

Prior-Approval of a Course

Use this form if you are a licensee requesting continuing education credit for a course that is not approved with the IREC. The Approved Course list is at www.plb.iowa.gov. Real Estate tab- Education

NOTE: You do not need approval if they meet the following rule:

16.4(6) In addition to courses approved directly by the commission, the following will be deemed acceptable as continuing education:

a. Credits earned in a state which has a continuing education requirement for renewal of a license if the course is approved by the real estate licensing board of that state for credit for renewal.

However, state-specific courses are not acceptable.

b. Courses sponsored by the National Association of Realtors (NAR) or its affiliates.

1. Name of the school, firm, organization conducting the activity:

2. Location of the activity: _____

3. Title & Detailed description of the activity:

4. Which acceptable course subject does this course/activity meet? Please see attached rule 193E-17.5(543B) 17.5(1).

5. Number of credit hours requested: _____

6. Date of activity: _____

7. Principal Instructor(s): _____

193E—16.11(543B) Requests for prior approval or postapproval of a course(s). A licensee seeking credit for attendance and participation in a course, program, or other continuing education activity that is to be conducted by a school not otherwise approved by the commission may apply for approval to the commission at least 21 days in advance of the beginning of the activity. The commission shall approve or deny the application in writing within 14 days of receipt of the application.

Please plan accordingly for your license renewal. You will receive an approval or denial to the email address below.

Your name: _____

Email: _____

193E—17.5 (543B) Acceptable course topics.

17.5(1) The commission will consider courses in the following areas to be acceptable for approval:

- a.* Real estate ethics;
- b.* Legislative issues that influence real estate practice, including both pending and recent legislation;
- c.* The administration of licensing provisions of real estate law and rules, including compliance and regulatory practices;
- d.* Real estate financing, including mortgages and other financing techniques;
- e.* Real estate market analysis and evaluation, including site evaluations, market data, and feasibility studies;
- f.* Real estate brokerage administration, including office management, trust accounts, and employee contracts;
- g.* Real estate mathematics;
- h.* Real property management, including leasing agreements, accounting procedures, and management contracts;
- i.* Real property exchange;
- j.* Land use planning and zoning;
- k.* Real estate securities and syndications;
- l.* Estate building and portfolio management;
- m.* Accounting and taxation as applied to real property;
- n.* Land development;
- o.* Market analysis;
- p.* Real estate market procedures; and
- q.* Technology and the practice of real estate.

17.5(2) Other course topics. A course topic may be approved if it is determined that it includes such facts, concepts and current information about which licensees must be knowledgeable to conduct real estate negotiations and transactions and better protect client, customer and public interest. The same criteria will be used to evaluate courses that do not otherwise qualify under rule 193E—17.5(543B).

You may submit by email to Jill.Simbro@iowa.gov or mail:

Iowa Real Estate Commission

200 East Grand, Ste. 350, Des Moines, IA 50309