approved by the commission.

C. There shall be no substitute curriculum for the mandatory course, including any previously approved course that is similar in name and/or content, without prior commission approval.

D. Any instructor used in the presentation of the mandatory course shall have first completed the annual Train the Trainer instructor workshop developed specifically for each mandatory course topic. Completion of a prior year Train the Trainer instructor workshop shall not be substituted for completion of the current year workshop.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.

§5533. Methods of Instruction

A. Live classroom training that is led by an instructor and held in a physical location, or delivered via a network, may be used to present post-license and continuing education courses and shall be in such format and detail as prescribed by the commission.

B. Distance education, for the purpose of this Chapter, shall mean any of the following methods of instruction:

1. interactive Internet-based instruction;

2. correspondence courses.

C. Correspondence courses, for the purpose of this Chapter shall be in such format and detail as prescribed by the commission for post-license or continuing education distance learning credit hours only. Passage of an examination on course content is a requirement for all correspondence courses.

D. Real estate education vendors that offer distance education courses shall apply for course approval as follows.

1. Distance education courses shall be submitted to the commission for content approval prior to any course offering.

2. Distance education courses that have been approved by the commission for course content shall be submitted
to the Association of Real Estate License Law Officials (ARELLO) for certification of the delivery method prior to any course offering. Loss of ARELLO certification for courses approved under this Section shall automatically suspend commission approval of the course content.

E.1 Final examinations for distance education courses shall consist of multiple choice questions with four possible answers (a, b, c and d) as follows:

a. a minimum of 20 questions for each two hours of continuing education credit; or

b. a minimum of 150 questions for each post-license final exam.

2. The examination that a student submits for grading shall include a signed and dated statement that the student has personally completed the course and examination.

F. All courses submitted for approval shall be in the exact format in which they will be sold to licensees for post-license or continuing education credit.

G. Real estate education vendors shall not grade any written assignment or examination if it is presented for grading before the time frame for course completion has been reached.

H. Real estate education vendors shall not grade any examination that does not contain the signed certification required in Paragraph E.2 of this Section.

I. Real estate education vendors shall certify students as successfully completing a course only if the student completes any written assignments and passes the required examination on course content.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.  
HISTORICAL NOTE: Promulgated by the Office of the Governor, Real Estate Commission, LR 37:3022 (October 2011).

§5535. Certificates of Completion

A. Real estate education vendors shall issue certificates containing the following information to students:

1. complete name of the real estate education vendor and the vendor certification number;

2. name of the student as licensed with the commission;

3. real estate license number;

4. number of credit hours completed;

5. course title as approved by the commission

6. date of course completion;

7. signature of authorized representative;

8. indication of delivery method.
§5537. Course Reporting; Schedules and Attendance

A. Real estate education vendors shall submit continuing education and post-license education course schedules and attendance verification reports to the commission.

B. Course schedules shall be received by the commission at least 10 calendar days prior to the beginning of each month.

C. Course schedules and attendance verification reports shall be submitted in such form and detail as prescribed by the commission.

§5539. Non-certified Real Estate Education Vendors

A. Non-certified real estate education vendors may request commission approval to offer continuing education courses under the following conditions.

1. Non-certified real estate education vendors shall comply with the course approval and course reporting procedures specified in Section 5537.A-C of this Chapter.

2. No more than two course approvals may be granted to each non-certified real estate education vendor within a one-year period.

3. Each course approval issued to a non-certified real estate education vendor shall be limited to a maximum of three presentations in locations that shall be specified in the request for approval. The commission shall not grant credit for any course presentation that exceeds the maximum specified in this Part.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1431 et seq.